



**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 1995* and Regulations and Determination by the Salary and Allowances Tribunal.

**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 Council of the Shire of Manjimup only.

**Policy Measures**

1. **Meeting Fees**

All Councillors are to receive "Annual Meeting Attendance Fees" at the mid-point of the permitted range specified by SAT and that such fees be paid monthly 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 a 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" 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. The alternate maximum calculated as a percentage of operating revenue is not to be used as operating revenue is significantly influenced by grants for which the President and Deputy President have little direct involvement in.

3. **Information Communication and Technology Allowance**

Councillors be paid 50% of the maximum "ICT Allowance" permitted by 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. Where a Councillor chooses to continue with a Shire provided and serviced facsimile machine, entitlement to this allowance is voided. The ICT allowance is to be paid monthly in arrears.

4. **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 \$25ph.

5. **Reimbursement of Travelling and Accommodation Allowance**

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

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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.

**6. 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 (such expenditure may also be committed and paid for directly by the Shire administration). All other Councillors claims for accommodation expenses are to be approved at the Chief Executive Officer's discretion.

**7. Reimbursement of any other expenses**

- (a) Requests from Councillors for the reimbursement of any other expenses, other than those mentioned in 4 and 5 above, be subject to formal consideration by the Council. Reference is also to be given to the Council Policy relating to conferences, training etc.

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**Adoption and Date Due for Revision**

REVIEWED AND ADOPTED 13 JUNE 2002  
REVIEWED 27 MAY 2021  
NEXT DUE FOR REVIEW MAY 2025

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