



Policy GEM 2 – Councillors Fees, Allowances and Reimbursement of Expenses

1. Policy Intention

The purpose of this policy is to establish the parameters for the payment of Councillors' fees allowances and reimbursement of expenses.

2. Policy

2.1 Annual Attendance Fee

2.1.1 Pursuant to section 5.98(1)(b) of the Act, Councillors will be paid a per meeting fee for attendance of council or committee meetings, including the following prescribed type of meetings, the amount to be determined in the annual budget.

- (a) **WALGA Zone** meeting where a Councillor is representing a local government as a delegate elected or appointed by the local government;
- (b) **Regional Road Group** meeting where a Councillor is representing a local government as a delegate elected or appointed by the local government;
- (c) **Regional Local Government** meeting where a Councillor is the deputy of a member of the regional local government and is attending in the place of the member of the regional local government;
- (d) **Meeting other than a council or committee** meeting where the Councillor is attending at the request of a Minister of the Crown;
- (e) **Meeting other than a council or committee** where the Councillor is representing a local government as a delegate elected or appointed by the local government.

2.1.2 Annual Attendance Fees are to be paid to Councillors monthly in arrears.

2.2 President's/Deputy President's Allowance

2.2.1 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

2.3.1 Councillors 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.

2.3.2 The Information and Communications Technology Allowance is to be paid to Councillors monthly in arrears.

2.4 Travel Allowance (including parking)

2.4.1 Councillors will be reimbursed their travel expenses for attending meetings listed in sub-clause 2.1.1 above.

2.4.2 Councillors will not be reimbursed travel expenses for attending conferences including the annual WALGA conference.

2.4.3 The Travel Allowance is to be paid to monthly in arrears.

3. 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 Councillor in accordance with this policy shall be obtained from the Chief Executive Officer.

Function		Governance			
Policy Number		GEM2			
Responsible Officer		Chief Executive Officer			
Related Legislation		Local Government Act 1995 Salaries and Allowance Act 1975 (Determination of the Salaries and Allowances Tribunal on Local Government Elected Members)			
Risk Rating	Medium	Review Frequency	Annually	Next Review	Oct 2023
Date Adopted		16 March 2022		Resolution N#	6806/03/22

Amendments		
Date	Details of Amendment	Resolution N#
19 Oct 22	Policy number amended to correspond with new policy manual	6891/10/22

End