

5.14. COUNCILLOR REMUNERATION GENERAL POLICY

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DEPARTMENT Corporate Services

RECOMMENDATION

It is recommended that Council:

- **Nominates the following meetings to be attended by Councillors to receive the meeting attendance component of their remuneration -**
 - **the Ordinary Meeting schedule for the 2017/18 financial year adopted by Council on 24 January 2017; and**
 - **the Special (Budget) Meeting to adopt the 2018/19 Annual Budget; and**
 - **any other Special Meetings as required during the year.**
- **Adopts the revised Councillor Remuneration General Policy**

EXECUTIVE SUMMARY

One of the functions performed by the Local Government Remuneration and Discipline Tribunal (Tribunal) is to determine the category of Queensland Councils for remuneration purposes and the level of remuneration paid to Councillors.

In its determination of remuneration for Councillors for the 2017/18 financial year, the Tribunal has amended the parameters around payment of the meeting attendance component of Councillors remuneration of Category 1 Councils. These changes are addressed in this report and the revised Councillor Remuneration General Policy is also presented to Council for adoption.

BACKGROUND

In 2014, the Tribunal adopted a remuneration system for Councillors in Category 1 Councils (excepting the Mayor and Deputy Mayor) which comprised:

- a base payment (of two thirds of the annual remuneration) paid fortnightly; and
- a monthly payment (of one third of the annual remuneration) based upon attendance at and participation in the twelve mandated Council meetings.

With the introduction of this remuneration system, Council also adopted a Councillor Remuneration General Policy.

COMMENT

As a result of feedback received over the past two years, the Tribunal has decided to slightly modify the basis upon which the meeting attendance fee is paid. Rather than the meeting attendance fee being paid solely on attendance at and participation in mandated Council meetings, the Tribunal believes that the meeting fee concept should be extended to incorporate other important meetings which require a Councillor's attendance and participation, such as budget meetings, planning sessions and the like. This is because the role of a Councillor requires them to fully participate in and contribute to such meetings.

In its Remuneration Report 2016, the Tribunal has stated that Councils should identify, at the commencement of each year, those meetings where the presence of all Councillors is expected so as to identify the number of meetings which each Councillor will need to attend to receive the meeting fee component of their remuneration.

The Tribunal have further stated that Councils may now pay the meeting attendance fee component of annual remuneration on a fortnightly basis so long as the principles enunciated in the Remuneration Report 2014 and the above matters are followed.

The Councillor Remuneration General Policy has been amended to reflect the change in remuneration payments and is attached to this report. It should be noted that the policy contains a provision that if a Councillor is unable to attend a meeting and is granted a leave of absence by Council, then the meeting attendance component of their remuneration will not be effected.

PROPOSAL

It is recommended that the revised Councillor Remuneration General Policy be adopted and the identified Council meetings for remuneration purposes will be:

- the Ordinary Meeting schedule for the 2017/18 financial year adopted by Council on 24 January 2017; and
- the Special (Budget) Meeting to adopt the 2018/19 Annual Budget; and
- any other Special Meetings as required during the year.

FINANCIAL/RESOURCE IMPLICATIONS

Councillors' remuneration is included in the 2017/18 annual budget therefore there are no financial implications. Being able to pay all Councillors on a fortnightly basis will increase efficiency to the payroll process.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications with this matter.

CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE

This report has been prepared in accordance with the following:

Corporate Plan 2014-2019 Initiatives:

Theme 5 - Governance

5.2.1 - Provide Councillors and community with accurate, unbiased and factual reporting to enable accountable and transparent decision-making.

5.2.2 - Implement adopted policies and guidelines to ensure consistency in administrative management which also encourages innovation in Council operations.

COUNCIL'S ROLE

Council can play a number of different roles in certain circumstances and it is important to be clear about which role is appropriate for a specific purpose or circumstance. The implementation of actions will be a collective effort and Council's involvement will vary from information only through to full responsibility for delivery.

The following areas outline where Council has a clear responsibility to act:

Fully-Responsible Funding the full cost of a program or activity

CONSULTATION

Internal: This matter has been the subject of a Councillor Workshop

External: Nil

ATTACHMENTS

1. Councillor Remuneration General Policy **[5.14.1]**

COUNCILLOR REMUNERATION GENERAL POLICY

Intent

To define the parameters surrounding the application of Councillor meeting attendance fees as determined by the Local Government Remuneration and Discipline Tribunal.

Scope

This policy applies to all Councillors with the exception of the Mayor and Deputy Mayor.

Reference

Legislation: *Local Government Act 2009*

Other: Local Government Remuneration and Discipline Tribunal Reports

Provisions

The Local Government Remuneration and Discipline Tribunal (the Tribunal) determines, by categorisation of local government authorities, the maximum remuneration levels to be applied to Mayors, Deputy Mayors and Councillors.

From 1 July 2014, it has been determined that remuneration paid to Councillors (excluding the Mayor and Deputy Mayor whose remuneration process has remained unaltered by the Tribunal) of Category 1 Councils will be split:

- two thirds of annual remuneration to be paid as a base payment; and
- one third of annual remuneration as a meeting attendance fee.

The Tribunal in its Remuneration Report 2016 has allowed all Councillor remuneration to be paid in fortnightly instalments. Council will nominate for each financial year the meetings that Councillors are required to attend and participate in, to receive the meeting attendance component of their remuneration.

Payment of the meeting attendance fee will not be affected, if the Councillor is in attendance for part of the meeting and/or if Council has granted a leave of absence for a Councillor who is unable to attend a meeting. Failure to attend a nominated meeting, without appropriate leave of absence being granted, will result in the meeting attendance component of their remuneration being deducted from a future fortnightly payment.

For clarity should a Councillor link into the meeting by teleconference then that Councillor is deemed to have attended the meeting. Attendance by way of teleconference will be considered in extenuating circumstances and will be at Council's discretion.

Certification of attendance at a meeting will be determined by the record of attendance in the official Council Minutes for that meeting.

This policy is to remain in force until otherwise determined by Council.

Manager Responsible for Review:

General Manager Corporate Services

ORIGINALLY ADOPTED: 15 July 2014

CURRENT ADOPTION: 11 July 2017

DUE FOR REVISION: 15 July 2018