



1 COUNCIL POLICIES
1.1 COUNCIL CHAMBER & MEETINGS
1.1.2 Councillor meeting fees and reimbursement of expenses

Background & Issues

This policy outlines principles applicable to the payment of Councillor meeting fees and reimbursement of expenses allowable under the Local Government Act and Regulations.

Objectives

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

Area of Application

This policy applies to elected members of the Manjimup Shire Council only.

Policy Measures

1. **Meeting Fees**

All Councillors are to receive “Annual Meeting Attendance Fees” at 50% of the maximum level permitted under the Act and Regulations in lieu of “Individual Meeting Fees” and that such fees be paid quarterly in arrears. The Annual Meeting Attendance Fee covers attendance at all Council and Committee meetings as well as any other prescribed meetings (such as meetings of WALGA Zone, RRG, Minister directed meetings or such other meetings where the Councillor 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” at 50% of the maximum level permitted under the Act (as determined by Local Government (Administration) Regulation 33 (1)(b)(ii) and that such fees be paid quarterly in arrears.

3. **Telecommunication Allowance**

All Councillors be paid 50% of the maximum “Telecommunications Allowance” permitted under the Act and Regulations in lieu of provision of a phone, line rental and call costs and that such allowance be paid in full in advance on a pro-rata basis. Should a Councillor resign mid term, the amount attributable to the period of office not completed is to be repaid.

4. **Information Technology Allowance**

Councillors be paid 50% of the maximum “Information Technology Allowance” permitted under the Act and Regulations in lieu of provision of electronic communication equipment and access fees thereon. Where a Councillor chooses to continue with a Shire provided and serviced facsimile machine, entitlement to this allowance is voided.

5. **Child Care costs**

Councillors are entitled to be reimbursed for child care costs incurred because of attendance at a Council or Committee meeting to a maximum of \$20ph.

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6. Reimbursement of Travelling and Accommodation Allowance

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

Where Councillors are required to travel outside the Shire boundaries to attend a meeting on behalf of Council, Councillors should first check with the Shire administration for the availability of a Shire pool vehicle. Councillors are required to sign a use agreement before accessing a Shire pool vehicle. Any private use of a pool vehicle is to be recouped at the current rate specified in the Public Service Award.

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;

- (a) To and from Council to attend meetings of Occasional, Management or Advisory Committees as an appointed proxy in the absence of the member on that committee;
- (b) Attending meetings as the appointed delegate of the Council or appointed proxy member in the absence of the member;
- (c) Attending meetings as a representative of Council at the request of government departments or agencies;
- (d) Attending meetings relevant to their ward at the request of community groups;
- (e) 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;
- (f) Any other meeting in which the Councillors' presence is invited by the President or Chief Executive Officer.
- (g) Any Councillor 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.

7. Reimbursement of Accommodation Allowance

- (a) That the South Ward Councillor be entitled to be reimbursed for accommodation expenses when attending evening Council or Committee Meetings of which he/she is a member and which are held in Manjimup. All other Councillors claims for accommodation expenses are to be approved at the Chief Executive Officer's discretion.

8. Reimbursement of any other expenses

- (a) That requests from Councillors for the reimbursement of any other expenses, other than those mentioned in 6 and 7 above, be subject to formal consideration

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by the Council. Reference is also to be given to the Council Policy relating to conferences, training etc.

Administration

This policy is to be administered by Corporate Services.

Adoption and Date Due for Revision

REVIEWED AND ADOPTED 13 JUNE 2002
REVISED 26 SEPTEMBER 2002
REVIEWED 28 MAY 2009
REVIEWED 29 MAY 2010
REVIEWED 16 JUNE 2011
NEXT DUE FOR REVIEW JUNE 2015

The Administration of this Policy is by Corporate Services.