



**Chief Executive Officer Attachments
Wednesday, 18 September 2013**

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
9.4.1	Policy update: Elected Members' Fees, Allowances, Reimbursements and Benefits Amended Elected Members' Fees, Allowances, Reimbursements and Benefits policy	1



Elected Members' Fees, Allowances, Reimbursements and Benefits

Policy Owner:	Governance
Distributed to:	All Elected Members
Person Responsible:	All Executive Managers
Date of Approval:	17 February 2010

Objectives To clearly outline the support and allowances available to the Shire's Elected Members within the provisions of the **Local Government Act 1995** (the "Act") to cover any "out of pocket" expenses that are incurred in carrying out their function as an Elected Member. It also establishes guidelines in respect to Elected Members' participation in conferences and training.

Policy Statement In addition to those allowances and reimbursements available to Elected Members under the Act, and Regulations made under the Act, this policy will outline "approved expenses" the Shire will reimburse Elected Members if incurred in their capacity as an Elected Member.

The Council also recognises that Elected Members have a responsibility to undertake development opportunities necessary to enable them to fulfil their duties of public office.

Background The **Local Government Act 1995**, Section 5.98, 5.98 (A), 5.99 and 5.99(A) provides for fees and allowances as determined by the Salaries and Allowances Tribunal (SAT) from time to time. The current policy provides for clear definitions on reimbursements that members are entitled to and conferences and training opportunities available to members.

Scope **Allowances**
Elected Member meeting attendance fees and the Shire president's local government allowance are to be paid on a quarterly basis in arrears.

- 1) *Shire President allowance*
The annual local government allowance for the Shire President is set by Council in accordance with the appropriate SAT bands (table 7) for 'Annual allowance for Mayor or President of a Local Government'.
- 2) *Deputy Shire President allowance*
The annual local government allowance for the Deputy Shire President is set in accordance with section 5.98(A) of the Local Government Act 1995, which is 25% of the Presidents Allowance.



- 3) *Elected Member attendance fee*
The annual local government attendance fee for Elected Members is set by Council in accordance with the appropriate SAT bands (table 5) for 'Annual Attendance fees in lieu of Council meeting and Committee meeting attendance fees – Local Government'.

- 4) *Shire President attendance fee*
The annual local government attendance fee for the Shire President is set by Council in accordance with the appropriate SAT bands (table 5) for 'Annual Attendance fees in lieu of Council meeting and Committee meeting attendance fees – Local Government'.

- 5) *Annual allowance in lieu of reimbursement of expenses*
All Council members are to be paid an annual allowance set by Council in accordance with the appropriate SAT range for 'Annual allowances determined instead of reimbursement for particular types of expenses'.

Reimbursement of travelling expenses for attending ordinary or special meetings of Council (or any meeting as capacity as a member of that committee)

It is noted that under section 5.98(2)(a) and Regulations 31(1)(b), an Elected Member who incurs travel expenses because of the member's attendance at a Council meeting or meeting of a committee of which he or she is a member, is entitled to be reimbursed:

- (a) if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
- (b) if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back -
 - (i) for the person to travel from the person's place of residence or work to the meeting and back; or
 - (ii) if the distance travelled referred to in sub-paragraph (i) is more than 100km for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to the boundary.

The expenses shall be paid only on receipt of a formal claim and shall be calculated on the number of kilometres between the President/Elected Member's principal place of residence or work within the Shire to the meeting venue and back. The rate per kilometre shall reflect actual cost and will be as specified in the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission.

Information or advice is available from the Chief Executive Officer or the Executive Manager Corporate Services at any time. Elected Members shall endeavour, where practical, to make arrangements to utilise a Council vehicle to attend appropriate meetings.



Dates of payments for reimbursement are:

- 1) 30 September
- 2) 31 December
- 3) 31 March
- 4) 30 June

All claims for the current financial year must be processed and paid before year end 30 June.

All claims are to be entered onto the Shire's spreadsheet (appendix 1) and emailed to the Chief Executive Officer at the end of each quarter (as listed above).

Expenses approved for reimbursement

For the purpose of Regulation 32(1)(a):

- 1) the express authority of the Council is given to Council members to perform the following functions:
 - a) attendance by an Elected Member at any working group meeting, ordinary or special briefing session and Council forum, notice of which has been given by the Chief Executive Officer;
 - b) attendance by an Elected Member at any meeting of anybody to which the Elected Member has been appointed by the Council or to a secondary body as approved by the Chief Executive Officer;
 - c) attendance by an Elected Member at any annual or special electors' meeting;
 - d) attendance by an Elected Member at a Shire of Chittering civic function to which all Council members are invited;
 - e) attendance by an Elected Member at a citizenship ceremony conduct by the Shire;
 - f) attendance by an Elected Member at any ceremony for the presentation by the Shire of awards to school students by any member responsible for presentation of the awards;
 - g) attendance by an Elected Member at any meeting of a ratepayer/residents association dealing with the interests of an area represented by that Elected Member;
 - h) attendance by an Elected Member at any site where:
 - i) the site is the subject of an item of business on an agenda for a Council briefing session or a Council meeting; and
 - ii) the attendance occurs between the issue of the agenda and the Council briefing session or the Council meeting.
 - i) attendance by an Elected Member at a meeting with the Chief Executive Officer or a Manager of the Shire at the request of the Chief Executive Officer or a Manager;
 - j) attendance by an Elected Member at a meeting with a ratepayer/resident or a local body or group to discuss any local government matter; and



- k) attendance by an Elected Member at a funeral for those deceased persons recognised under the Shire of Chittering's Bereavement Recognition Policy.
 - l) attendance by the Shire President at a meeting or function of anybody including any State Government body, in his or her capacity as the Shire President, including attendance by the Deputy Shire President or an Elected Member in place of the Shire President;
 - m) any other function, meeting or event in their role as an Elected Member that is supported by a written invitation.
- 2) The following expenses incurred by an Elected Member in performing a function to which express authority is given under this resolution, are approved for reimbursement:
- a) child care costs, to be reimbursed as per the SAT determination section 4.2 (2) 'Extent of expenses to be reimbursed';
**child care costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Elected Member.*
 - b) travel costs;
 - c) parking.

Professional conferences

To enable Elected Members to develop and maintain skills and knowledge relevant to their role as a representative of the Shire, the Chief Executive Officer is authorised to arrange, at the Shire's cost, and at the request of an Elected Member:

- a) registration at professional conferences which are:
 - i) considered by the Chief Executive Officer to be directly relevant to the Shire's affairs;
 - ii) convened by the Western Australian Local Government Association (WALGA).
- b) *accommodation for an Elected Member in a standard room at a reasonably priced hotel near the conference venue for the duration of the conference;
- c) registration for the conference dinner for the Elected Member; and
- d) one return economy airfare to the conference if the venue is interstate.

**If accommodation is not at the venue of the event or activity then taxis should generally be used for transport. Where necessary a hire car can be organised for the conduct of Council business at the discretion of the Chief Executive Officer. Where an Elected Member elects to travel interstate by private motor vehicle, they will be reimbursed for actual accommodation costs and vehicle costs in accordance with the Local Government travel allowance up to an equivalent amount that would have been expended had the travel occurred by air. Receipts must be provided for all expenses in order to be reimbursed.*



Subject to the above, a maximum amount (per Elected Member) is set annually for attendance at conferences in accordance with the Shire of Chittering Annual Budget.

For the purpose of Regulation 32(1)(a), the express authority by resolution of the Council is given to Elected Members to perform the following function – the attendance by an Elected Member at a professional conference, the registration for which is arranged by the Chief Executive Officer.

The following expenses incurred by an Elected Member in performing a function referred to in paragraph (a) are approved for reimbursement:

- i) *food and beverages consumed by the Elected Member during the conference.
- ii) taxi fares incurred by the Elected Member during the conference.
- iii) costs associated with the attendance of the Elected Member at any meetings or forums with other government bodies or associations, at the discretion of the Chief Executive Officer.

The extent to which the costs referred to above is to be reimbursed at the actual cost.

Actual amounts and actual costs are to be verified by sufficient information under Regulation 31.

**Meal and beverage claims will be accepted where it is reasonable for the Elected Member to have incurred the expense. Meal claims will not be accepted where meals are provided at the event or activity or where the expense is incurred outside of reasonable travelling times, for example, more than a day in advance of, or after the end of, the event or activity.*

Training and Education

The following training course is identified as relating to Elected Members of the Shire:

- WALGA Elected Member Development Program

Priority will be given to the attendance of any new Elected Member at any induction or training course that is specifically organised for the benefit of the new Elected Member.

An Elected Member is not entitled to any subsidy where a course of study is subsidised through other means.

Booking arrangements

All booking arrangements of airline travel for representatives of the Shire of Chittering are to be coordinated through the Chief Executive Officer's office.



Airline travel for Elected Members is to be booked at economy level and booking arrangements are to be reviewed upon any improved discount offer being identified.

Other than to amend departure times, tickets provided to representatives of the Shire are not to be exchanged, downgraded or rebated for any reason. Tickets or bookings may not be altered to include personal travel that is not part of the scheduled conference itinerary.

Customer Loyalty Programs

Elected Members should not accumulate benefits associated with customer loyalty programs such as frequent flyer points while travelling on Council business. The Shire will not provide frequent flyer details to an airline when booking and paying for a flight.

The proposed duration of the conference attendance together with travel time and planned supplementary pre or post conference activities relevant to the Shire of Chittering, will be notified to Council or the Chief Executive Officer for confirmation and/or amendment prior to the delegate's departure for the conference.

Where Council is represented by a person requiring assistance for the reason of disability, the accompanying person shall be given the same privileges as the representative regarding the travel, accommodation and reasonable expenses incurred.

Reports of conference attendance are to be provided in writing to the next ordinary Council meeting briefing session.

The type of conference that Elected Members attend will be related to a particular function or activity in which Council is involved rather than individual or personal development type conference/seminars.

In recognising the contribution of elected members to the community and period of time spent away from an elected member's principal residence, for elected member development Council authorises payment of associated expenses of Elected Members' spouses to attend one conference annually in Australia.

If a partner or spouse wishes to attend a second or other conference (including conference dinner) all costs will be at their own expense.

APPENDIX 1

Shire of Chittering – Elected Member Quarterly Claim Form

Name						
Date of Claim	Mileage Claim				Miscellaneous claims	
	Travel from	Travel to	Distance travelled	Reason for travel	Details of claim	Amount