



## COUNCILLOR ALLOWANCES, EXPENSES AND PROVISION OF FACILITIES POLICY

POLICY TYPE	DOCUMENT CONTROLLER	RESPONSIBLE MANAGER	POLICY ADOPTED	REVIEW DUE
Council	General Manager	General Manager	25 September 2023	September 2025
<b>PURPOSE</b>	<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 civic roles and responsibilities.</p>			
<b>SCOPE</b>	This Policy applies to all Councillors and all allowances, related expenses and facilities provided to Councillors.			
<b>POLICY</b>	<p><b>1. Councillor's Allowance</b></p> <p>1.1. In accordance with Regulation 42 of the <i>Local Government (General) Regulations 2015</i>, and section 340A of the <i>Local Government Act 1993</i>, Council shall pay the annual allowance payable, fortnightly in arrears. Regulation 42 specifies allowances payable to Councillors, Mayors and Deputy Mayors. In accordance with Regulation 42 (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 General Manager in writing. Any such notification cannot be retrospective.</p> <p><b>2. Travelling Expenses</b></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 where appropriate, incurred by Councillors when travelling to discharge their function as a Councillor in respect of the following:</p> <ul style="list-style-type: none"> <li>a) Upon business of the Council, outside the Council area but within Tasmania (claims to be authorised by the General Manager);</li> <li>b) Upon business of the Council, outside Tasmania, in compliance with a resolution of Council (refer clause 4.3)</li> <li>c) To and from any seminar/conference within Tasmania (claims to be authorised by the General Manager);</li> </ul>			

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.

### **3. Carer's Allowance**

Should the need arise, Council will reimburse on presentation of receipts, 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.

### **4. Conferences and Seminars**

4.1. Council will pay on behalf of Councillors, registration, accommodation and out-of-pocket expenses, where supported by receipts, 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.

4.2. The Mayor or the Mayor's nominee shall be entitled to attend the Annual ALGA National General Assembly.

4.3. 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.

4.4. 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.

4.5. 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.

4.6. 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.

**5. Claims for Expenses and Allowances**

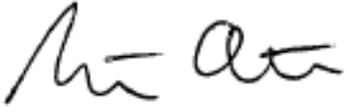
- 5.1. Claims for reimbursement of expenses incurred in accordance with this policy shall be made to the General Manager no later than three (3) months after the expense has been incurred. Any claim shall be submitted in writing on the prescribed form and must include receipts relating to the claim.
- 5.2. Reimbursement of claims will be paid via accounts payable.
- 5.3. Where, in the opinion of the General Manager, 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.

**6. Expenses**

- 6.1. Council will meet the reasonable expenses of office incurred by the Mayor in carrying out the responsibility of that office.
- 6.2. 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.

**7. Provision of Facilities:**

- 7.1. Council will provide to the Mayor, office accommodation, computer and mobile phone together with administrative support to assist in discharging the Office of Mayor.
- 7.2. 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.
- 7.3. 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.
- 7.4. Council will provide Councillors with a supply of business cards and name badge, if required.
- 7.5. Councillors will be provided with free parking within the City area upon provision of their motor vehicle registration number for one vehicle. Councillors can also access the CBD Multi-Level Carpark at no charge by utilising their paranapple centre access card.

	<b>8. Insurance</b> 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, including but not limited to, Public Liability and Professional Indemnity, Personal Accident and Corporate Travel Insurance.			
<b>LEGISLATION AND RELATED DOCUMENTS</b>	Local Government Act 1993 (Section 340A and Section 5) Local Government (General) Regulations 2015 Regulation 42 Vehicle Policy and Procedure			
<b>ATTACHMENTS (IF APPLICABLE)</b>	N/A			
<b>STRATEGIC REFERENCE</b>	5.3 Council looks to employ best practice governance, risk and financial management			
<b>MINUTE REFERENCE</b>	23/189			
<b>OFFICE USE ONLY</b>	Update Register	Y	Training/Communication	Y
	Advise Document Controller	Y	Advise HR / MCO	Y
	Management Sign Off:  Date: 25 September 2023			