
CGP002 – Elected Members Fees, Allowances and Reimbursements

1. Intention

To establish the parameters for the payment of elected members' fees, allowances and reimbursement of expenses.

2. Scope

This policy applies to Elected Members of the Shire of Waroona.

3. Statement

Annual payments are to apply from the third Saturday in October each year or the date the election is held in a local government election year.

Elected members elected at an extraordinary election are to be paid on a pro-rata basis.

3.1 Annual Attendance Fees

Elected members are to be paid an Annual Attendance Fee in lieu of fees for attending meetings, the amount to be determined in the annual budget.

Attendance fees are to be paid to elected members in two (2) equal instalments during the months of December and June.

Elected members who do not wish to receive attendance fees are to advise the Chief Executive Officer, annually in writing, prior to the payment months.

Elected members who resign or who are disqualified during their term of office are to reimburse Council that portion (if any) of attendance fees that have been paid in advance.

3.2 Shire President's and Deputy Shire President's Allowance

The allowance for the Shire President and Deputy Shire President is to be determined in the annual budget and is to be paid biannually in arrears.

3.3 Information and Communications Technology Allowance

Elected members are to be paid an Information and Communication Technology Allowance in lieu of a reimbursement of expenses, the amount to be determined in the annual budget.

The Information and Communications Technology Allowance is to be paid to elected members biannually in arrears.

3.4 Reimbursement of Expenses

The reimbursement of elected members' expenses in accordance with section 5.98 (2)(b) of the *Local Government Act 1995* and regulation 32(1) of the *Local Government (Administration) Regulations 1996*, shall be for the following expenses:

- (a) Travel costs in attending meetings as an official Council representative (in accordance with October annual nominations);
- (b) Travel costs, meals, and accommodation in attending Western Australian Local Government Association (WALGA) or Department of Local Government, Sport & Cultural Industries accredited training seminars for elected members, subject to budgetary provisions; and
- (c) Travel costs, meals and accommodation in attending Council approved training or events, subject to budgetary provisions.

Travel costs are defined as:

- (a) Travel from the elected member's normal residence within the Shire of Waroona boundary or address within the Shire of Waroona boundary at which the elected member is registered for Council elections;
- (b) Travel to and from meetings where the elected member is a Council representative/delegate and no reimbursements for travel are payable from another source; and
- (c) Vehicle parking costs.

Where practicable, elected members are encouraged to check on the availability (with sufficient notice) of a Shire owned vehicle.

Elected members are to be reimbursed for child care costs incurred because of attendance at a Council meeting or a meeting of a committee of which he or she is also a member. The maximum amount of reimbursement that may be claimed for child care costs is to be pursuant to Part 8 of the Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members. Claims under this clause are to be submitted at least quarterly, and within 7 days of the end of each quarter, that is, by 7 October, 7 January, 7 April and 7 July.

4. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legislation, and the *Salaries and Allowances Act 1975* provide the broad framework within which this policy operates.

5. Review

This policy is to be reviewed annually.

6. Associated Documents

Other documents that have an association to this policy and that may be useful reference material are:

- Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members.

Division	Corporate & Governance
Policy Number	CGP002

Contact Officer		Chief Executive Officer			
Related Legislation		Local Government Act 1995 Local Government (Administration) Regulations 1996 Salaries and Allowances Act 1975			
Related Shire Documents		CGMP005 – Elected Member Payments CG4 – Elected Member Payment Form			
Risk Rating	Medium	Review Frequency	Annually	Next Review	May 2025
Date Adopted		22/06/2004		OCM04/083	

Amendments		
Date	Details of Amendment	Reference
22/08/2007	Updated as part of major policy review.	OCM07/146
22/11/2011	Updated as part of major policy review.	OCM11/11/143
18/12/2018	Updated as part of major policy review.	OCM18/12/126
22/06/2021	Consolidated related policies and reformatted.	OCM21/06/071
24/05/2022	Reviewed without amendment	OCM22/05/053
22/08/2023	Reviewed with minor amendments to text.	OCM23/08/101
23/07/2024	Reviewed with minor amendments to text.	OCM24/07/108
Previous Policies		
CORP004 – Councillor Attendance Fees – Expenses CORP010 – Annual Communications and Technology Allowance CORP045 – Elected Members Fees and Allowances 1.6 – Councillor Attendance Fees/Expenses 1.18 – Annual Communications and Technology Allowance		