

1.0 STATEMENT

The Resource Recovery Group is committed to ensuring that Council Members are adequately recompensed for their participation in Council Meetings, in accordance with the relevant legislation and regulations of the *Local Government Act 1995* (LGA) and prescribed in the Salaries and Allowances Tribunal Determination.

2.0 SCOPE

This Policy applies to all Councillors of the Resource Recovery Group and the employees charged with administering payments to Councillors.

3.0 OBJECTIVE

1. To ensure the Resource Recovery Group Council complies with the Local Government Act 1995 in relation to members fees and allowances and expense reimbursements.
2. To ensure that officers follow a standard process in making decisions on members' fees and allowances and expense reimbursements.

4.0 ROLES & RESPONSIBILITIES

Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that Councillors are appropriately paid in accordance with relevant legislation and that due processes to do so are followed.

5.0 CONTENT

The Salaries and Allowances Tribunal undertakes an annual determination of fees and expenses payable to local government Elected Members and publishes a Determination of the range of fees and allowances that may be paid to Elected Members each financial year.

Annual fee for council members in lieu of fees for attending meetings S 5.99 LGA

In Lieu of paying council members a fee for each meeting attended, referred to in section 5.98(1), RRG will pay all council members who attend council or committee meetings an annual fee.

From 1 December 2024 the annual fee will be 100% of the maximum amount determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B.

Expense to be reimbursed S5.98(2)(a) and (3)

A council member who incurs an expense of a kind prescribed in regulation 31(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B for that type of expense.

Regulation 31(1) of the LG Regulations prescribes the following kinds of expenses that are to be reimbursed:

- (a) child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member; and
- (c) child care and travel costs incurred by a council member in completing the training required by section 5.126(1).

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Allowance for Chairperson S5.98(5) LGA

The Chairperson is entitled, in addition to any entitlement that he or she has under section 5.99 or 5.99A, to be paid an annual local government allowance for Regional Local Government Chairpersons.

From 1 December 2024 the allowance will be paid at 100% of the maximum amount determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B.

Allowance for Deputy Chairperson S5.98 LGA

1. The deputy chairperson of the local government be paid an allowance of 25% percent of the Chairperson allowance as determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B section 5.98(5).
2. The allowance under subsection (1) is to be paid on a daily pro-rata amount, in addition to any amount to which the deputy chairperson is entitled under section 5.99 and 5.99A.

Payment of Fees and Allowances

1. The payment is applicable to each financial year, i.e. July to June
2. The payment of any taxation liability is the responsibility of the member.
3. Payment entitlements will be made to all members unless a member gives notice to the CEO in writing that the member does not wish to be paid his/her entitlement for the period stated in the notice.
4. Annual Payments are paid by monthly instalments in arrears into a nominated bank account
5. Annual payments in whole or part may be paid into the member's superannuation fund (refer to the Australian Taxation Office Interpretative Decision ATO ID 2007/205)
6. Where an annual fee in lieu of sitting fees is paid, the fee is to be reduced on a pro-rata basis by any period of leave of absence or missed ordinary council meetings of three or more cumulative meetings during the year (except whilst on Council business).

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6.0 REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"> ▪ <i>Local Government Act 1995</i> ▪ <i>Local Government (Administration) Regulations</i> (Section 5.99 of the Local Government Act 1995 and Regulations 30 to 32 of the Local Government (Administration) Regulations should be observed in relation to fee & allowance and expense payments) ▪ Determination for Local Government Elected Council Members Pursuant to Section 7A & 7B of the <i>Salaries and Allowances Act 1975</i> 	
Organisational Compliance	<ul style="list-style-type: none"> ▪ Accounting Policies and Procedures 	
Next Review Date	February 2027	
Policy Administration	Responsible Officer	Review Cycle
Corporate	Chief Executive Officer	Annual
Risk Rating	Risk Register – Low	
Location of document	Website Staff Intranet 9 Aldous Place, Booragoon – Corporate Services 350 Bannister Road, Canning Vale – staff room	

7.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2006	Original	1	MAF	MAF	29/06/2006
2012	Review	2	DCS	DCS	26/07/2012
2013	Review	3	EMCS	EMCS	22/08/2013
2013	Review	4	EMCS	EMCS	24/10/2013
2014	Review	5	EMCS	CEO	28/08/2014
2016	Review	6	EMCS	CEO	27/10/2016
2017	Review	7	EMCS	CEO	29/06/2017
2018	Review	8	EMCS	CEO	21/06/2018
2019	Review	9	EMCS	CEO	22/08/2019
2020	Review	10	EMCS	CEO	27/08/2020
2021	Review	11	CSM	CEO	27/05/2021
2022	Review	12	MGC	SMG – 4/10/2022	24/11/2022
2023	Review	13	EMGC	CEO	23/11/2023
2025	Review	14	EMGC	CEO	20/02/2025

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