

Policy number	Policy 021
Policy title	Elected member fees, expenses and allowances
Strategic outcomes supported	CL1 – Effectively managing resources and performance CL3 - Accountability and good governance

Policy objective:

To outline the fees, allowances and entitlements available to elected members in accordance with the *Local Government Act 1995* (Act) and the *Local Government (Administration) Regulations 1996* (Regulations), and to support them in performing their duties.

Policy scope:

This policy applies to elected members.

Policy definitions:

ICT expenses means rental charges in relation to one telephone and one facsimile machine and 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 Regulations.

Tribunal means the Salaries and Allowances Tribunal established under the *Salaries and Allowances Act 1975*.

Policy statement:

Elected members

Fees and allowances (s.5.98, s5.99, s.5.99A Act)

Annual meeting attendance fee in lieu of meeting fees

1. All elected members are entitled to the maximum annual meeting attendance fees as determined by the Tribunal, and as adopted by Council in the annual budget.

Information Communication Technology (ICT) expenses allowance

2. All elected members are entitled to the maximum annual ICT expenses allowance in lieu of reimbursement of ICT expenses as determined by the Tribunal, and as adopted by Council in the annual budget.

Annual local government allowances for Mayor and Deputy Mayor (s.5.98, s5.98A Act)

3. The Mayor is entitled to the maximum annual local government allowance as determined by the Tribunal, and as adopted by Council in the annual budget.
4. The Deputy Mayor is entitled to the maximum percentage of the mayoral annual local government allowance as determined by the Tribunal, and as adopted by Council in the annual budget.

Reimbursement of Expenses for Elected Members (s.5.98 Act)

5. Elected members are entitled to be reimbursed for expenses of the kind prescribed in Regulations 31 and 32 of the Regulations, including but not limited to child care and travel costs.
6. The extent to which elected members can be reimbursed for expenses of the kind prescribed in Regulations 31 and 32 of the Regulations shall be as determined by the Tribunal.
7. Child care costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the elected member.
8. Under no circumstances is any reimbursement to be made in connection with costs incurred for re-election to the office of elected member or election to the office of Mayor or Deputy Mayor.
9. Elected members are entitled to reimbursements for travelling expenses incurred, in the performance of their duties, to/from their normal place of residence or work, with respect to the following:
 - a. Council meetings, civic functions, citizenship ceremonies or briefings called by either Council, the Mayor or the Chief Executive Officer;
 - b. Committees to which an elected member is appointed a delegate or deputy by Council;
 - c. Meetings, training and functions scheduled by the Chief Executive Officer;
 - d. Conferences, community organisations, industry groups and local government associations to which an elected member has been appointed by Council as its delegate or a deputy to the delegate;
 - e. Gatherings or events (i.e. funerals, local business or community events), attended by the Mayor or the Mayor's nominated deputy as a representative of the Town;
 - f. Site inspections in connection with matters listed on any Council Agenda paper. When making this claim, elected members are to state the Item Number listed on any Council Agenda paper along with the date and time of the visit on the claim form;
 - g. In response to a request to meet with a ratepayer/elector, but excluding the day of Council elections. When making this claim, elected members are to state the time and purpose of the visit and the name and address of the ratepayer/elector on the claim form.

Professional development expenses

12. The guidelines for expenses related to professional development are set out in Policy 022 Elected member professional development.

Payments

Payments of fees and allowances monthly in arrears

13. All elected members will be paid annual meeting attendance fees and all other allowances in arrears on a monthly basis, in the Town's first payment run of the month.

Reimbursement of expenses

14. All claims for reimbursements by elected members are to be submitted to the Chief Executive Officer within 60 days of the expense being incurred, accompanied by:
 - a. Date of the claim
 - b. Type of travel (as identified in Section 3)
 - c. Distance travelled
 - d. Origin and destination of travel.

15. Reimbursements, once approved, will be paid during the next scheduled payment run following approval.

Related documents

[Determinations of the Salaries and Allowances Tribunal](#)

[Policy 022 – Elected member professional development](#)

[Code of Conduct for Council Members, Committee Members and Candidates](#)

Responsible officers	Coordinator Governance and Strategy Mayoral and Governance Support Officer
Policy manager	Manager Governance and Strategy
Approval authority	Council
Next evaluation date	April 2024

Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Approved	25/05/1999	Council	-	Item 3.12
1	Reviewed	15/08/2006	Council	-	Item 4.1
1	Reviewed	09/07/2013	Council	-	Item 10.1
1	Reviewed	11/08/2015	Council	-	Item 10.1
2	Amended	19/02/2019	Council	26/2019	Item 14.7
3	Reviewed and amended	20/08/2019	Council	148/2019	Item 10.1
4	Amended	15/09/2020	Council	518/2020	Item 15.1
5	Reviewed and amended	20/04/2021	Council	78/2021	Item 15.4
6	Reviewed and amended	12/04/2022	Council	73/2022	Item 15.5
7	Administratively amended	24/08/2023	Delegation		