

G 3 – Members Allowances/Expenses

1 Objective

To provide clear guidance as to the method of determining Councillor meeting fees and the circumstances and amount of expenses reimbursed.

2 Background

This policy outlines principles applicable to the payment of Councillor meeting fees and reimbursement of expenses allowable under the Local Government Act 1995 and Regulations and the annual determination made by the Salaries and Allowances Tribunal.

3 Policy

- 3.1 The Salaries and Allowances Tribunal (the Tribunal) conducts an annual review of fees, allowances and expenses for elected council members (councillors) of Local Governments throughout Western Australia. The annual determination establishes a scale of payments and provisions for reimbursement of expenses in accordance with the Local Government Act 1995 and the Local Government (Administration) Regulations 1996.
- 3.2 The method of payment of Councillor and President meeting fees is to be as an annual attendance fee rather than a fee per meeting basis.
- 3.3 All councillors other than the Shire President will receive an “Annual Meeting Attendance Fee” set at 60% of the range specified by the Tribunal for Band 3 councils. The Shire President will receive an “Annual President’s Meeting Attendance Fee” set at 60% was selected by comparing the level of payments made by other Band 3 Councils in Western Australia.
- 3.4 The “Annual Meeting Attendance Fee” covers attendance at all Council and Committee meetings, Concept Forums as well as any other prescribed meetings (such as meetings of WALGA Zone, Regional Road Group, Warren Blackwood Alliance of Councils, Minister directed meetings or such other meetings where a Councillor is an appointed representative of Council).
- 3.5 The Shire President will receive an annual “President’s Allowance” set at 60% of the range specified by the Tribunal for Band 3 Councils. The Deputy President will receive a “Deputy President Allowance” set at 25% of the President’s Allowance.
- 3.6 All councillors will receive an annual “Information Communication and on Technology Allowance” 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 annual allowance is to be set at 60% of the range specified by the Tribunal for all Councils.
- 3.7 All allowances are to be paid monthly in arrears.
- 3.8 Councillors who retire earlier than their full term, or do not regain their seat as Councillor, will have their allowances adjusted on a pro-rata basis.
- 3.9 Claims for any further reimbursements in relation to travel expenses (for attendance at meetings, representing Council), and child care will be considered in accordance with the

provisions of the relevant sections of the Local Government Act and Local Government (Administration) Regulations.

- 3.10 Where a Councillor wishes to attend a meeting outside of the Shire District and proposes to use their own vehicle with reimbursement of costs by the Shire, the written authorisation of the CEO is to be obtained. Attempts should be made to utilise a Shire vehicle at all times to minimise costs.
- 3.11 In the event a pool vehicle is not available, Councillors are entitled to claim actual mileage incurred on Council business at the current rate specified in the Public Service Award for any travel.
- 3.12 Councillors are able to claim mileage for the following purposes:
- (a) Attending Council and Committee meetings, Concept Forums and any other prescribed meetings (such as meetings of WALGA Zone, Regional Road Group, Warren Blackwood Alliance of Councils. Minister directed meetings or such other meetings where a Councillor is an appointed representative of Council).
 - (b) Council briefings and/or workshops
 - (c) Council ceremonies such as Australia Day, Anzac Day or citizenship ceremonies
 - (d) Council functions and receptions
 - (e) Councillor training and/or seminars
 - (f) Attending meetings as a representative of Council at the request of the CEO or government department/agency
 - (g) 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;
 - (h) Any other meeting in which the Councillors' presence is invited by the President or Chief Executive Officer.
- 3.13 Any Councillor seeking reimbursement is to provide the Chief Executive Officer with a formal (on the relevant claim form), which includes a declaration to the effect that the travel expenses were incurred.

4 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government's policies Part 5, Division 8 <i>Local Government Act 1995</i> – Local government payments and gifts to its members Part 8 <i>Local Government (Administration) Regulations 1996</i> – Local government payments and gifts to members
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

5 Administration

Original Adoption Date	29 January 1998
Last Reviewed	30 June 2022 (C.06/0622a)
Scheduled Reviewed Date	30 November 2023