

## 5.14. COUNCILLOR REMUNERATION POLICY

**REPORT AUTHOR** Juanita Holden, Manager Governance

**MANAGER** Mark Stoermer, Chief Executive Officer

**DEPARTMENT** Governance

### RECOMMENDATION

**That Council adopt the Councillor Remuneration Policy as presented.**

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### EXECUTIVE SUMMARY

Pursuant to 244 (1) of the Local Government Regulation 2012 the Local Government Remuneration Commission (Commission) must determine, before 1 December each year (and for each category of local government) the maximum amount of remuneration to be paid from 1 July to Mayors, Deputy Mayors, and Councillors of all local governments in each category. On 29 November 2019, the Commission finalised its determination of remuneration arrangements to apply from 1 July 2020 which are tabled for Council consideration.

The Local Government Remuneration Commission has decided to increase remuneration levels for mayors, deputy mayors and councillors by 2% from 1 July 2020.

### COMMENT

The purpose of this policy is to ensure that the annual remuneration set for the Mayor, Deputy Mayor and Councillors are paid in accordance with legislative requirements.

This policy has been reviewed and updated to identify the Local Government Remuneration Commission (Formally LG Remuneration and Discipline Tribunal), the determination considered by reviewing the Annual Remuneration Report and Remuneration Schedule, how the remuneration will be paid and the inclusion of approved absences.

### FINANCIAL/RESOURCE IMPLICATIONS

Adopting the amounts as determined by the Tribunal would increase the Councillor Remuneration Budget for next financial year by \$2,122 (Mayor), \$1,224 (Deputy Mayor) and \$1,061 per Councillor – totaling \$ 6,529.00

### RISK MANAGEMENT IMPLICATIONS

This matter has been assessed using Council's Risk Matrix to decide the likelihood and consequence of any risk to Council is rare and insignificant.

### SUSTAINABILITY IMPLICATIONS

**Economic:** Nil

**Environmental:** Nil

**Social:** Nil

## CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE

This report has been prepared in accordance with the following:

### Corporate Plan 2019-2024 Initiatives:

#### Theme 5 - Robust Governance and Efficient Service Delivery

Strong governance and financial management are the foundations of the way in which Council will conduct its business and implement the initiatives of the Corporate Plan.

**Goal 1** - *We will conduct Council business in an open and transparent manner with strong oversight and open reporting.*

### Operational Plan 2019-2020 Actions:

**5.2.3** - *Implement continuous improvement program.*

## 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:

<b>Regulator</b>	Council has a number of statutory obligations detailed in numerous regulations and legislative Acts. Council also makes local laws to ensure that the Shire is well governed. In fulfilling its role as regulator, Council will utilise an outcomes based approach that balances the needs of the community with social and natural justice.
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## CONSULTATION

**Internal:** Nil

**External:** The Local Government Remuneration Commission

## COMMUNITY ENGAGEMENT

Nil

## ATTACHMENTS

1. Councillor Remuneration Policy [5.14.1 - 3 pages]

## 20. COUNCILLOR REMUNERATION POLICY (STATUTORY)

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### Intent

The purpose of this policy is to ensure that the annual remuneration set for the Mayor, Deputy Mayor and Councillors of Douglas Shire Council are paid in accordance with legislative requirements.

### Scope

Pursuant to section 247 of the *Local Government Regulation 2012*, a local government must pay remuneration to each Councillor of a local government. The maximum amount of remuneration payable to a Councillor must be paid in accordance with the Remuneration Schedule determined each year by the Local Government Remuneration Commission, unless a lesser amount is adopted by the local government through Council resolution before 1 July (for remuneration payable from 1 July of that year).

### Exceptions

The policy does not apply to the Mayor or Deputy Mayor. The Tribunal has determined that Mayors and Deputy Mayors in Category 1 councils are to receive the full annual remuneration level.

### Policy Statement

Council will review the maximum amount of remuneration payable to its Councillors on an annual basis after determinations are made by the Commission in preparing a Remuneration Schedule. The Commission must, before 1 December of each year, decide the maximum amount of remuneration payable from 1 July of the following year to a Mayor, Deputy Mayor and Councillor of a local government. These determinations are considered for each category of local government.

Council will do this through:

1. Reviewing the Commission's Annual Remuneration Report and Remuneration Schedule for each category of Local Government after it is gazetted in the Queensland Government Gazette in December each year; and
2. (a) Accepting the remuneration as proposed for the relevant category (no resolution required); or  
(b) If Council does not wish to accept the maximum amount of remuneration payable to a Councillor under the remuneration schedule, it must decide by resolution, the amount payable. This amount must not be more than the maximum amount of remuneration payable to the Councillor under the Remuneration Schedule;
3. If the maximum remuneration payable is to be varied, the decision through resolution must be made before 1 July (for remuneration payable from 1 July of that year).
4. Once the maximum remuneration is accepted or varied through resolution, confirmation will be provided to Council's Payroll Officer to prepare amended payment records to commence from 1 July as detailed in part 2 of the Commission's Remuneration Report. As Council is assigned a Category 1, its payments shall be made as follows:

Mayor Full annual remuneration paid on a fortnightly basis

Deputy Mayor Full annual remuneration paid on a fortnightly basis

Councillors A base payment of two-thirds of the annual remuneration paid on a fortnightly basis

The remaining one-third of the annual remuneration to be paid as a monthly meeting fee (paid pro rata fortnightly) for attendance at, and participation in, scheduled ordinary meetings of Council subject to certification by the Mayor and/or Chief Executive Officer.

A Councillor will be paid the meeting fee for an approved absence.

This remuneration will continue in effect until a new remuneration schedule applies.

Should a councillor link into an Ordinary 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 the Council’s discretion.

**Definitions**

TERM	DEFINITION
<b>Approved Absence</b>	Sickness (immediate family included), in which a Doctors certificate may be required at the discretion of the Mayor; Representing Council on approved local government business; Other circumstances that in the opinion of the Mayor would make non-attendance unavoidable e.g. death of family member
<b>Meeting</b>	A meeting of local government or a meeting of a committee of a local government
<b>Remuneration</b>	An annual financial payment to Councillors as per the Remuneration Schedule (or as set by Council Resolution) excluding the inclusion of expenses paid, facilities provided, or superannuation contributions.
<b>Remuneration Schedule</b>	A determination set by the Local Government Remuneration Commission stating the date from which the schedule applies, the category of each local government, and the maximum amount of remuneration payable to mayors, deputy mayors and other councillors for each category
<b>Commission</b>	Local Government Remuneration Commission

**Related Legislation**

*Local Government Act 2009*

*Local Government Regulation 2012*

**Related Documents**

[Local Government Remuneration Commission Annual Report 2019](#)

Expense Reimbursement for Elected Members General Policy

Entertainment and Hospitality Expenditure General Policy

**Policy Review**

This policy will continue in effect until a new remuneration schedule applies.

**Policy Details**

<b>Policy Name</b>	<b>Councillor Remuneration Policy</b>
<b>Policy Number</b>	20
<b>Policy Version</b>	4
<b>Document Number</b>	809963
<b>Endorsed by</b>	Chief Executive Officer
<b>Policy Type</b>	Statutory
<b>Approval Authority</b>	Council
<b>Date Adopted</b>	30 June 2020
<b>Time Period</b>	Annually
<b>Review Date</b>	April 2021
<b>Policy Department</b>	Governance
<b>Link to Corporate Plan</b>	Robust Governance and Efficient Service Delivery
<b>Revoked/Superseded</b>	N/A