



Council Members Allowances and Expenses

Policy Statement

To provide guidance and clarity about the allowances and expenses that will be paid to Council Members in accordance with the *Local Government Act 1995*, *Local Government (Administration) Regulations 1996*, and the *Salaries and Allowances Act 1975*.

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

i. Travel

Council Members will be reimbursed for travel expenses incurred whilst undertaking Council Business.

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.

ii. 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.

Definitions

Nil.

Governance References

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| Statutory Compliance | Local Government Act 1995 Sections 5.98, 5.98A, 5.99, 5.99A Local Government (Administration) Regulations 1996, r30,31 Salaries and Allowances Act 1975 |
| Organisational Compliance | Council Members' Allowances and Fees Expenses (under development) |

Policy Administration

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|--------------------|------------|-------------------------|
| Directorate: | | Officer title: |
| Executive Services | | Chief Executive Officer |
| Next Review | | Review Cycle |
| 2026 | | 2 years |
| Version | Date | Ref |
| 1. | 22/10/2019 | OCM-143-2019 |
| 2. | 27/02/2024 | OCM-005-2024 |
| 3. | | |