

**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.

Key Performance Indicators	Extent to which fees and allowances are paid in adherence to this policy
Key Words	Allowances, members, fees, expenses
Related Policies	EM6 - Travel Reimbursement
Related Procedures	
Delegation Level	Council
First Adopted by Council	27 April 2004
Resolution No.	35/04
Adoption Conditions	Absolute Majority
Consultation	None
Review by Council	26 September 2017
Resolution No.	88/17
Changes to Policy as a Result of Review	Increase to Member allowances pursuant to the Local Government Act 1995 (WA) (CI) Administration Regulations 2005
Date Document Updated	September 2017
Next Review Date	September 2021
File Reference	2.11.26