

## **EM 4                      MEMBER ALLOWANCES**

### **Objective**

- To document the manner in which member allowances are calculated and paid.

### **Policy**

1. The Local Government Act & Regulations set the parameters in which members can be paid or reimbursed for their time and expenditure on council business. This policy sets out how these parameters will apply to Shire of Christmas Island councillors.
2. The WA Salaries and Allowances Act (1975) (WA)(CI) Determination of the Salaries and Allowances Tribunal for Local Government, Chief Executive Officers and Elected Members (the Tribunal) sets the remuneration for elected members and CEOs in WA Local Government.

The Shire shall follow the Tribunal's band setting for the Christmas Island district and adopt a remuneration determination for sitting fees and local government allowance to comply that band setting by Council Resolution.

3. The attendance fees and local government allowance will be paid in quarterly instalments in arrears. Payments will be taxed and paid to members in the pay period closest to the end of the months of January, April, July and October.
4. Off-Island travel expenses will be reimbursed in accordance with EM 6 – Travel Reimbursement Policy.
5. Other expenses incurred by a member in performing a local government function must be expressly authorised before the expense is incurred. Evidence of expenditure must be provided by the member before reimbursement.

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#### **Key Performance Indicators**

Extent to which fees and allowances are paid in adherence to this policy

#### **Keywords**

Allowances, members, fees, expenses

#### **Related Policies**

EM1 - Policy Development Policy  
Policy Development Procedure  
EM6 - Travel Reimbursement

#### **Related Procedures/ Documents**

Version	Approved, Amended, Rescinded	Date	Officer	Resolution number	Key changes/ notes	Next Review date	File Ref No.
1	Approved	24/04/2004	CEO	35/04			2.11.26
2	Approved	26/9/2017	GRPG	88/17		Sept 2019	2.11.26
3	Approved	26/7/2022	GRPG	67/22		July 2024	2.11.26
4	Approved	18/3/2025	DPGP	16/25		July 2027	2.11.26

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