

## COUNCIL POLICY LG516

# FEES, ALLOWANCES AND EXPENSES FOR COUNCIL MEMBERS

KEY FOCUS AREA LEADERSHIP AND GOVERNANCE

### Purpose

In accordance with Division 8 of Part 5 of the *Local Government Act 1995* (**the Act**) Council Members are entitled to receive a fee for meeting attendance, to be reimbursed for expenses and/or to be paid an allowance for certain types of expenses.

The purpose of this policy is for Council to specify the fees, allowances and reimbursements Council Members are entitled to without applying for.

Council Members are entitled to claim other expenses as set out in the *Local Government Act 1995* on application.

### Policy

#### Annual Meeting Fee

As per section 5.99 of the Act, Council Members will be paid an annual attendance fee in lieu of fees for attending meetings referred to in section 5.98(1).

The annual fee will be paid quarterly in advance and will be calculated on a pro rata basis for any Council Member who commences or ceases office during a quarter.

The annual fee payable for meeting attendance, will be paid at the current maximum levels as set by the Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members (**Determination**).

#### Mayoral Allowance

As per section 5.98(5) of the Act, the Mayor is entitled to an annual allowance for Mayoral duties. The Mayoral Allowance will be set at the current maximum levels as set by the Determination.

As per section 5.98A of the Act, the Deputy Mayor is entitled to an allowance of 25% of the Mayor's annual allowance.

## Information, Communication and Technology Expenses

As per section 5.99A of the Act, Council Members will be paid an annual information and communications technology allowance in lieu of reimbursing expenses.

The annual fee will be paid quarterly in advance and will be calculated on a pro rata basis for any Council Member who commences or ceases office during a quarter.

The annual fee payable for elected members including the Mayor and Deputy Mayor will be set at the current maximum levels as set out by the Determination. This allowance is to cover a Council Member's costs in relation to expenses that relate to information and communications technology (for example telephone rental and call charges and internet service provider fees).

## Provision of Equipment

Without limiting the application of any other clause in this Policy, the Town will provide Council Members access to resources to enable them to carry out their duties efficiently and effectively.

In accordance with Section 3.1 of the Act, in order to provide for the good government of persons in the District, all Council Members will be provided with an iPad. A Council Member may at any time request a replacement iPad. A replacement iPad will be supplied if a Council Member's iPad becomes damaged or unsuitable.

Any equipment provided in accordance with this Policy can be retained by the Council Member at the completion of their term of office, or if they serve a minimum of 24 months as a Council Member.

## Payments Generally

Individual Council Members may, by written request, elect not to accept, or accept a lesser level of, any or all of the payments.

Any taxation liability arising from the fees is the responsibility of the Council Member.

Allowances will be paid quarterly in arrears on the first week of the month in September, December, March and June.

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<b>Legislation:</b>	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i> <i>Salaries and Allowances Act 1975</i> Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members		
<b>Organisational:</b>	Work Procedure – Processing Council Member Payments		
Version #	Decision:	OCM Date:	Resolution Number:
1.	Adopted	7 July 2009	182/09
2.	Reviewed	5 October 2010	210/10
3.	Reviewed	10 December 2013	360/13
4.	Reviewed	9 December 2014	203/14
5.	Reviewed	15 December 2015	226/15
6.	Reviewed	13 December 2016	206/16
7.	Modified	18 December 2018	228/18
8.	Modified	20 April 2021	043/21
9.	Modified	25 July 2023	094/23