

Policy Number:	ADM 10
Policy Type:	Administration Policy
Policy Name:	Councillor Fees and Reimbursements
Policy Owner:	Manager Corporate Services
Authority:	Shire of Nannup

POLICY

Meeting Attendance Fees

The Shire President shall be entitled to **\$150** for attendance at each Council meeting.

Councillors shall be entitled to **\$130** for attendance at each Council meeting.

Councillors shall be entitled to **\$65** for attendance at each Committee meeting.

Presidential Annual Allowance

The Presidential Annual Allowance shall be **\$8,000** per annum.

Deputy Presidential Annual Allowance

The Annual Allowance payable to the Deputy Shire President shall be **\$2,000**, equivalent to 25% of the allowance payable to the Shire President.

Expenses for Reimbursement

That prescribed expenses shall be:

1. The reimbursement of all Council related phone calls for the Shire President from the Presidential Allowance.
2. An annual allocation of **\$1,100** to the Shire President and Councillors to offset the expenses associated with private ownership of a computer and associated peripherals, software and telecommunications costs.

Councillors' Mileage

A Council vehicle, if available, will 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 travelling to and from Nannup and while the Councillor is attending Council business provided that such use shall only be made if the vehicle is not required for the business of Council.

A mileage reimbursement will be made when Councillors use their private vehicles whilst on Council business at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances as apply under the *Public Service Award 1992* as amended from time to time.

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

Administration

The Councillor Fee and Reimbursement Claim Form shall be used when claiming fees and reimbursements. Claims should be submitted by Councillors on a quarterly basis. No claims made after 31 August that relate to the previous financial year will be valid.

All claims for reimbursement of expenses such as childminding fees, accommodation costs etc., must be supported by a copy of the paid account. This policy will be reviewed by Council following new determinations by the Salaries and Allowances Tribunal.

Related Policies	ADM 6
Related Procedures/Documents	
Delegated Level	
Adopted	OM 22 May 1997.
Last Reviewed	OM 25 January 2018