



# Policy M2 – Council Members Fees, Allowances and Reimbursement of Expenses

## 1. Policy Intention

The purpose of this policy is to establish the parameters for the payment of Council Members fees, allowances and reimbursement of expenses.

## 2. Policy

### 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.
- (a) The Travel Allowance is to be paid to Council Members annually, on adoption of the annual budget.

### 2.5 Reimbursement of Expenses

- (b) 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.
- (c) 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.
- (d) 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

- (a) Council will review all fees and allowances, at least once annually.

### 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 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.*

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Policy Detail		
<b>Responsible Directorate</b>	Office of the CEO	
<b>Responsible Department</b>	Governance	
<b>Responsible Officer</b>	Manager Governance	
<b>Next Policy Review / Schedule</b>	2025 (3-yearly)	
<b>Council Adoption</b>	<b>Date / Resolution</b>	19 November 1998 (SCM98/0398)
<b>Amendment Record</b>	<b>Date / Resolution</b>	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)
		19 December 2024 (OCM24/159)

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