

E14 ELECTED MEMBERS' ALLOWANCES AND EXPENSES**PURPOSE**

To outline allowances that will be provided and expenses the Shire of Irwin will reimburse to Elected Members in accordance with the *Local Government Act 1995*.

POLICY**1. ALLOWANCES****1.1 Annual Meeting Attendance Fees**

In lieu of paying the President, Deputy President and Elected Members their meeting attendance fee for each prescribed meeting to the minimum amount within the range set by the Salaries and Allowances Tribunal (SAT) in accordance with the *Salaries and Allowances Act 1975*.

1.2 Annual President Allowance

The Shire will pay the median Annual Local Government Allowance within the range set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid to the President.

1.3 Annual Deputy President Allowance

The Shire will pay the maximum Annual Local Government Allowance within the range set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid to the Deputy President (25% of the President Allowance).

2. EXPENSES**2.1 Travel**

Elected Members will be reimbursed for travel expenses incurred whilst undertaking Council Business upon receipt of Sufficient Information.

Elected members, while using their own private motor vehicle, are entitled to be reimbursed for travel costs to and from their home incurred for the following purposes:

1. To any Council or committee meeting regardless of whether or not they are a member;
2. To any community meeting as an authorised delegate or liaison member;
3. To meetings of an organisation to which they have been appointed as Council delegate or liaison member;
4. The cost of travel to any conference or other function that they have been authorised by Council to attend; and
5. An expense incurred by an elected member in performing a function in his or her capacity as an elected member.

The calculation of the reimbursement amount is by way of a log record identifying the date, location, reason for travel and the number of kilometers travelled and through the use of the rates specified in Schedule F – Motor Vehicle Allowance of the Public Service Award 1992 (as amended from time to time).

A claim for Council Business travel reimbursement covering no later than a three month

period (quarterly), must be completed and submitted for reimbursement within three months from the end of the quarter for processing. Claims submitted outside these timeframes must be presented to Council for approval.

Taxi and parking fees incurred whilst undertaking Council business may be reimbursed upon lodgement of relevant receipts that accompany the claim form.

If an elected member is provided with a Shire vehicle to attend official duties, travel costs are not claimable.

2.2 Information Technology and Telecommunications

Elected Members are provided with an iPad for their Council use and provision is made for the associated communication costs.

In accordance with Regulation 31 of the *Local Government (Administration) Regulations 1996*, rental charges incurred by an elected member in relation to one telephone and one facsimile machine.

An expense incurred by an elected member in performing a function in his or her capacity as a council member.

Claims must be accompanied by an invoice and are to be submitted to the Chief Executive Officer for authorisation for reimbursement.

2.3 Child Care Costs

- (a) In accordance with Regulation 31 of the *Local Government (Administration) Regulations 1996*, child care costs will be paid at the rate set by the Salaries and Allowances Tribunal.
- (b) Claims must be accompanied by a receipt or invoice and detail the date, number of hours, rate and function attended.
- (c) Any claims outside the policy for child care costs incurred are to be submitted to the Chief Executive Officer for authorisation for reimbursement.

Definitions

Council Business means any business where an Elected Member:

- a) Represents the interests of electors, ratepayers and residents of the district;
- b) Provides leadership and guidance to the community in the district;
- c) Facilitates communication between the community and the Council; or
- d) Performs such other functions as are given to a Councillor by the *Local Government Act 1995* or any other written law.

Public Service Award Motor Vehicle Allowance means the rate used to calculate travel expenses for Elected Member reimbursement from the *Public Service Award 1992* (Schedule F).

Salaries and Allowances Tribunal means the body who review the maximum and minimum rates to calculate fees, expenses and allowance in accordance with the *Salaries and Allowances Act 1975* issued by the Western Australian Industrial Relations Commission as amended from time to time.

Sufficient Information means a requirement of Regulation 32(1) of the *Local Government (Administration) Regulations 1996* and includes receipts or documentation in the Elected Members' name, evidencing proof of payment for expenses or allowances authorised by statute

or this policy. The option is available for Elected Members to complete a statutory declaration which will constitute as Sufficient Information.

Date of Last Amendment – 22 November 2016 (reviewed 27 June 2017 Minute 140617)