

Policy Number:	ADM10
Policy Type:	Administration Policy
Policy Name:	Councillor Allowances and Reimbursements
Policy Owner:	Chief Executive Officer
Date of Approval	25 September 2025
Council Resolution #	250925.4

POLICY STATEMENT

Council Member fees and allowances are determined by the salaries and allowances tribunal according to 'band' classification for local governments in Western Australia.

Under the Tribunal's determination, the Shire of Nannup has been classified as a band 4. The Salaries and Allowances Tribunal undertakes an annual determination of fees and expenses payable to local government Elected Members.

OBJECTIVE AND PURPOSE

To provide guidance and clarity regarding the allowances and expenses that will be paid to Elected Members in accordance with the *Local Government Act 1995 (Act)*, *Local Government (Administration) Regulations 1996 (Regulations)* and the *Salaries and Allowances Act 1975*.

DEFINITIONS

Nil

SCOPE

This policy applies to all Elected Members in relation to their entitlements for allowances, reimbursements, and support services while performing their official duties.

IMPLICATIONS

All meeting attendance fees will be endorsed as part of the annual budget process in alignment with the Salaries and Allowances Tribunal Determination (SAT Determination).

IMPLEMENTATION

1. Allowances

Annual Meeting Attendance Fee

Elected Members shall receive an annual fee in lieu of per-meeting payments within the prescribed range determined by the SAT, which shall be set by Council as part of the annual budget adoption process.

Shire President/Deputy Shire President

The Shire President shall receive an annual allowance within the prescribed range determined by the SAT, which shall be set by Council as part of the annual budget adoption process and the Deputy Shire President shall receive up to 25% of the Shire Presidents allowance.

ICT Allowance

An annual ICT allowance, within the prescribed range determined by the SAT, which shall be set by Council as part of the annual budget adoption process will be paid to cover costs such as:

- Mobile phone plans
- Internet services
- ICT equipment and consumables

2. Superannuation

Superannuation contributions may be paid in accordance with section 5.99B of the Act. Council resolved at the ordinary Council Meeting of 24 April 2025 (240425) to opt out of superannuation payments.

3. Reimbursements

Travel Expenses: Reimbursement is available for travel to –

- a) Council and committee meetings.
- b) Briefings, workshops, and civic functions.
- c) Approved training and conferences.

Claims must include:

- d) Date, location, and kilometres travelled
- e) Receipts or proof of expenditure

Rates will align with the *Local Government Officers' Award or Public Service Award*.

A Council vehicles, if available, may be provided to transport members to meetings at which the Council is a delegate, provided that the car is driven by a Councillor or a staff member and that the use does not clash with other Council business.

A Council vehicle may be driven by a Councillor's partner while traveling to and from Nannup and while the Councillor is attending Council business, provided that such use shall only be made if the vehicles is not required for the business of Council.

Councillors shall check the availability of a Shire vehicle for use whilst on Council business prior to using their private vehicle.

4. Childcare and Carer Expenses

Reimbursed up to the SAT-determined hourly rate or actual cost (whichever is lower), for –

- a) Council-related meetings
- b) Mandatory training
- c) Approved events

Family members living in the same household are excluded as eligible carers.

5. Claims and Payments

- a) Claims must be submitted using approved forms with supporting documentation.

- b) Claims shall be submitted on a quarterly basis.
- c) No claims made after 31 August that relate to the previous financial year will be valid.
- d) All claims must be supported by a copy of the paid account.

AUTHORITIES AND ACCOUNTABILITIES

Council -

- a) **Adopts the Policy:** Council is responsible for approving the Elected Member Allowances and Reimbursements Policy.
- b) **Determines Allowance Levels:** Council sets the level of allowances within the ranges prescribed by the Salaries and Allowances Tribunal (SAT).
- c) **Approves Discretionary Reimbursements:** Council may approve additional reimbursements not prescribed by legislation, such as professional development or hospitality.

Chief Executive Officer (CEO) and Executive Manager Corporate Services (EMCS)

- a) **Implements the Policy:** The CEO ensures the policy is applied consistently and in accordance with legislation.
- b) **Authorises Payments:** The EMCS approves reimbursements and manages the payment of allowances.
- c) **Maintains Records:** The EMCS is responsible for keeping accurate records of claims, payments, and supporting documentation.
- d) **Provides Support:** The CEO is to ensure elected members have access to necessary facilities and resources to perform their duties.

Salaries and Allowances Tribunal (SAT)

- a) **Prescribes Allowance Ranges:** SAT sets the maximum and minimum limits for elected member allowances, including meeting attendance, allowances and ICT expenses.

ROLES AND RESPONSIBILITIES

1. **Administration -** The Councillor Fee and Reimbursement Claim Form shall be used when claiming fees and reimbursements.
2. **Claims should be submitted by Elected Members on a quarterly basis.**
3. **No claims made after 31 August that relate to the previous financial year will be valid.**
4. **All claims for reimbursement of expenses must be supported by a copy of the paid account.**

DISPUTE RESOLUTION (if applicable)

Any disputes regarding this policy will be referred to the Chief Executive Officer in the first instance.

In the event that the Elected Member and the Chief Executive Officer cannot reach an agreement, the matter will be reported to the Council for a decision.

EVALUATION AND REVIEW

This policy will be reviewed as required to reflect legislative changes. All payments must comply with the Act, Regulations, and SAT determinations.

RELATED DOCUMENTS

Councillor Fee and Reimbursement Claim Form

REFERENCES

- Local Government Act 1995 – Sections 5.98 to 5.99B
- Local Government (Administration) Regulations 1996 – Regulations 30 to 34AD
- Salaries and Allowances Act 1975 – SAT determinations
- Superannuation Guarantee (Administration) Act 1992 (Cth)

RESPONSIBILITY FOR IMPLEMENTATION

Executive Manager Corporate Services

Version OCM Ref. #	Date:	Next Review	ECM Reference #
1.	22 May 1997		
2.	27 July 2023		Repealed
3.	September 2025	September 2027	INT25/76DECA9E