

City of Greater Geraldton Council Policy

4.31 COUNCIL MEMBER FEES, ALLOWANCES, REIMBURSEMENTS AND BENEFITS

STRATEGIC THEME

Leading

OBJECTIVES

The objective of this policy is to provide a clear outline of entitlements available to a Council Member under the Act and Regulations and within the prescribed ranges set by the Salaries and Allowances Tribunal.

POLICY STATEMENT

In addition to the entitlements available to a Council Member(s) under legislation, the policy outlines legislated “approved expenses” the City will reimburse to members if incurred in their capacity as a Council Member.

POLICY DETAILS

1. Allowances

1.1. Mayoral Allowance

The annual local government allowance for the Mayor is to be the maximum amount as set by the Salaries and Allowances Tribunal in accordance with Section 5.98 (5) of the Act. The allowance to the Mayor shall be paid monthly in arrears.

1.2. Deputy Mayoral Allowance

The annual local government allowance for the Deputy Mayor is determined by the percentage set by the Salaries and Allowances Tribunal and in accordance with Section 5.98A of the Act. The allowance to the Deputy Mayor shall be paid monthly in arrears.

1.3. Meeting Attendance

1.3.1. All Council Members who attend Council or Committee meetings are entitled to be paid a fee or allowance. An allowance will be paid as an annual fee in accordance with Section 5.99 of the Act.

1.3.2. The fees will be the maximum amount within the range set by the Salaries and Allowances Tribunal regardless of the meeting structure in place, or the number of meetings attended by a particular Council Member. The allowance will be paid monthly in arrears.

2. Expenses to be Reimbursed

2.1. Expenses that are to be reimbursed under the Act and Regulations are:

2.1.1. child care costs; and

2.1.2. travel costs;

incurred because of the Member's attendance at a Council Meeting, a meeting of a Committee of which he or she is also a member or in completing the training required by section 5.126(1) of the Act.

2.2. Child Care Expenses

2.2.1. The extent to which a Council Member is to be reimbursed for child care costs incurred under clause 2.1.1 (where they are a parent or primary carer) whilst performing a function in his or her capacity as a Council Member or a function under the express authority of the Council is to be the maximum allowance provided for under the legislation, or the actual cost per hour whichever is the lower amount.

Note: Child care costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Council Member.

2.3. Travel and Parking

Reimbursement for travel will be from the Council Members' place of residence or work to the meeting or training venue and back. Calculation of the reimbursement will be determined in accordance with section 30.6 of the Local Government Officers' (Western Australia) Award 2021.

Council Members are entitled to claim reimbursement of travel associated with any other authorised functions provided that:

2.3.1. A City vehicle cannot be used for the travel; and

2.3.2. Car-pooling with City staff is not an option.

If transportation is provided by another Council Member, then only that Council Member is entitled to claim the actual cost applicable.

Parking costs are to be reimbursed at the actual cost upon production of a receipt.

2.4. Process for Reimbursement

Council Members choosing to receive reimbursement of expenses in accordance with this policy shall submit the appropriate Reimbursement of Expenses Form to the Chief Executive Officer, together with supporting documentation and receipts, within thirty (30) days after the date in which the expenses were incurred, and by 15 July of the next financial year, in order to facilitate the finalisation of the annual financial statements.

3. Items to be provided by the City to a Council Member

Council Members will be provided with items to conduct Council related business:

3.1. Computer equipment for use solely by the Council Member, during the member's term of office subject to:-

3.1.1. Budget provision by the City for the ongoing operating and maintenance costs for the items provided.

3.1.2. In the event of a malfunction of the equipment the Council Member is to contact, during business hours, the Office of the CEO who will coordinate the request for maintenance.

- 3.1.3. Under no circumstances should a Council Member undertake repairs or maintenance to Council equipment without the authority of the Chief Executive Officer.
- 3.1.4. Provision of ICT equipment will be subject to the City's standard replacement program.
- 3.1.5. Use of ICT equipment is to be in accordance with Operational Policy 006 Mobile Devices, 020 Use of Artificial Intelligence in the Workplace, 036 Remote and Online Systems Access., and 052 – Acceptable Use of Office Equipment Electronic Communication and the Internet.
- 3.1.6. Subject to section 3.2, items provided are to be returned by the Council Member to the City within 14 days of ceasing to be a Council Member or whenever requested to do so by the CEO.
- 3.2. Departing Council Members may purchase equipment used by them during their term of office as follows:

Years of Service	Amount Payable
1 st year of service (or part thereof)	80 per cent of purchase price
2 nd year of service (or part thereof)	60 per cent of purchase price
3 rd year of service (or part thereof)	40 per cent of purchase price
4 th year of service (or part thereof)	20 per cent of purchase price

4. Superannuation

In accordance with the Act and Regulations, the City as a Class 1 local government is required to pay superannuation contributions for Council Members in accordance with the *Superannuation Guarantee (Administration) Act 1992* (Commonwealth).

4.1. On Commencement

Within two weeks of commencing their term, a Council Member is required to complete a personal details and Superannuation standard choice form and submit it to the Chief Executive Officer or their delegate to enable payments to be made. Payments will be paid monthly in conjunction with other allowances.

4.2. Opt Out

- 4.2.1. A Council Member may opt out of superannuation contributions by written notice to the CEO.
- 4.2.2. An opt-out notice remains in effect until the Council Member, revokes the opt-out by written notice to the CEO.
- 4.2.3. Superannuation contributions will not be paid to a Council Member whilst an opt-out notice is in effect.

5. Provision of Support

5.1. Mayor

The Mayor shall, in carrying out the duties and responsibilities of that Office, be entitled to receive the benefit of the following facilities without the reduction of the fees and allowances approved by Council under section 5.98, 5.98A, 5.99 and 5.99A of the Act.

5.1.1. Suitably equipped office accommodation within the Civic Centre;

5.1.2. Administrative support associated with the role of Mayor;

5.1.3. All items associated with the effective and efficient administration of the Mayor's office as determined from time to time by the CEO.

5.1.4. The Mayor will receive a fully maintained City owned vehicle, to the equivalent standard as provided to the Chief Executive Officer, for all official duties and unrestricted private use. This vehicle will be changed over in accordance with the standard replacement program for the City's light vehicle fleet.

5.1.5. Use of the vehicle is to be in accordance with Operational Policy 009 Light Vehicle Use, 039 Plant and Equipment Use, and 059 Fuel Cards.

5.2. All equipment and facilities provided under this policy are provided on the absolute understanding that they will not be used for any election purposes.

6. Dispute Resolution

All disputes regarding this policy will be referred to the Director Corporate Services. If the Council Member and the Director cannot reach an agreement, the matter will be referred to Council for a determination.

KEY TERM DEFINITION

City is City of Greater Geraldton

Council Member means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

The **Act** means the Local Government Act 1995

The **Regulations** refers to the Local Government (Administration) Regulations 1996

Salaries and Allowances Tribunal is an independent body established under the Salaries and Allowances Act 1975 that sets the minimum and maximum fees and allowances for Council Members.

ROLES AND RESPONSIBILITIES

The Director Corporate Services is responsible for administering this policy.

WORKPLACE INFORMATION

Salaries and Allowances Act 1975

Determination of the Salaries and Allowances Tribunal

Local Government Act 1995

Local Government (Administration) Regulations 1996

Superannuation Guarantee (Administration) Act 1992 (Commonwealth)

Local Government Officers' (Western Australia) Award 2021

Operational Policy 006 Mobile Devices

Operational Policy 09 Light Vehicle Use

Operational Policy 020 Use of Artificial Intelligence in the Workplace

Operational Policy 036 Remote and Online Systems Access

Operational Policy 039 Plant and Equipment Use

Operational Policy 052 Acceptable Use of Office Equipment Electronic Communication and the Internet

Operational Policy 059 Fuel Cards

DRAFT

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate Services		Chief Financial Officer	Biennial	2027
Version	Decision Reference	Synopsis		
2.		Biennial review		