

## COUNCIL MEMBERS' ALLOWANCES AND EXPENSES

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Previous policy number: 4.2.1

### Policy Statement

The policy establishes a clear governance framework which will guide the setting and payment of allowances and expenses that Town will to Council Members in accordance with *Local Government Act 1995*.

### Policy Details

#### 1. Allowances

i. Annual Attendance Fee

An annual attendance fee shall be paid to Council Members in accordance with Section 5.99 at 100% of the approved range set by the Salary and Allowances Tribunal (SAT).

ii. Mayoral Allowance

The Mayoral Allowance shall be established in accordance with Section 5.98(5) and be set at 80% of approved SAT range.

iii. Deputy Mayor allowance

A Deputy Mayor allowance will be paid in accordance with Section 5.98A and be set as 25% of the Mayoral Allowance.

iv. ICT Allowance

An ICT Allowance will be paid to all Council Members and be set at \$3,500 per annum.

v. Fees and Allowances to be adjusted annually

All of the fees and allowances are to be adjusted each year as at 1 July based on any changes approved in the most recent SAT determination.

vi. Council to review this policy

The CEO must, within three months of the elections in a Mayoral election year, report to Council for consideration of any changes to this policy.

- vii. Payment of fees and allowances  
Fees and Allowances will be paid in four equal moieties in the month of July, October, January and April.

## 2. Expenses

- a) Travel Council Members will be reimbursed for travel expenses incurred whilst undertaking Council Business upon receipt of sufficient information.

Travel cost will be calculated at the same rate applicable to the reimbursement of travel costs in the same or similar circumstances under the Public Service Award 1992. Alternate travel expenses may also be reimbursed by Council Members for attending Council related functions and events. Allowable expenses include parking, public transport, ride sharing transport services for example Uber, but not Chauffeur and private charter services. A member making a claim for reimbursement of travel costs must do so in accordance with a claims form and procedure determined by the Finance and Governance Section.

- b) Child Care Expenses

The Town will reimburse the actual cost of child care expenses incurred by a member up to the maximum hourly rate determined by the Salaries and Allowances Tribunal, whichever is the lesser amount.

A member making a claim for reimbursement of child care expenses must do so in accordance with a claims form and procedure determined by the Finance and Governance section.

### Definitions

Nil.

### Governance References

Statutory Compliance	<i>Local Government Act 1995</i> Sections 5.98, 5.98A, 5.99, 5.99A
Organisational Compliance	Nil.

### Policy Administration

Directorate:		Officer title:
Executive Services		Chief Executive Chief
Next Review		Review Cycle
2021		
Version	Date	Ref
1		
2	22 October 2019	OCM-143-2019
3		