



Policy 1.1.12 – Council Member Fees, Allowances and Expenses

1. Policy Purpose

To establish the parameters for the payment of Council Member fees, allowances and expenses.

2. Policy Scope

This Policy refers to Council Members.

3. Policy

3.1 Meeting Attendance Fees

Council Members may claim the meeting attendance fees set annually by Council up to the maximum annual payment as prescribed under Local Government (Administration) Regulations 1996 (the Regulations) for attendance at the following meetings:

- Ordinary and special Council meetings
 - Annual General Meeting of Electors
- Committee meetings or Council meetings comprising of:
 - Council Members only.
 - Council Members and employees.
- Attendance fees are not payable for any other meetings attended by a Council Member as a Delegate for Council.

A Council Member attending any of the above as a Proxy is entitled to claim attendance fees.

3.2 Communications and Information Technology Allowances

In accordance with Regulations 34A and 34AA of the Regulations, Council will pay each Council Member a communications allowance (telephone and facsimile machine expense) of \$500 per

annum, and in addition an Information Technology Allowance of \$500 per annum. These allowances may be reviewed from time to time during the annual Budget preparation.

3.3 Travel

Council Members may claim travelling expenses as prescribed in the Regulations for their attendance at a Council meeting or Committee meeting of which he or she is a member.

Travelling expenses will also be reimbursed for attending the following:

- Annual/special and general meetings of electors.
- Officially called civic receptions.
- Visits by Ministers of the Crown.
- Council inspection tours.
- Council authorised meetings with Government Agencies.
- Meetings of Committees or functions which a Council Member may be an appointed Delegate by Council.

Travelling expenses are to be paid only on receipt of a formal claim from a Council Member and is to be calculated on the number of kilometres between the Council Member's principal place of residence, or work, within the Shire of Harvey to the meeting venue and back. If the Council Member does not live or work in the District, or an adjoining Local Government District, the provisions of Regulation 31(4)(b) applies.

The rate per kilometre is to reflect the actual cost and is as specified in the Local Government Officers' (WA) Award from time to time.

A suitable claim form for this purpose will be provided by the Chief Executive Officer (CEO) to all Council Members and will contain a declaration to the effect that the travel expense was incurred.

4. Strategic Objective

The Policy aligns to the following strategic objective:

	Effective civic leadership
Effective civic leadership is visionary and influential. It means listening to the community, balancing competing demands, making fair decisions and acting with integrity.	

5. Definitions

- Nil.

6. Legislation

- *Local Government Act 1995.*

- Local Government (Administration) Regulations 1996
- Local Government Officers' (WA) Award.

7. Related Documents

- Former Council Policy 12.1.

Responsible officer	Chief Executive Officer		
Responsible directorate	Executive Services		
Responsible business unit	Governance and Strategy		
Version control	Date	Resolution	Number
Version 1	24.03.1997	Resolution	
Version 2	12.08.2000	Resolution	14774/4
Version 3	11.06.2001	Resolution	15873/1
Version 4	27.05.2004	Resolution	
Version 5	12.08.2008	Resolution	08/350
Version 6	27.01.2010	Resolution	10/014
Version 7	18.04.2023	Resolution	23/055