Policy 1.7 Governance Elected Members - Allowances & Reimbursements

Reference/s	Local Government Act 1995, (s5.98 – s5.102) Local Government (Administration) Regulations 1996 (r30-34AB) Shire of Cranbrook Council Plan 2025 - 2035 Shire of Cranbrook Strategic Resource Plan 2017-2032
Date Proposed/Adopted	19 March 2014 **Motion Number** 06032014

Reviewed	**August 2026**

This policy supports the delivery of the Shire of Cranbrook Vision
That the Shire of Cranbrook is a proactive, sustainable, safe, friendly and prosperous place to be

PURPOSE
To provide elected members with an appropriate level of remuneration and entitlements to ensure that they are able to effectively fulfil their role.

SCOPE
This policy outlines the framework surrounding the allowances and entitlements of elected members.

PRINCIPLES
The Shire of Cranbrook is bound by the provisions of the *WA Salaries and Allowances Act 1975* and the determination of the Salaries and Allowances Tribunal (SAT) in regard to the payment of Elected Members. The Shire of Cranbrook is classified as Band 4 and must pay within the range allocated to Band 4.

Allowances
Elected members will be paid allowances as detailed in this policy in equal instalments, quarterly (September, December, March and June) in arrears. All allowances will be paid on a pro rata basis, based on time served in the position.

President's Annual Allowance
In accordance with the Local Government Act 1995 (the Act), section 5.98(5), the Shire President shall be paid an annual President's allowance within the prescribe range determined by SAT which shall be set by Council as part of the annual budget adoption process. This allowance is in addition to any fees or reimbursement of expenses payable to the President under section 5.98 of the Act.

Deputy President's Annual Allowance

In accordance with the Local Government Act 1995 (the Act), section 5.98A(1), the Deputy President shall be paid an annual Deputy President's allowance of the percentage that is determined by the SAT of the annual allowance to which the president is entitled under section 5.98 of the Act. This allowance is in addition to any fees or reimbursement of expenses payable to the President under section 5.98 of the Act.

Elected Member Annual Attendance Allowance

In accordance with section 5.99A of the Act, a Council member shall be paid an annual attendance allowance within the prescribed range determined by the SAT which shall be set by Council as part of the annual budget adoption process. This payment is lieu of Council meeting, committee meeting and prescribed meeting attendance fees in accordance with section 5.98(1)(b) of the Act.

Annual Information Communication and Technology (ICT) Allowance

Elected members shall be paid an annual ICT allowance within the prescribed range determined by the SAT which shall be set by Council as part of the annual budget adoption process. This payment is in lieu of reimbursing ICT expenses under section 5.98(2) of the Act.

The SAT defines ICT expenses as:

- rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the *Local Government (Administration) Regulations 1996* (the Regs); or
- any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the Regs; or
- any expenses, including the purchase costs, of ICT hardware provided to elected members.

The cost of an iPad and cover will be deducted from an Elected member's Annual Allowance for ICT in the first year of office if the Elected Member does not own an iPad. The ICT Allowance will cover the cost of the Data/Internet Package (SIM Card) for Elected Members iPad's, out of the annual allowance. The remaining allowance will be paid to the Elected Member quarterly during each financial year. If an Elected Member exceeds their allowance they will be invoiced for anything greater than the annual allowance.

Reimbursements

Pursuant to section 5.98(2)(a) and (3) of the Act, an elected member who incurs an expense of a kind prescribed in regulation 31(1) of the Regs is entitled to be reimbursed for the expense to the extent determined by the SAT. Expenses are reimbursed upon submission of a Reimbursement of Expenses form.

Reimbursement of Statutory Travel Expenses

In accordance with section 5.98(2) of the Act and the Regs, regulation 31, elected members have a statutory entitlement to be reimbursed for travel expenses incurred by the elected member as a result of attendance at a council meeting or committee meeting of which they are a member.

The rate of reimbursement will be in accordance with the rate contained in Section 30.6 of the Local Government Officers' (Western Australia) Award 2021 as determined by the SAT.

Reimbursement of Statutory Child Care Expenses

In accordance with section 5.98(2) of the Act and the Regs, regulation 31, elected members have a statutory entitlement to be reimbursed for childcare expenses incurred by the elected member as a result of attendance at a Council meeting or committee meeting of which they are a member, or authorised training and Council related business.

Child care costs will be reimbursed either at the actual cost per hour or the prescribed amount set by SAT, whichever is the lesser amount. Receipts must be kept and attached to the claim for the reimbursement.

Child care costs will not be paid where the care is provided by a member of the immediate family or a relative living in the same premises as the elected member.

Conferences / Seminars / Training

Regulation 32(1) of the Regs allows for the reimbursement of all reasonable expenses to elected members incurred in performing a function under the express authority of the local government. Such expenses may include registration fees, accommodation, meals, travel and other appropriate out of pocket expenses. Proof such as receipts must be provided by the elected member as evidence the expense was incurred. Reimbursement will not be made for hotel mini-bars, in-house movies, alcohol or other entertainment expenses.

This authority also applies to the payment of expenses for partners of members when the Council has specifically resolved that elected members attend and that attendance requires absence from the district overnight.

PROCEDURE ASSOCIATED WITH THIS POLICY

Procedure - Reimbursement of Expenses:

- Complete a Reimbursement of Expenses form with original receipts for the claim attached; and
- Submit form to the Chief Executive Officer for approval.

ROLES AND RESPONSIBILITIES

Elected Members

- Apply for reimbursement, supplying all relevant receipts.

Chief Executive Officer

- Authorise reimbursements.

Manager of Finance

- Arrange for payment of allowances and reimbursements;
- Track telecommunications allowance and expenditure; and
- Arrange for purchase of iPads and SIM cards.