

COUNCIL POLICY COMPARISON TABLE

COUNCIL POLICY 4.31 COUNCIL MEMBER FEES, ALLOWANCES, REIMBURSEMENTS AND BENEFITS			
CURRENT POLICY CONTENT	PROPOSED CONTENT	CHANGE NOTES	COUNCIL COMMENTS
STRATEGIC THEME Leading	STRATEGIC THEME Leading	No change	
OBJECTIVES The objective of this policy is to provide a clear outline of entitlements available to a Council Member under the Local Government Act 1995 (LG Act) and Local Government (Administration) Regulations 1996 (LG Regulations), and within the prescribed ranges set by the Salaries and Allowances Tribunal through a determination published in the <i>Government Gazette</i> .	OBJECTIVE 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.	Legislative references added to definition.	
POLICY STATEMENT In addition to this entitlement available to a Council Member (Member/s) under legislation, the policy outlines "approved expenses" the City will reimburse to members if incurred in their capacity as a Council Member.	POLICY STATEMENT In addition to this entitlement available to a Council Member (Member/s) under legislation, the policy outlines "approved expenses" the City will reimburse to members if incurred in their capacity as a Council Member.	No change	
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 LG Act. The allowance to the Mayor shall be paid on a monthly basis in arrears.	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 LG Act. The allowance to the Mayor shall be paid monthly in arrears.	Minor wording change	
POLICY DETAILS 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 5.98 (5) of the LG Act of the annual local government allowance payable to the Mayor. The allowance to the Deputy Mayor shall be paid on a monthly basis in arrears.	POLICY DETAILS 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.	Legislation reference updated and minor wording change	
POLICY DETAILS 1.3. Meeting Attendance 1.3.1. All Councillors who attend Council or committee meetings are entitled to be paid a sitting fee. The fees can be paid based on individual meetings, or as an annual fee in accordance with Section 5.99 of the LG Act. 1.3.2. The fees are paid in lieu of Council and Committee meeting attendance fees and shall be the maximum amount within the range as set by the Salaries and Allowances Tribunal regardless of the meeting structure in place, or the number of meetings attended by a particular Councillor. The allowance will be paid monthly in arrears.	POLICY DETAILS 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 LG 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.	Section 5.99 provides for an annual meeting allowance rather than meeting attendance fees for each meeting attended. Policy revised to improve clarity. Councillors updated to Council Members	

POLICY DETAILS 2. Expenses to be Reimbursed 2.1. The kinds of expenses that are to be reimbursed under LG Act and LG 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 or a meeting of a Committee of which he or she is also a member.	POLICY DETAILS 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)..	Minor wording change and inclusion of training.	
POLICY DETAILS 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 (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. <i>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.</i>	POLICY DETAILS 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. <i>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.</i>	No change	
POLICY DETAILS 2.3 Travel and Parking In accordance with Section 5.98 of the LG Act, and Regulations 31(1)(b) of the LG Regulations, a Councillor who incurs travel expenses because of the Councillor's attendance at a Council meeting or meeting of a committee of which he or she is a member, is entitled to be reimbursed for travel from the person's place of residence or work to the meeting and back. Councillors 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 Councillor, then only that Councillor is entitled to claim the actual cost applicable. Parking costs are to be reimbursed at the actual cost upon production of a receipt.	POLICY DETAILS 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.	Minor wording changes and amendment, inclusion of how travel reimbursements are calculated, and change of Councillor to Council Member.	
	POLICY DETAILS 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	Additional information outlining process for claiming reimbursement	

	the expenses were incurred, and by 15 July of the next financial year, in order to facilitate the finalization of the annual financial statements.												
POLICY DETAILS 3. Items to be provided by the City to a Council Member The CEO is to provide the following items to all Council Members for the conduct of Council related business: 3.1. Computer Equipment i.e. laptop/tablet/iPad, whichever is adopted by Council from time to time for use by the Council Member, during the member’s term of office subject to the following:- 3.1.1. Council shall make provision for the ongoing operating costs of equipment referred to above with all maintenance costs being met by the City. 3.1.2. In the event of a malfunction of the equipment the Council Member is to contact, during business hours, 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 which will be (3) three years from date of purchase. 3.1.5. To avoid doubt, the items provided above 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 (or as otherwise negotiated).	POLICY DETAILS 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: <table><tr><th>Years of Service</th><th>Amount Payable</th></tr><tr><td>1st year of service (or part thereof)</td><td>80 per cent of purchase price</td></tr><tr><td>2nd year of service (or part thereof)</td><td>60 per cent of purchase price</td></tr><tr><td>3rd year of service (or part thereof)</td><td>40 per cent of purchase price</td></tr><tr><td>4th year of service (or part thereof)</td><td>20 per cent of purchase price</td></tr></table>	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	Minor wording changes and addition of section 3.1.5 and section 3.2	
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4 th year of service (or part thereof)	20 per cent of purchase price												
POLICY DETAILS 4. Superannuation In the event that under legislation it is compulsory to pay superannuation to a Council Member, said payment will be set and paid based on the relative legislative requirements.	POLICY DETAILS 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	Amended section in line with recent legislative changes											

	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.		
POLICY DETAILS 5. Mayor The CEO is to provide to the Mayor, at the City's cost, the following within the City's administration offices, without any reduction in fees and allowances approved by Council under the LG Act and LG Regulations. 5.1. Mayor's Office 5.1.1. The use of an office; 5.1.2. The use of a City employee as a personal assistant or other employee to the extent considered appropriate by the CEO; 5.1.3. The use of a computer and telephone; and 5.1.4. All items associated with the effective and efficient administration of the Mayor's office as determined from time to time by the CEO.	POLICY DETAILS 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, 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.	Combined all support to Mayor in one section. Addition of references to operational policies.	
POLICY DETAILS 1.1. Mayor's Vehicle 1.1.1. A serviced and maintained Council owned vehicle will be provided to the Mayor for all official duties and unrestricted private use. 1.1.2. The vehicle is to be to the standard that equates to what would normally be offered to a Chief Executive Officer (Band 1) and is to be replaced as part of the normal vehicle replacement program within the City's light vehicle fleet.	POLICY DETAILS Click or tap here to enter text.	Included in section above.	

POLICY DETAILS 6. Dispute Resolution All disputes in regard to this policy will be referred to the Director Corporate Services in the first instance. In the event that the Council Member and the Director cannot reach an agreement, the matter will be submitted to Council for a ruling.	POLICY DETAILS 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.	No change to intent. Rewording only.	
KEY TERM DEFINITIONS City is City of Greater Geraldton	KEY TERM DEFINITIONS 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.	Expanded definitions	
ROLES AND RESPONSIBILITIES The Director Corporate Services is responsible for administering this policy.	ROLES AND RESPONSIBILITIES The Director Corporate Services is responsible for administering this policy.	No change	
WORKPLACE INFORMATION <i>Salaries and Allowances Act 1975</i> <i>Determination of the Salaries and Allowances Tribunal</i> <i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i>	WORKPLACE INFORMATION <i>Salaries and Allowances Act 1975</i> <i>Determination of the Salaries and Allowances Tribunal</i> <i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i> <i>Superannuation Guarantee (Administration) Act 1992 (Commonwealth)</i> <i>Local Government Officers’ (Western Australia) Award 2021</i> <i>Operational Policy 006 Mobile Devices</i> <i>Operational Policy 09 Light Vehicle Use</i> <i>Operational Policy 020 Use of Artificial Intelligence in the Workplace</i> <i>Operational Policy 036 Remote and Online Systems Access</i> <i>Operational Policy 039 Plant and Equipment Use</i> <i>Operational Policy 052 Acceptable Use of Office Equipment Electronic Communication and the Internet</i> <i>Operational Policy 059 Fuel Cards</i>	Updated	

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate Services		Chief Financial Officer	Biennial	2025
Version	Decision Reference		Synopsis	
1.	CS010	31/01/2023	Administration Review 9 July 2025 – Update SCP Theme	

POLICY ADMINISTRATION

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