



Background and Issues

This policy outlines principles applicable to the payment of Elected member meeting fees and reimbursement of expenses allowable under the *Local Government Act 1995*, *Local Government (Administration) Regulations 1996* and determination of the Salary and Allowances Tribunal (SAT) for Local Government Chief Executive Officers and Elected members in accordance with the *Salaries and Allowances Act 1975*.

Objectives

The key objective of this policy is to provide clear guidance as to the method of determining Elected member meeting fees and the circumstances and amount of expenses reimbursed.

Area of Application

This policy applies to elected members (Shire President, Deputy Shire President and elected members) of the Shire of Manjimup only.

Policy Measures

1. **Meeting Fees**
All elected members are to receive Annual Meeting Attendance Fees at the mid-point of the permitted range specified by the SAT and that such fees be paid monthly in arrears. The Annual Meeting Attendance Fee covers attendance at all Council, Council Briefing and Committee Meetings as well as any other prescribed meetings (such as meetings of WALGA Zone, Regional Road Group, Minister directed meetings or such other meetings where an elected member is an appointed representative of Council).
2. **Local Government Allowance**
The Shire President and Deputy President are each to receive an Annual Local Government Allowance and that such fees be paid monthly in arrears. The amount of the allowance to be paid is the mid-point of the permitted range specified by SAT.
3. **Information Communication and Technology Allowance**
Elected members are to be paid 50% of the maximum ICT allowance permitted by the SAT in lieu of provision of electronic communication equipment and access fees and in lieu of provision of a phone, line rental and call costs. The ICT allowance is to be paid monthly in arrears.

1.1.2. **Councillor meeting fees and reimbursement of expenses**

4. Childcare costs

Elected members are entitled to be reimbursed for childcare costs incurred because of attendance at a Council, Council Briefing or Committee Meeting at the actual cost per hour up to a maximum of \$40 per hour.

5. Reimbursement of Travelling and Accommodation Allowance

5.1 In accordance with the Act and Regulations, Elected members are entitled to be reimbursed travel expenses incurred during their attendance at:

- a) Council or Committee Meetings (where the Committee is a Shire Committee);
- b) Any Shire convened meeting requiring elected members' attendance, including briefing sessions, workshops and other forums;
- c) Meetings where an elected member has been appointed by Council as its delegate or a deputy/proxy to the delegate (except where the other body pays the elected member for meeting attendance and/or travel e.g. ministerial appointment to State Advisory Boards);
- d) Attending functions where the Councillor is representing the Shire President or is attending by resolution of Council;
- e) A specific request or instruction of the Council;
- f) Elected member training courses;
- g) Attendance at community functions with a formal invitation as a Councillor;
- h) Seminars and conferences attended in the capacity of an elected member; and
- i) Site inspections in connection with matters listed on any Council Agenda (elected members are to state the item number listed on any Council Agenda along with the date and time of the visit on the claim form); and
- j) Attendance at the Shire Administration Office or Shire Depot by the Shire President to execute documents, meet with the Chief Executive Officer and/or senior staff and community members or business representatives.

5.2 Claims must relate to travel (or accommodation) from the elected members' usual place of residence, or between meetings/functions, as stated above.

5.3 Any elected member seeking reimbursement is to provide the Chief Executive Officer with a formal claim (on the relevant claim form), which includes a declaration to the effect that the travel expenses were incurred. The claim form is to be provided within 60 days of the end of the month in which the travel was undertaken.

5.4 The Shire of Manjimup will not provide a dedicated vehicle for the Shire President or any other elected members.

1.1.2. **Councillor meeting fees and reimbursement of expenses**

5.5 Where large distances are involved and when practicable, elected members are encouraged to use the Shire pool vehicle in the first instance. Where the Shire pool vehicle is utilised, the travel reimbursement or travel allowances cannot be claimed.

5.6 Reimbursement of travel expenses will be paid as per the current rate in the Public Service Award.

6. Reimbursement of Accommodation Allowance

6.1 Elected members are entitled to their accommodation expenses covered if:

- a) their usual place of residence is over 100km from Manjimup Council Chambers (usual meeting place) when attending evening Council meetings, Council briefings or Committee meetings of which they are a member;
- b) they are attending a Council Meeting and/or Council briefing held in Walpole, and do not live within 100km of the meeting place; or
- c) they are required to stay overnight away from their place of residence for Shire sanctioned functions (see 5.1).

6.2 All accommodation claims as per 6.1, are to be arranged and paid for by the Shire in consultation with the Elected member, with key considerations being cost effectiveness and proximity to the location at which the activity is being held.

7. Reimbursement of any other expenses

Requests from elected members for the reimbursement of any other expenses, other than those mentioned in this policy, be subject to formal consideration by the Council. Reference is also to be given to the Council Policy 4.1.5 *Travelling / Accommodation Allowances*

Administration

This policy is to be administered by the Office of the CEO.

Adoption and Date Due for Revision

**REVIEWED AND ADOPTED 13 JUNE 2002
REVIEWED 11 JULY 2024
NEXT DUE FOR REVIEW JULY 2025**

The Administration of this Policy is by Office of the CEO.