



Policy 2 – Payment of Councillor Expenses and Provision of Facilities

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Local Government Act 1993 – Schedule 5

Statutory Authority:

Local Government (General) Regulations 2015 – Regulation 43

OBJECTIVE

To ensure that all Councillors are aware of the expenses that can be claimed and the method of making those claims and that all Councillors are treated equitably in the payment of expenses and the provision of facilities.

POLICY

This policy is prepared to cover the payment of expenses incurred or to be incurred, and the provision of facilities to the Mayor, Deputy Mayor and other Councillors in relation to discharging the function of civic office.

1. Mobile Phone

Council will pay the following allowances for mobile phone expenses:

- a. Councillors - \$27 per month
- b. Deputy Mayor - \$55 per month
- c. Mayor – \$140 per month plan

2. Communication Equipment

- a. For each term of office, Council will provide each Councillor with a laptop or similar device. On completion of each four (4) year term of Councillors, this device will be available for Councillors to keep for personal use free of charge. The memory of each device will be fully erased and the item will be placed on the Council Gift Register at a current market value.
- b. Council will pay \$100 per annum for paper, stationery etc.

Should a Councillor resign or the term of office be terminated prior to the normal four year term, the laptop or similar device issued must be either returned to Council or purchased from Council at a current market value.

3. Travelling Expenses

- 3.1** Council will pay for or on behalf of Councillors, an allowance towards necessary out-of-pocket expenses for travelling during the discharge of Council duties in respect of the following:
- a. to and from Council meetings or meetings of any committee of Council, any other meetings where the Councillor has been delegated to attend;
 - b. upon inspections or business within the Council area, provided such inspections are undertaken as part of Council business;
 - c. to and from meetings of the Local Government Association of Tasmania (LGAT), or any other regional body of which Council sends a delegate; or
 - d. upon inspections or business as arranged by the General Manager.
- 3.2** Councillors will be paid, when claimed, at the rates prescribed for required users in the Tasmanian State Service Award. Reimbursements for private vehicle use (cents per kilometre) will be paid at the higher of the two rates specified in the Award regardless of the number of kilometres travelled in a financial year.
- 3.3** Clause 3.2 shall not apply to travel, either inside or outside the Council area, where alternative arrangements are made for travel.
- 3.4** A Councillor shall not claim travel or other expenses where the expense would otherwise have been incurred as a result of private business.

4. Child Care

- 4.1** Council will pay for or on behalf of Councillors, the cost of childcare of a direct dependent at a registered provider, while the Councillor is undertaking Council duties in respect of the following:
- a. attendance at Council meetings or meetings of any committee and any other meetings where the Councillor has been delegated or authorised by Council to attend;
 - b. upon inspections or business within the Council area, provided that such inspections are undertaken as part of Council business;
 - c. upon business of Council outside the Council area, in compliance with a resolution of Council;
 - d. attendance at meetings of LGAT, or any other regional body to which Council sends a delegate;
 - e. attendance at any seminar / conference in compliance with a resolution of Council; or
 - f. upon inspections or business as arranged by the General Manager.
- 4.2** That Councillors be paid, when claimed, an allowance for child care at the relevant rate per hour as prescribed for the Family Day Care Northern Tasmania Schedule of Fees, less any rebate payable.

5. Provision of Facilities

Council will provide the Mayor, Deputy Mayor and other Councillors secretarial support in respect of typing and postage of correspondence in relation to Council duties.

6. Insurance

Council will provide personal accident insurance cover for the Mayor, Deputy Mayor and other Councillors and their spouse / partner against personal injury, whether fatal or not, arising out of or in the course of duties as a member of Council.

7. Professional Development

The following limits apply for Council payment of, or Council reimbursing Councillors, in respect to professional development activities:

- \$2,000 year 1 limit, \$1,500 per annum in each subsequent year, per Councillor. Year 1 has an additional loading to allow attendance at LGAT induction courses for new Councillors.
- \$5,000 limit per annum, per Mayor. There is no year 1 professional development loading for first time Mayors due to the higher amount allocated to the Mayor for all years in office.
- The limit is inclusive of event registrations and out-of-pocket expenses, including travelling expenses for flights, accommodation and motor vehicles.
- Prior approval required from the General Manager.

Professional development activities must fit within the following scope:

- Local Government sector activities and conferences including
 - o LGAT annual conference
 - o LGAT organised seminars, briefings and forums
 - o Peer programs
- Conferences must have a specific relevance to local government and the role of a councillor. For example, a conference which is clearly of more relevance to operational staff would not fit the scope.

A Councillor may seek the approval of Council via a Council resolution where the General Manager has denied a request for an activity relating to professional development.

8. Claim for Expenses and Allowances

- 8.1** Claims for travelling expenses or reimbursement of out-of-pocket expenses incurred in accordance with this policy, shall be made to the General Manager no later than three months after the expense has been incurred. Claims (excluding travelling) must be accompanied by a valid tax invoice.
- 8.2** Where, in the opinion of the General Manager, a question arises as to whether a claim for reimbursement of expenses or any part is eligible under this policy, or the claim is unreasonable or does not serve the interests of Council, the General Manager shall refer the matter to Council for decision and policy guidance.