

## 3.4 Council Member Expenses

### COUNCILLOR ALLOWANCES

APPROVED COUNCILLOR ALLOWANCES		
	APPROVED AMOUNT \$	BUDGET AMOUNT \$
Councillor – base*	12,842.39	12,842.39
Electoral**	4,699.44	4,699.44
Deputy Mayor – base*	26,403.61	26,403.61
Electoral**	4,699.44	4,699.44
Mayor – base*	71,404.87	71,404.87
Electoral**	18,794.33	18,794.33
<b>TOTAL BASE+ELECTORAL ALLOWANCE</b>	<b>296,720.55</b>	<b>296,720.55</b>
<b>Professional Development Allowance**</b> including:		
Course Fees	3,417.35 max per elected member	41,008.20
Travel		
Meals and Accommodation		
<b>Extra Meeting Allowance**** (\$125 per meeting maximum claimable \$8,561.59 per Councillor)</b>	125.00 per meeting per Councillor	22,250.00
As per CL006 Councillor Allowances Policy		
Acting Principal Member*****(\$248.43 per day maximum claimable 90days \$22,358.70)	248.43 per day	22,358.70

#### \*Base Allowance Claims

The base allowance is automatically paid to council members each month or at such frequency as resolved by council, in arrears.

#### \*\*Electoral Allowance Claims

The electoral allowance is automatically paid to council members each month or at such frequency as resolved by council, in arrears.

#### \*\*\*Professional Development Allowance Claims

(i) The allowance is available to all council members. (ii) The professional development allowance may be claimed multiple times each year, but the total value of those claims must not exceed the maximum specified in the table (see clause 8). (iii) The professional development allowance is to be used to cover the cost of travel to the course or conference, course or conference fees, meals and accommodation for the duration of the course or conference. (iv) Claims must be made using the forms approved by council. (v) Only approved courses/ conferences consistent with council policy attract professional development allowance.

#### \*\*\*\*Extra Meeting Allowance Claims

(i) Council members may only claim an extra meeting allowance for meetings referred to in the council policy. (ii) An extra meeting allowance may be claimed for up to a maximum of two meetings per day. (iii) Council members must not claim for an extra meeting more than once for the same meeting. (iv) When a council member is required to travel in order to attend an approved extra meeting, the council member may claim an extra meeting allowance for each full day of travel, unless that travel falls on the same day on which the meeting is held. In this context, a full day of travelling means at least four hours of travelling, which may include time in transit. (v) Claims must be made using the forms approved by council. (vi) Forms must include the date on which the meeting was held and indicate

the period of time the member was present at the meeting. (vii) The member must have attended at least 75 per cent of the duration of the meeting to claim an extra meeting allowance. (viii) Claims for extra meeting allowance must be made by the second working day in the month following the meeting for which the claim is made, or as resolved by council. Payment of extra meeting allowance is monthly or as resolved by council. (ix) Claims for extra meeting allowance not made in accordance with (viii) will be regarded as a late claim and paid with the next monthly payment. However, if the claim is not made within three months of the meeting for which the extra meeting allowance is claimed, the right to an extra meeting allowance for that meeting is forfeited. (x) Claims forms must be submitted by the approved method.

#### \*\*\*\*\*Acting Principal Member Claims

(i) When the deputy principal member carries out the functions of the principal member as outlined in section 43(2)(b) and section 43(2)(c) of the Local Government Act, the deputy principal member is entitled to be paid an allowance as the acting principal member. (ii) If some other council member is acting as the principal member in accordance with section 43(3) of the Local Government Act, the member is entitled to be paid an allowance as the acting principal member. (iii) The acting principal member is entitled to be paid the daily rate, as outlined in the table of allowances. While a council member is acting principal member, the extra meeting and base allowances are suspended. In the case of base allowance, this is on a pro rata basis. The member is still entitled to their usual electoral allowance. The daily rate includes Saturdays, Sundays and public holidays. (iv) The maximum number of days (including Saturdays, Sundays and public holidays) that a council member may be paid as the acting principal member is an aggregate of 90 days in a financial year. A member may continue to hold the position for a longer period if council so resolves, however, the allowance reverts to the usual rate for that member.