

A15 COUNCILLOR FEES, ALLOWANCES AND REIMBURSEMENT OF EXPENSES

OBJECTIVE

To clearly outline the fees, allowances and entitlements available to Councillors to support them in effectively fulfilling their role as an Elected Member.

PREAMBLE

The Shire of Kulin will provide meeting attendance fees, allowances and reimbursement of expenses to Elected Members in accordance with the Local Government Act 1995, associated Regulations, and determinations of the Salaries and Allowances Tribunal (SAT).

Elected Members receive a monthly sitting fee in recognition of their role and responsibilities, including attendance at Council and committee meetings, participation in portfolio responsibilities, and involvement in Shire-related activities.

Where an Elected Member is formally appointed by Council to represent the Shire as a delegate at external meetings, the Elected Member may be entitled to claim an additional meeting attendance fee in accordance with SAT determinations.

All fees and payments made under this policy will be within the limits prescribed by the Salaries and Allowances Tribunal.

PRACTICE/PROCESS

Sitting Fees

Elected Members will receive a monthly sitting fee, set at approximately the 95th percentile of the range prescribed by the Salaries and Allowances Tribunal for a Band 4 local government.

The sitting fee is paid six monthly in arrears and recognises attendance at Council and committee meetings, participation in portfolio responsibilities, and involvement in Shire-related activities.

External Delegate Meetings

Where an Elected Member is formally appointed by Council as a delegate to represent the Shire at an external meeting, the Elected Member may be entitled to claim a meeting attendance fee.

External delegate meetings include, but are not limited to:

- WALGA Zone meetings;
- Regional Road Group meetings;
- regional local government meetings (RoeROC);
- Ministerial meetings; and
- other meetings where the Elected Member is representing the Shire as an appointed delegate.

Meeting attendance fees for external delegate meetings will be set the 95th percentile of the permitted range specified by the SAT for a Band 4 local government.

Annual Allowance – President and Deputy President

The Shire President will receive an annual local government allowance in addition to any meeting attendance fees and reimbursement of expenses.

The annual allowance for the Shire President will be set at 40% of the maximum annual allowance prescribed by the Salaries and Allowances Tribunal for a President of a Band 4 local government, rounded to the nearest dollar.

The Deputy Shire President will receive an annual allowance equal to 25% of the annual allowance paid to the Shire President, rounded to the nearest dollar.

Information and Communication Technology (ICT) Allowance

The Information and Communication Technology (ICT) allowance is determined each year by Council and adopted as part of the annual Budget, and is within the range determined by the Salaries and Allowances Tribunal.

The ICT allowance covers:

- telecommunication expenses;
- ICT hardware (eg laptop or tablet)
- consumable supplies;
- non-standard software or hardware; and
- provision of an internet connection and data plan.

Travel

Elected members who incur travel costs while using their privately owned vehicle are entitled to be reimbursed for travel expenses incurred because of the member's attendance at a Council meeting, or a meeting of a committee of which they are a member.

Elected members attending meetings or representing the Shire at meetings or events outside of the Shire of Kulin are encouraged to use a Shire vehicle.

Travel by private vehicle will be reimbursed at the rate prescribed in Section 30.6 of the Local Government Officers' (Western Australia) Award 2021, as referenced in the Salaries and Allowances Tribunal Determination.

Meals and Accommodation

Elected Members attending meetings, training or conferences outside the Shire may be provided with reasonable accommodation and meals where required.

Accommodation and registrations must be pre-approved by the Chief Executive Officer and booked through the Executive Support Officer.

Childcare Costs

Elected Members who incur childcare costs as a direct result of attending Council or committee meetings are entitled to reimbursement of the actual cost per hour or the maximum amount prescribed by the Salaries and Allowances Tribunal, whichever is the lesser.

Childcare costs will not be reimbursed where care is provided by an immediate family member or a person residing at the same premises.

Non-Councillor Representation

Where a non-elected representative is appointed by Council to represent the Shire on an external body or committee, Council may determine an appropriate reimbursement or payment, separate to councillor entitlements, having regard to the nature of the role and associated responsibilities.

The Salaries and Allowances Tribunal framework applies to elected members only; however, Council may separately determine appropriate reimbursement or payment arrangements for non-councillor representatives appointed to act on behalf of the Shire.

Independent Audit, Risk and Improvement Committee Members

Meeting Attendance Fee

Council will pay a meeting attendance fee to a person appointed as the Independent Presiding Member or Independent Deputy Presiding Member of the Audit, Risk and Improvement Committee.

The meeting attendance fee will be determined by Council through the annual budget and set within the range prescribed by the Salaries and Allowances Tribunal for Independent Audit, Risk and Improvement Committee members.

In determining the fee, Council will have regard to the skills, experience and responsibilities required of the role.

Reimbursement of Expenses

Council will reimburse reasonable expenses incurred by the Independent Presiding Member or Independent Deputy Presiding Member as a direct result of attending committee meetings, including:

- travel costs; and
- childcare costs,

in accordance with the Salaries and Allowances Tribunal determination and relevant legislation.

Head of Power

Local Government Act 1995

- Section 5.98 – Fees, expenses and allowances for council members
- Section 5.99 – Annual fees in lieu of meeting attendance fees
- Section 5.99A – Allowances in lieu of reimbursement of expenses
- Section 5.100 – Fees for committee members (including non-councillor members)

Local Government (Administration) Regulations 1996

- Regulation 30 – Prescribed meetings (including WALGA Zone and Regional Road Group meetings)
- Regulation 31 – Expenses to be reimbursed (including childcare and travel)
- Regulation 32 – Additional expenses approved by local government

Local Government (Council Member Fees, Allowances and Expenses) Regulations 2005

Salaries and Allowances Act 1975

Local Government Determination 2026

- Part 6 – Meeting attendance fees (Council, committee and prescribed meetings)
- Part 7 – Annual allowances (President and Deputy President)
- Part 8 – Expenses to be reimbursed (including childcare and travel)

Local Government Officers' (Western Australia) Award 2021

- Motor vehicle allowance (cents per kilometre rate)