

POLICY NO.	M.4
POLICY SUBJECT	Members Allowances/Expenses
ADOPTION DATE	29 January 1998
LAST VARIATION DATE	24 November 2016 (C.09/1116)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

(i) The Salaries and Allowances Tribunal (the Tribunal) conducts an annual review of fees, allowances and expenses for elected council members of Local Governments throughout Western Australia. The annual determination establishes a scale of payments and provisions for reimbursement of expenses in accordance with the Local Government Act 1995 and the Local Government (Administration) Regulations 1996. After the Tribunal has made its annual determination the Council will set allowances or attendance fees within the permissible range set by the Tribunal.

(ii) Claims for any further reimbursements in relation to travel expenses (meetings, representing Council), telephone, rentals and child care will be considered in accordance with the provisions of the relevant sections of the Local Government Act and Local Government (Administration) Regulations.

Where a Councillor wishes to attend a meeting outside of the Shire District and proposes to use their own vehicle with reimbursement of costs by the Shire, the written authorisation of the CEO is to be obtained. Attempts should be made to utilise a Shire vehicle at all times to minimise costs.

(iii) Payments of Sitting Fees and Allowances to the President, Deputy President and Councillors are to be made in 12 equal instalments via the Creditors system. Payments to be made by electronic fund transfer.

(iv) Councillors who retire earlier than their full term, or do not regain their seat as Councillor, will have the following payment adjusted on a pro-rata basis.