

1. Policy Intent

The purpose of this policy is to establish the parameters for the payment of Council Members fees, allowances, superannuation and reimbursement of expenses within the provisions of the annual determination by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B and the *Local Government Act 1995* Part 5 Administration, Division 8 Local Government payments and gifts to its members.

2. Policy Statement

2.1 Annual Attendance Fee

- (a) That Council 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.
- (b) Annual Attendance Fees are to be paid to Council Members monthly, in arrears.

2.2 Shire President's/Deputy Shire President's Allowance

- (a) The allowance for the Shire President and Deputy Shire President is to be determined in the annual budget and is to be paid monthly, in arrears.

2.3 Information and Communications Technology Allowance

- (a) That Council 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.
- (b) The Information and Communications Technology Allowance is to be paid to Council Members monthly, in arrears.

2.4 Travel Allowance

- (a) That Council Members are to be paid a Travel Allowance in lieu of a reimbursement of expenses, the amount to be determined in the annual budget.
- (b) The Travel Allowance is to be paid to Council Members annually, on adoption of the annual budget.
- (c) Council Members are also encouraged to use, at no cost, a Shire pool vehicle to attend meetings, conferences and functions that are held subject to the availability of the vehicle.

2.5 Reimbursement of Expenses

- (a) That Council Members are to be reimbursed for childcare costs incurred because of attendance at a council meeting or a meeting of a committee of which they are also a member.
- (b) The maximum amount of reimbursement that may be claimed for childcare 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.
- (c) 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.

2.6 Review of Fees and Allowances

Council will review all fees and allowances, at least once annually as part of the annual budget process.

2.7 Superannuation

Mandatory superannuation contribution payments for Council Members will be payable with, and at the same time as any remuneration of the Council Member paid by the Shire, unless the Council Member has provided the Chief Executive Officer with written notice to opt out or has not provided a nominated superannuation fund to receive the superannuation contribution payment.

A Council member who revokes the opt out notice or provides a nominated superannuation fund after the date of any superannuation contribution payment being made is not eligible to receive back payment of any superannuation contributions in accordance with the *Local Government Act 1995*.

2.8 Application of this Policy

Any request for reimbursement in accordance with the relevant clauses of this policy, must be accompanied with sufficient documentation to substantiate the claim. Approval for any claim made by a Council Member, in accordance with this policy, shall be obtained from the Chief Executive Officer or Director Corporate Services.

Note: That the Council Members Fees, Allowances and Reimbursement of Expenses Policy does not provide for clothing as an automatic expense.

Legislation

Local Government Act 1995, Part 5 Administration, Division 8 Local Government payments and gifts to its members

Salaries and Allowances Act 1975 section 7B.

Policy Detail		
Responsible Directorate	Office of the CEO	
Responsible Department	Governance	
Responsible Officer	Manager Governance	
Next Policy Review / Schedule	2028 (3-yearly)	
Council Adoption	Date / Resolution	19 November 1998 (SCM98/0398)
Amendment Record	Date / Resolution	27 November 2003 (OCM03/211)
		29 April 2004 (OCM04/075)
		30 September 2004 (OCM04/191)
		27 April 2006 (OCM06/062)
		28 August 2008 (OCM08/149)
		30 April 2009 (OCM09/066)
		29 April 2010 (OCM10/066)
		30 June 2011 (OCM11/099)
		25 June 2015 (OCM15/155)
		22 February 2018 (OCM18/08)
		19 December 2019 (OCM19/270)
		23 June 2022 (OCM22/070)



Policy M2 – Council Member Fees, Allowances, Superannuation and Reimbursement of Expenses

		19 December 2024 (OCM24/159)
		18 December 2025 (OCM25/159)