

From: Remuneration Commission <lgrcenquiries@dsdilgp.qld.gov.au>
Sent: Wednesday, 10 September 2025 12:50 PM
To: Remuneration Commission
Subject: Invitation - LGAQ Deputations and Annual Remuneration Review Submissions
Attachments: Guide to making a submission Memo.PDF

Importance: High

*CEO REPORT
ITEM 5.*

Dear Mayor/Chief Executive Officer,

The Queensland Local Government Remuneration Commission (the Commission) is commencing its annual remuneration review process, which aims to determine the remuneration for mayors, deputy mayors, and councillors from 1 July 2026, in accordance with sections 241–244 of the Local Government Regulation 2012.

The Commission appreciates the vital role that elected members play within their communities and fully acknowledge the various challenges they face in performing their duties. With this in mind, the commission aims to ensure that the review process is thorough and inclusive of all perspectives.

To facilitate this, we extend an invitation to all Queensland councils to participate in deputations during the upcoming Local Government Association of Queensland (LGAQ) annual conference in October 2025. Members of the Commission will be in attendance at the conference from 20th to 22nd October 2025, to be held at the Gold Coast Convention & Exhibition Centre. Please note that opportunities to meet with the full Commission for deputations are available only on Monday 20th and Tuesday 21st October.

Additionally, the Commission is again inviting written submissions from mayors, councillors, and chief executive officers, should anyone not be attending the conference. To enhance this process, the commission is this year trialling an option to follow up written submissions with a face-to-face engagement via Microsoft Teams. This will provide an opportunity to discuss your submission further, should you indicate you wish to avail of this opportunity.

To arrange an appointment with the Commission at the conference, please reply to this email indicating the topic or submission, the names of attendees, and your preferred meeting time. Kindly send this information to lgrcenquiries@dsdilgp.qld.gov.au before **COB 10th October 2025**. Written submissions can be emailed to the same address by **Friday 7th November 2025**. For further guidance regarding submissions, please refer to the attached memo.

The Commission looks forward to your participation and valuable insights.

Thanks & Regards



1. This memo note is to assist mayors, councillors, and other stakeholders with making submissions to the Local Government Remuneration Commission (the **Commission**) in exercise of its statutory functions under the *Local Government Act 2009* (the **Act**).
2. It is not intended to dictate the content, framework nor style of submissions to be made to the Commission. Rather, it is to achieve a level of consistency efficiency for those making submissions, and to address recurring issues the Commission has identified in past submissions it has received.

Statutory framework

3. Section 177 of the Act provides the functions of the Commission are:
 - (a) to establish the categories of local governments; and
 - (b) to decide the category to which each local government belongs; and
 - (c) to decide the maximum amount of remuneration payable to the councillors in each of the categories; and
 - (d) to consider and make recommendations to the Minister about the following matters relating to councillor advisors—
 - (i.) whether or not to prescribe a local government under section 197D(1)(a);
 - (ii.) the number of councillor advisors each councillor of a local government may appoint;
 - (iii.) the number of councillor advisors a councillor of the council under the City of Brisbane Act 2010 may appoint; and
 - (e) another function related to the remuneration of councillors if directed, in writing, by the Minister.
4. Chapter 8, Part 1, Division 1 of the *Local Government Regulation 2012* (the **Regulation**) sets out the processes of the Commission in deciding the remuneration that is payable to councillors.
5. The Regulation requires the Commission to review the categories of local governments once every four years, in the year prior to each quadrennial election, to determine whether the categories and the assignment of local governments to those categories require amendment.
6. After determining the categories of local governments, the Regulation also requires the Commission to decide annually, before 1 December each year, the maximum amount of remuneration to be paid to mayors, deputy mayors and councillors in each category from 1 July of the following year.

Submissions to the Commission

7. Each council and stakeholder may make its own submissions as it sees fit. To assist the Commission with responding to such submissions, it is requested that those submissions address, *at minimum*:
 - (a) who is making the submission, including their contact details;
 - (b) if the submission is being made by a council - whether the submission is being made by the council as a whole (unanimously or otherwise), or is being made as a councillor in their personal capacity;