



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 (ICT) 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 Superannuation

In accordance with sections 5.99B and 5.99E of the *Local Government Act 1995*, the Shire of Waroona, as a Band 3 local government, may resolve to pay superannuation contributions on behalf of elected members.

The decision to make superannuation contributions to elected members will be considered and determined as part of the Shire's annual budget process.

Where such contributions are approved, superannuation payments will be made to a complying superannuation fund nominated by the elected member. Contributions will be calculated on attendance fees and allowances only, and will not apply to ICT allowances or any reimbursement of expenses.

3.5 Taxation

The taxation liability arising from payments received from the Shire of Waroona is the individual responsibility of each elected member.

3.6 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), except during the caretaker period for elected members whose term will end at the end of the caretaker period, for whom the Shire of Waroona will pay direct to suppliers for the costs associated with conference attendance;
- (c) Travel costs, meals, and accommodation in attending Department of Local Government, Industry Regulation & Safety accredited training seminars for elected members, subject to budgetary provisions; or
- (d) 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 childcare 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 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. 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.

3.7 Professional Development Participation Exceptions

In accordance with regulation 37 of the *Local Government (Administrations) Regulations, 1996*, this policy does not allow for the payment or reimbursement of expenses relating to participation in continuing professional development, if the participation occurs -

- (a) during the final three (3) months of an elected member's term for which the council member was elected as an elector mayor or president, or as a councillor;
- (b) upon resignation, during the period beginning on the date of delivery of the notice, and ending the day the resignation takes effect; or
- (c) a period of suspension of the council or council member under Part 8 of the Act.

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.

7. Document Control

Division	Elected Members		
Policy Number	ELP001		
Contact Officer	Chief Executive Officer		
Related Legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996 Salaries and Allowances Act 1975		
Related Shire Documents	Elected Member Payment form		
File Number	CR.6		
Risk Rating	Moderate	Review Frequency	Annually
Next Review	May 25	Date Adopted	22/06/2004
OCM Number	OCM04/083	Previous Policy No.	CGP002 CORP004 CORP045 1.6 1.18

8. Amendments

Date	Details of Amendment	Reference	Record Number
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	
27/05/2025	Renumbered and reviewed with minor amendment.	OCM25/05/070	CM.7
24/02/2026	Added financial guidelines regarding continuing professional development during councillors' final months.	OCM26/02/016	CM.7