

## 1. Policy Intent

The purpose of this policy is to establish the parameters for the payment of Council Members and Independent Committee Members fees, allowances, superannuation and reimbursement of expenses within the provisions of the annual determination by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* and the *Local Government Act 1995* Part 5 Administration, Division 8 Local Government payments and gifts to its members.

## 2. Policy Statement

### 2.1 Annual Attendance Fee

- (a) That Council Members are to be paid an Annual Attendance Fee in lieu of fees for attending meetings, the amount to be determined in the annual budget.
- (b) Annual Attendance Fees are to be paid to Council Members monthly, in arrears.

### 2.2 Shire President's/Deputy Shire President's Allowance

- (a) The allowance for the Shire President and Deputy Shire President is to be determined in the annual budget and is to be paid monthly, in arrears.

### 2.3 Information and Communications Technology (ICT) Allowance

- (a) That Council Members are to be paid an Information and Communication Technology Allowance in lieu of a reimbursement of expenses, the amount to be determined in the annual budget.
- (b) The Information and Communications Technology Allowance is to be paid to Council Members monthly, in arrears.
- (c) The ICT Allowance covers the expenses incurred by Council Members in performing their role including:
  - i) Computers, tablets, printers and auxiliary hardware (eg: mouse, webcam, microphone);
  - ii) Mobile phones and telecommunication services;
  - iii) Internet and data services
  - iv) Software, subscriptions and licencing costs
  - v) Maintenance, repairs and insurance of ICT equipment and hardware;
  - vi) All costs related to printing, including print consumables such as paper, ink cartridges etc; and
  - vii) Other ICT equipment, hardware or consumables that would reasonably be related to ICT.

### 2.4 Travel Allowance

- (a) That Council Members are to be paid a Travel Allowance in lieu of a reimbursement of expenses, the amount to be determined in the annual budget.
- (b) The Travel Allowance is to be paid to Council Members annually, on adoption of the annual budget.
- (c) Council Members are also encouraged to use, at no cost, a Shire pool vehicle to attend

meetings, conferences and functions that are held subject to the availability of the vehicle.

### 2.5 Reimbursement of Expenses

- (a) That Council Members are to be reimbursed for childcare costs incurred because of attendance at a council meeting or a meeting of a committee of which they are also a member.
- (b) The maximum amount of reimbursement that may be claimed for childcare costs is to be pursuant to Part 8 of the Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members.
- (c) Claims under this clause are to be submitted at least quarterly and within 7 days of the end of each quarter, that is, by 7 October, 7 January, 7 April and 7 July.

### 2.6 Review of Fees and Allowances

Council will review all fees and allowances, at least once annually as part of the annual budget process.

### 2.7 Superannuation

Mandatory superannuation contribution payments for Council Members will be payable with, and at the same time as any remuneration of the Council Member paid by the Shire, unless the Council Member has provided the Chief Executive Officer with written notice to opt out or has not provided a nominated superannuation fund to receive the superannuation contribution payment. A Council member who revokes the opt out notice or provides a nominated superannuation fund after the date of any superannuation contribution payment being made is not eligible to receive back payment of any superannuation contributions in accordance with the *Local Government Act 1995*.

### 2.8 Application of this Policy

Any request for reimbursement in accordance with the relevant clauses of this Policy, must be accompanied with sufficient documentation to substantiate the claim. Approval for any claim made by a Council Member, in accordance with this policy, shall be obtained from the Chief Executive Officer or Director Corporate Services.

*Note: The Council Members Fees, Allowances and Reimbursement of Expenses Policy does not provide for clothing as an automatic expense.*

## 3. Independent Member Meeting Attendance Fee - Audit, Risk and Improvement Committee (ARIC)

### 3.1 Meeting Fees

- (a) Independent Presiding Member of the ARIC will receive 50% of the maximum meeting fee payable as determined annually by the Salaries and Allowances Tribunal for each ARIC Meeting the Presiding Member attends.
- (b) Independent Deputy of the Presiding Member (**Deputy**) of the ARIC will receive the minimum meeting fee payable as determined annually by the Salaries and Allowances Tribunal for each ARIC meeting, unless acting in Office of the ARIC Presiding Member where the meeting fee payable is as per Clause 3.1(a).

### 3.2 Travel and other costs

An Independent ARIC Member may be reimbursed for actual travel and associated costs incurred upon receipt of an approved claim form which demonstrates actual costs and is approved by the



# Policy M2 – Member Fees, Allowances, Superannuation and Reimbursement of Expenses

CEO.

## Legislation

*Local Government Act 1995*, Part 5 Administration, Division 8 Local Government payments and gifts to its members

*Salaries and Allowances Act 1975*

## Related Documents

Shire of Murray Annual Budget

Local Government CEO and Elected Council Members Determination, as varied by the Salaries and Allowances Tribunal

Policy Detail		
<b>Responsible Directorate</b>	Corporate Services	
<b>Responsible Department</b>	Governance and Risk	
<b>Responsible Officer</b>	Manager Governance	
<b>Next Policy Review / Schedule</b>	2028 (3-yearly)	
<b>Council Adoption</b>	<b>Date / Resolution</b>	19 November 1998 (SCM98/0398)
<b>Amendment Record</b>	<b>Date / Resolution</b>	27 November 2003 (OCM03/211)
		29 April 2004 (OCM04/075)
		30 September 2004 (OCM04/191)
		27 April 2006 (OCM06/062)
		28 August 2008 (OCM08/149)
		30 April 2009 (OCM09/066)
		29 April 2010 (OCM10066)
		30 June 2011 (OCM11/099)
		25 June 2015 (OCM15/155)
		22 February 2018 (OCM18/08)
		19 December 2019 (OCM19/270)
		23 June 2022 (OCM22/070)
		19 December 2024 (OCM24/159)
		18 December 2025 (OCM25/159)
23 April 2026 (OCM26/033)		
18 June 2026 (OCM26/074)		