Shire of Peppermint Grove

Governance Policy - 1.4 Elected Members Allowance and Reimbursements

Policy	Governance Policy – 1.4 Elected Members Allowance and Reimbursements
Purpose	The purpose of this policy is to: 1. Provide elected members with an appropriate level of remuneration and support in fulfilling their role. 2. Clarify those payments that elected members have a right to receive and those that are payable at the discretion of the Shire of Peppermint Grove. 3. Assist with budgeting and financial management. 4. Promote transparency and accountability.
Status	Governance - Statutory

Policy

This policy complies with the requirements of the *Local Government Act 1995* ("the Act") and Local Government (Administration) Regulations 1996 ("the Regulations").

Section 5.98 of the Act provides that an elected member is entitled to be paid a fee for attending a council or committee meeting. Under section 5.98 (1) of the Act each elected member has the right to decide whether he or she wishes to be paid meeting attendance fees. Each elected member must have the freedom to make their own decision on this matter without influence or pressure from other members. If an elected member wishes to receive meeting fees, he or she is entitled to the prescribed minimum fee under the regulations or to a higher fee set by the Council.

The Council of the Shire of Peppermint Grove has determined that elected members will be paid an Annual Attendance Fee in lieu of fees for attending meetings.

The Salaries and Allowances Tribunal (SAT) set the range for band 4 Local government and the allowances paid are within the band range.

Fees and allowances

Shire President

The Shire President is entitled to an Annual Attendance Fee in lieu of meeting fees in accordance with Regulation 34 (2), paid quarterly in arrears. The allowance is set at 95% of the maximum of the band.

The Shire President is also entitled to an Annual Shire President Allowance under regulation 33 set at 95% of the maximum of the band.

Deputy Shire President

The Deputy Shire President is entitled to an Annual Attendance Fee in Lieu of meeting fees in accordance with Regulation 34 (1), paid quarterly in arrears, set at 95% of the maximum of the band.

The Deputy Shire President is also entitled to a maximum of 25% of the Annual Shire President Allowance as prescribed in regulation 33A.

Elected Members Annual Attendance

Elected Members are entitled to an Annual Attendance Fee in Lieu of meeting fees in accordance with Regulation 34 (1), paid quarterly in arrears, set at 95% of the maximum of the band.

Expenses That Must Be Reimbursed

Elected members are entitled to be reimbursed upon request for the following expenses covered under Regulation 31:

1. Telephone and facsimile machine rental charges.
2. Childcare expenses.
3. Travel costs.

Claims for these expenses must relate to the actual cost incurred and be supported by documentation. Claims are for reimbursement of costs and are not an allowance.

Expenses That May Be Reimbursed

In accordance with Section 5.98 (3) of the Act and Regulation 32, elected members may be reimbursed for expenses incurred:

1. In performing a function under the express authority of the Shire.

2. By reason of being accompanied by no more than one other person while performing an official function where the Shire considers it to be appropriate.
3. In performing a function in the elected member's official capacity.

A decision to reimburse these expenses is at the absolute discretion of the Chief Executive Officer and will only be considered following verification of sufficient information. Where a conflict arises relating to a decision not to reimburse an expense, then the matter will be referred to Council.

Information Technology

Elected Members are entitled to an annual information and technology allowance as determined each year as part of the budget process.

Payment of fees and allowances will be paid by electronic funds transfer (EFT) into the elected members nominated bank account quarterly in arrears.

Elected Members are entitled to an annual information technology allowance of $1,200 per year for costs associated with purchase of electronic equipment for Council purposes. This payment is subject to the elected member receiving agendas, minutes and other documents in electronic format.

Related Procedure	
Amended Authority Level	Council
Related Local Law/Legislation	Local Government Act 1995 S. 5.98 and 5.99 Local Government Administration Regulations 33 and 34
Adopted/Amended	27 July 2010 24 May 2022
Reviewed	22 September 2026