



## City of Greater Geraldton

### 4.31 COUNCIL MEMBER FEES, ALLOWANCES, REIMBURSEMENTS AND BENEFITS

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#### SUSTAINABILITY THEME

#### Leadership

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#### 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 *Government Gazette*.

#### 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 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.

###### 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.

###### 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.

## 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.

### 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.

*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

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.

## 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).

#### 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.

#### 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.

##### 5.2. Mayor's Vehicle

5.2.1. A serviced and maintained Council owned vehicle will be provided to the Mayor for all official duties and unrestricted private use.

5.2.2. 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.

#### 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.

#### KEY TERM DEFINITION

City is City of Greater Geraldton

#### 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*

## POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate Services		Chief Financial Officer	Biennial	20xx
Version	Decision Reference	Synopsis		
1.	CS 00/00/0000	New Policy		

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