

	<p><b>LG516</b>  <b>FEES, ALLOWANCES AND EXPENSES</b>  <b>FOR ELECTED MEMBERS</b></p>
<p><b>Key Focus Area</b>  Leadership and Governance</p>	<p><b>Responsible Directorate</b>  Office of the Chief Executive</p> <p><b>Relevant Council Delegation</b></p>

### Purpose

In accordance with Division 8 of Part 5 of the *Local Government Act 1995* elected 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 to specify the fees, allowances and reimbursements Town elected members are entitled to without applying for.

Elected members are entitlement to claim other expenses as set out in the *Local Government Act 1995* but are required to apply for these.

### Policy

#### Annual Meeting Fee

As per section 5.99 of *Local Government Act 1995*, elected 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 elected 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 Salaries and Allowances Tribunal’s (SAT) Determination for Local Government Elected members (**Determination**).

#### Information, Communication and Technology Expenses

As per section 5.99a *Local Government Act 1995*, elected 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 elected 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 an Elected 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, and are of a kind prescribed by Regulation 32(1) of the *Local Government (Administration) Regulations 1996*.

### Provision of equipment

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

In accordance with Section 3.1 of the *Local Government Act 1995*, in order to provide for the good government of persons in the District, any new Elected Member will be provided upon request with an iPad.

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

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

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

The allowances will be paid quarterly in advance for each of the September, December, March and June quarters.

Document Control Box			
<b>Business Unit:</b>	Governance		
<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>			
<b>Review Frequency:</b>	Annual	<b>Next Due:</b>	2022
<b>Version #</b>	<b>Decision:</b>	<b>OCM Date:</b>	<b>Resolution Number:</b>
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