



Annual Fees

1. Intent of Policy

To ensure that Councillor, Mayoral and Deputy Mayoral annual fees are set in accordance with legislative requirements.

2. Scope of Policy

This policy applies to the Mayor, Deputy Mayor and other Councillors and will comply with relevant statutory requirements.

*Relevant Statutory Requirements specific to this policy:
Sections 239, 241, 248, 249, 250, 251 and 254A Local Government Act, 1993*

3. Guidelines

Fees Payable to Councillors

Before 30 June each year, Council shall resolve the annual fees to be paid monthly in arrears for each month (or part of a month) for which the Councillor holds office to a Councillor for the following year commencing 1 July, provided the fee is within the range for the Council determined annually by the Local Government Remuneration Tribunal.

Fees Payable to the Mayor

Before 30 June each year, Council shall resolve the annual fees to be paid monthly in arrears for each month (or part of month) for which the Mayor holds office to the Mayor for the following year commencing 1 July, provided the fee is within the range for the Council determined annually by the Local Government Remuneration Tribunal. The annual fee must be paid in addition to the fee paid to the mayor as a Councillor.

Fees Payable to the Deputy Mayor

Before 30 June each year, Council shall resolve the annual fees to be paid monthly in arrears for each month (or part of month) to the Deputy Mayor for the following year commencing 1 July, provided the fee is within the range for the Council determined annually by the Local Government Remuneration Tribunal.

Council may only pay a Deputy Mayor part of the Mayor's annual fee where a Deputy Mayor demonstrably acts in the role of the Mayor. Such payment should only be done at the direction of the Mayor and the Council must deduct any amount paid to the Deputy Mayor from the Mayor's annual fee.

The Deputy Mayor shall be paid a daily pro-rata fee equivalent to the Daily Mayoral Fee calculated under Clause 6, for the periods of time when the Mayor is prevented by absence, illness or otherwise from acting in, or when the Mayor requests the Deputy to act in, the office of Mayor. The amount of the fee paid to the Deputy Mayor shall be deducted from the Mayor’s annual fee.

Relationship between annual fees paid to mayors and councillors and the level and scope of expenses paid to councillors

As stated in Council’s Policy for “Payment of Expenses and Provision of Facilities for Mayors and Councillors” expenses reasonably incurred by Councillors are outside provisions made under the annual fee determination.

Circumstances in which annual fees may be withheld

In accordance with Section 254A of the, Council may resolve that an annual fee will not be paid to a Councillor or that a Councillor will be paid a reduced annual fee determined by the Council:

- a) For any period of not more than 3 months for which the Councillor is absent, with or without leave, from an ordinary meeting or ordinary meetings of the Council, or
- b) In any other circumstances prescribed by the regulations.

If a Councillor is absent, with or without leave of the Council, from ordinary meetings of the Council for any period of more than 3 months, the Council must not pay any annual fee, or part of an annual fee, to that Councillor that relates to the period of absence that is in excess of 3 months.

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Contact	Director of Corporate Services
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