



COUNCILLOR ALLOWANCES, EXPENSES AND PROVISION OF FACILITIES POLICY

POLICY TYPE	DOCUMENT CONTROLLER	RESPONSIBLE MANAGER	POLICY ADOPTED	REVIEW DUE
Council	Chief Executive Officer*	Chief Executive Officer*	27 October 2025	October 2027
PURPOSE	<p>To formalise the payment of Councillor allowances and expenses and to ensure there is transparency in relation to the claiming and payment of expenses, allowances and attendance at professional development sessions, conferences, seminars and functions.</p> <p>The Policy also details the provision of facilities to be provided to the Mayor and Councillors to assist them in carrying out their official civic roles and responsibilities.</p>			
SCOPE	<p>This Policy applies to all Councillors and all allowances, reasonable related expenses and facilities provided to Councillors where they undertake official or formal duties as a Councillor or on behalf of Council</p>			
POLICY	<p>1. Councillor's Allowance</p> <p>1.1. In accordance with Regulation 49 of the <i>Local Government (General) Regulations 2025</i>, and section 340A of the <i>Local Government Act 1993</i>, Council shall pay the annual allowance payable, fortnightly in arrears. Regulation 49 specifies allowances payable to Councillors, Mayors and Deputy Mayors. In accordance with Regulation 49 (2)(b), allowances are indexed annually.</p> <p>1.2. In accordance with section 340A of the <i>Local Government Act 1993</i>, a Councillor may determine not to receive all or part of the prescribed allowance. Notification of such decisions is to be provided to the Chief Executive Officer in writing. Any such notification cannot be retrospective.</p> <p>2. Travelling Expenses</p> <p>2.1. Council will pay to or on behalf of Councillors, a reimbursement of necessary accommodation and out-of-pocket expenses, supported by receipts (or statutory declaration in the absence of a receipt or other documented evidence) where appropriate, incurred by Councillors when travelling to discharge their function as a Councillor in respect of the following:</p> <p>a) Upon business of the Council, outside the Council area but within Tasmania (claims to be authorised by the Chief Executive Officer).</p>			

- b) Upon business of the Council, outside Tasmania, in compliance with a resolution of Council (refer clause 4.3).
- c) To and from any seminar/conference within Tasmania (claims to be authorised by the Chief Executive Officer).
- d) To and from any seminar/conference outside Tasmania, in compliance with a resolution of Council.

- 2.2. Clause 2.1 shall not apply to travel, where alternative arrangements are made for travel.
- 2.3. Mileage allowance for the use of a private vehicle will be paid at the rate prescribed by the Australian Taxation Office for an ordinary car 1601cc-2600cc (for the direct route to and from the venue).
- 2.4. A Councillor shall not claim travel or other expenses where the expense would otherwise have been incurred as a result of private business.
- 2.5. Any expenses incurred by or associated with a Councillor's partner, family member etc, such as meals or attendance at a dinner, are to be borne by the Councillor, and will not be covered by Council.

3. Meals

Reasonable out of pocket expenses for meals will be reimbursed upon the production of evidence of purchase (receipt, statement etc). Breakfasts, where included or additional to an accommodation booking, may also be reimbursed. Costs for meals that are included or ancillary to an event or conference registration are also included. Meals will also be covered if payment is required, where a Councillor is attending as a representative of the Council.

4. Carer's Allowance

Should the need arise, Council will reimburse on presentation of receipts (or documented evidence), the cost of reasonable care by a registered carer of any person for whom the Councillor is the primary carer, where care is required to allow the Councillor to carry out their duties of office.

5. Conferences and Seminars

- 5.1. Council will pay on behalf of Councillors, registration, accommodation and out-of-pocket expenses, where supported by receipts (or documented evidence), other than those paid in accordance with Clause 2.2 of this Policy, in respect of attendance at any seminar or conference, directly related to the role of Councillor, inside Tasmania.
- 5.2. The Mayor or the Mayor's nominee shall be entitled to attend the Annual ALGA National General Assembly.

- 5.3. In respect of any interstate conferences, the matter shall be referred to Council to determine whether any elected member should attend the conference. If attendance is approved, Council will pay on behalf of the Councillor, registration, accommodation, airfares and out-of-pocket expenses, where supported by receipt, other than those paid in accordance with Clause 2.2 of this Policy.
- 5.4. Councillors are to provide a report or summary, written or verbal, on each interstate conference attended within three (3) months of the conclusion of the conference. The report may be prepared individually by elected members or may be a joint report of the Councillors who attended.
- 5.5. Any expenses not previously mentioned within this Policy of a personal nature e.g. entertainment, mini bar etc, will not be eligible for reimbursement and shall remain the responsibility of the Councillor.
- 5.6. In the instance where the Mayor or Deputy Mayor cannot represent Council at a function or event where the Mayor has determined Council requires representation, the Mayor may request another Councillor attend on Council's behalf, for which Council will meet the cost.

6. Claims for Expenses and Allowances

- 6.1. Claims for reimbursement of expenses incurred in accordance with this Policy shall be made to the Chief Executive Officer no later than three (3) months after the expense has been incurred. Any claim shall be submitted in writing on a prescribed form and must include receipts (or documented evidence) relating to the claim.
- 6.2. Reimbursement of claims will be paid via accounts payable.
- 6.3. Where, in the opinion of the Chief Executive Officer, a question arises as to whether a claim for reimbursement of expenses or any part, is ineligible under this Policy, or the claim is unreasonable or does not serve the interests of Council, the claim shall be referred to Council for decision.

7. Expenses

- 7.1. Council will meet the reasonable expenses of office incurred by the Mayor in carrying out the responsibility of that office.
- 7.2. Council will meet the reasonable expenses of Councillors when they are officially representing the Council at meetings, conferences, seminars, events etc. The Councillor must be acting in a formal capacity as a Council representative for the covering or reimbursement of expenses to apply.
- 7.3. In accordance with section 72(1)(cb) of the *Local Government Act 1993*, a table outlining all allowances and

expenses paid to/or on behalf of the Mayor, Deputy Mayor and Councillors is to be reported in Council's Annual Report.

8. Legal Expenses

In accordance with s341 of the *Act*, no action lies against a Councillor who exercises (or purportedly exercises) a power or performance of function under the *Act*, in good faith. Council is to cover legal liability, costs and expenses, including legal advice, when the matter concerns a Council's liability and the personal liability of a Councillor. This includes matters pertaining to the Councillor acting in good faith and in alignment with the performance of functions and powers of the office of Councillor under the *Act* (or other related Acts) and does not extend to liability for criminal acts or omissions.

Council policy cannot provide for the reimbursement of legal expenses incurred by a Councillor in defending a Code of Conduct complaint. These costs, relating to the investigation and determination of a complaint, are to be borne by the Councillor in accordance with s28ZN of the *Act*.

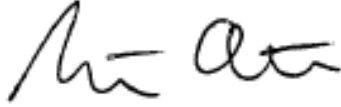
Additionally, Council is not required or permitted to pay legal fees for advice or proceedings which a Councillor may personally take against another person.

9. Provision of Facilities:

- 9.1. Council will provide to the Mayor, office accommodation, computer and mobile phone together with administrative support to assist in discharging the Office of Mayor.
- 9.2. Council will provide to the Mayor, a motor vehicle in accordance with specifications outlined in the Vehicle Policy and Procedure, for unrestricted use within Tasmania.
- 9.3. Council will provide Councillors with a laptop computer, to enable communication such as email and internet access, and for provision of all Council documents including agendas, minutes and workshop information.
- 9.4. Council will provide Councillors with a supply of business cards and name badge, if required.
- 9.5. Councillors will be provided with free parking within the City area upon provision of their motor vehicle registration number for one vehicle.

10. Insurance

Council will provide appropriate insurance coverage to Councillors, to apply whilst travelling to and from meetings and carrying out duties on behalf of the Council (noting that personal motor vehicles are not covered under Council's motor insurance policy), including but not limited to Public Liability and Professional Indemnity, Personal Accident and Corporate Travel Insurance. A Councillor and Officers Liability Policy is held by Council.

LEGISLATION AND RELATED DOCUMENTS	<i>Local Government Act 1993 (section 340A and section 5)</i> <i>Local Government (General) Regulations 2025 Regulation 49</i> Vehicle Policy and Procedure			
ATTACHMENTS (IF APPLICABLE)	Table of Expenses and Provisions			
STRATEGIC REFERENCE	5.3 Council looks to employ best practice governance, risk and financial management			
MINUTE REFERENCE	25/193			
OFFICE USE ONLY	Update Register	Y	Training/Communication	Y
	Advise Document Controller	Y	Advise HR / MCO	Y
	Management Sign Off:  Date: 27 October 2025 * Please note reference to the Chief Executive Officer means the General Manager for the purposes of the <i>Local Government Act 1993</i> , and all other legislation administered by or concerning the Devonport City Council.			

Expense/Provision	Mayor	Councillors (incl Mayor)	Conditions
Allowance (paid fortnightly in arrears. Indexed annually)	✓	✓	Paid in accordance with Reg 42 <i>Local Government (General) Regulations 2015</i> & s340A <i>Local Government Act 1993</i>
Accommodation	✓	✓	Where required to attend conferences, training or seminars
Travel (mileage)	X Is provided with vehicle	✓	Paid at rate prescribed by ATO for ordinary car (1601cc02600cc) for direct route to venue/location. Evidence must be provided – i.e. receipt, credit card transaction/statement
Meals (not named up in Policy)	✓	✓	Meal provided at each monthly Workshop. Generally arranged as part of conference, training or accommodation. May be reimbursed upon production of evidence where out of pocket expense incurred
Conferences/Seminars/ Professional Development	✓	✓	Where representing Council (i.e LGAT Conferences) and professional development/training within Tasmania. Council to determine interstate attendance, with a summary to be provided by Councillor within 3 months of attendance
Carer's Allowance	✓	✓	Permitted under R43 of the <i>Local Government (General) Regulations 2015</i>
ALGA National General Assembly	✓	✓	Attendance by Councillors (other than Mayor, who is automatically approved) to be approved by Council, with a summary to be provided by Councillor within 3 months of attendance
Entertainment	X	X	Responsibility of the Councillor
Mini Bar	X	X	Responsibility of the Councillor
Officially representing Council at events (i.e ticket, meal)	✓	✓	Where attending in lieu of the Mayor or Deputy Mayor and formally representing Council
Legal Expenses (excluding Code of Conduct matters)	✓	✓	Covered where the Councillor has exercised a power or performed function under the <i>Local Government Act 1993</i> , in good faith and in performing functions and powers of office of Councillor. Includes legal advice, legal liability, and personal liability where Councillor has acted in good faith. Does not extend to liability for criminal acts or omissions, Code of Conduct matters/complaints, nor advice or proceedings which a Councillor has taken against another person.

Expense/Provision	Mayor	Councillors (incl Mayor)	Conditions
Laptop/Tablet/Computer	✓	✓	Including provision of general IT support
Internet	✓	✓	
Phone	✓	X	
Motor Vehicle	✓	X	
Administrative Support	✓	X	General administrative assistance is provided to Councillors
Agendas, minutes, papers etc	✓	✓	
Business Cards	✓	✓	Hard copy and/or e-cards available
Name Badge	✓	✓	
Car parking	✓	✓	Free car parking available within City area – required to provide registration details for one vehicle only; Access to Multi-Level Car Park available via access card
Insurance	✓	✓	Covers travel to and from meetings and carrying out official duties on behalf of Council – including Public Liability, Professional Indemnity, Personal Accident and Corporate Travel insurance