



Glamorgan Spring Bay Council

Councillor Allowances & Expense Reimbursement Policy

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1 Introduction

1.1 Purpose

This policy aims to provide a clear framework around Councillor allowances in accordance with the legislative requirement for a policy under Schedule 5 of the *Local Government Act (Tas) 1993* and entitlement to expense reimbursement.

1.2 Objectives

The objective of this policy is to:

- Ensure prescribed allowances are compliant under the *Local Government Act 1993 (Tas)* and under Schedule 4 of the *Local Government (General Regulations) 2015 (Tas)* and;
- Ensure expenses claimed for reimbursement are appropriate for the support of Councillors in fulfilling their duties of office.

1.3 Scope

This Policy applies to current standing Councillors who have been elected to the Glamorgan Spring Bay Council and applies to assist them with discharge of duties relevant to the role of Councillor.

1.4 Definitions

Dependent: A person can be considered your dependant if they meet the criteria for one of the categories below:

- your spouse
- your child
- any other person you are in an interdependent relationship with
- a person who is substantially financially dependent on you.

1.5 Related Policies and Legislation

This policy relates to and depends on other Council policies, as well as legislation, including:

- *Local Government Act 1993 (Tas)*
- *Local Government (General) Regulations 2015 (Tas)*
- Councillor Allowances Information Sheet 21 October 2020 (LGAT)
- Australian Tax Office (TD 2017/19)
- Glamorgan Spring Bay Council - Use of Electronic Devices Policy

1.6 Policy Review and Update Cycle

This policy is to be reviewed every four years or as required.

2 Policy

2.1 Councillor Allowances

Councillor allowances consist of a Prescribed Allowance, provision of communication devices and insurances to assist in the performance of their duties at Council.

2.1.1 Prescribed Allowances

Council shall pay allowances for elected members in accordance with Regulation 42 and Schedule 4 of the *Local Government (General) Regulations 2015*. The allowance amount is reviewed annually by the Local Government Division.

The Prescribed Allowances will be paid on a monthly (in arrears) basis as per Regulation 42(3) of the *Local Government (General) Regulations 2015* and Section 340A (2A) of the *Local Government Act 1993*.

Regulation 42(2A) of the *Local Government (General) Regulations 2015* states if a Deputy Mayor is appointed to act in the role of Mayor for a period of 4 consecutive weeks or more, the Deputy Mayor is entitled to receive, for that period, the allowance payable to the Mayor.

A Councillor may determine not to receive all or part of a prescribed allowance. Notification of such a decision is to be provided in writing to the General Manager as per Section 340A (3) (4) of the *Local Government Act 1993*.

2.1.2 Communication Devices & Additional Allowances

Laptop or Tablet:

Councillors will be provided with an electronic device in the form of a Laptop or Tablet to facilitate Council duties in particular access to electronic mail and Council documents. Councillors may request either a laptop or tablet device, which will be provided and managed as part of the Council's wider fleet of IT devices. Upon the conclusion of a Councillor's term of office, all equipment including chargers and accessories shall be returned to the Council.

Information technology helpdesk support will be available to Councillors for all Council equipment. Council equipment will undergo periodic software updates as part of the Council IT fleet, and Councillors are responsible for making sure IT equipment is available for such update regularly, particularly for security reasons. Councillors must participate in all security training provided by Council IT support.

It is the Councillors responsibility to protect Council devices from damage or unauthorised use, hence this equipment is not supplied for personal use. Council equipment shall not be taken overseas without permission from the General Manager.

The provision of electronic equipment to a Councillor is to embed the transition toward a paperless office environment, decrease paper waste, minimize expensive printing of Council documents that are often only referred to once. The equipment is designated to fulfill the functions of a Councillor and their use shall comply with the Council's *Use of Electronic Devices Policy* and other relevant Council policies.

Monthly Allowance for Phone, Internet, and Stationery Expenses:

Council will provide Elected Members with a consumables allowance of \$50.00 per month for cost incurred that are directly related to Council business, including phone, internet access and stationery and administrative expenses.

Alternatively, Councillors may elect to be provided with a Council phone number that is appended to their existing private mobile phone device. This data service plan includes internet access. The Council mobile number provided will be cancelled at the conclusion of his/her term of office. When this option is chosen an administration allowance will be provided of \$20.00 per month for administration costs incurred that are directly related to Council business.

If travelling overseas Councillors are requested to put appropriate measures in place to avoid excessive Council related phone costs and arrangements shall be agreed with the General Manager.

2.2 Insurance

Council will provide the following insurance cover for all Councillors, for damage arising out of or in the course of carrying out the function of a Councillor:

- Personal Accident / Injury Insurance
- Councillors and Officers Liability Insurance
- Corporate Travel Insurance (conditions apply)
- Motor Vehicle Insurance on Council fleet cars (Councillors must insure their own private vehicles)

2.3 Reimbursement Claims for Expenses

Councillors are entitled to be reimbursed for the following expenses under Section 43 of the *Local Government (General) Regulations 2015*. Such expenses must be exclusively for Council business and be incurred by and for the claimant only.

43. Expenses for councillors

A councillor is entitled to be reimbursed for reasonable expenses in accordance with the policy adopted under Schedule 5 to the Act in relation to –

- (a) telephone rental, telephone calls and use of the internet; and*
- (b) travelling; and*
- (c) care of any person who is dependent on the councillor and who requires the care while the councillor is carrying out his or her duties or functions as a councillor; and*
- (d) stationery and office supplies.*

Claims for reimbursement of out-of-pocket expenses incurred in accordance with this policy shall be made to the General Manager not later than three (3) months after the expense has been incurred and shall be submitted on the *reimbursement claim form* (attached). Claims are preferred on a monthly basis. Claims older than three (3) months will only be accepted at the discretion of the General Manager.

Where, in the opinion of the General Manager, a question arises as to whether a claim for reimbursement of expenses is eligible under this policy, or the claim appears unreasonable or does not serve the interests of Council, the General Manager shall refer the matter to Council in closed session for decision and policy guidance.

A Councillor shall not claim travel or other expenses where the expense would otherwise have been incurred as a result of private business.

2.3.1 Meal & Accommodation Expenses

A meal expense is claimable for reimbursement for the following situations

- When attending Council business such as a conference, function or event.
- For attendance at meetings of Council, Council Workshops or meetings of any committee of Council, which commences after 5pm, an evening meal can be claimed.
- When attending a Council event that requires overnight stay and meals are not provided at the venue.

Meal expenses will be reimbursed upon presentation of a claim for payment on the prescribed claim form, up to the following values:

- Breakfast \$30.00
- Lunch \$35.00
- Dinner \$60.00

Council will not reimburse alcoholic drinks at any time.

Accommodation expenses required for Council business will be arranged and paid for by Council. Where meals are provided at the accommodation, it is preferred that meals are taken at the accommodation venue. Where this is unreasonable, and at the discretion of the General Manager, the meal allowance will apply. No incidental costs are paid for overnight stays, if claimed.

2.3.2 Use of Council Vehicles & Travelling Expenses

The Mayor will be provided with a Council vehicle for the purpose of undertaking the duties of Mayor.

Councillors may arrange to use the Mayor's vehicle if required to attend meetings, seminars, function on behalf of the Council subject to availability. Arrangements for the use of the Mayor's vehicle are to be made with the Mayor. All policies adopted by Council in relation to use of Council vehicles apply to Councillors when driving Council vehicles.

Travel expense claims for private vehicle use shall only be for kilometres incurred relevant to Council business and adjustments must be made for non-Council business kilometres. The travel allowance payable will be at the Australian Tax Office rate per kilometre x valid kilometres claimed.

Standard Travel Distances (Guide Only):

Glamorgan Spring Bay – Travel Allowance Claim Distance (Km's)						
	Bicheno	Coles Bay	Swansea	Triabunna	Orford	Buckland
Bicheno	-	38	44	93	99	117
Coles Bay	38	-	59	108	115	132
Swansea	44	59	-	49	56	73
Triabunna	93	108	49	-	7	24
Orford	99	115	56	7	-	17
Buckland	117	132	73	24	17	-
Hobart	177	194	135	86	79	62
Launceston	160	175	136	186	193	172

2.3.3 Dependent Person Care Expenses

Council will reimburse a Councillor for necessary, reasonable expenses incurred in carrying out the duties of office in relation to care of any dependent that the Councillor cannot perform themselves due to Council duties.

Reimbursements made will be net of any entitlement to government subsidies, such as childcare.

At the General Manager's discretion, a contribution towards childcare expenses may be paid at an hourly rate of up to \$20/hour when no licensed provider is available (evenings for example).

Dependent person expenses are not eligible for reimbursement if the payment for that care is made to a person who normally or regularly lives with the Councillor or is a member of the Councillor's family.

All claims must detail the date and time care was provided, the business of Council that it related to, and attach a receipt or invoice from the provider (whether licensed or unlicensed).

2.3.4 Facilities and Administrative Expenses

The Mayor is to be provided with a dedicated office for the carrying out of his/her duties as Mayor. Councillors are permitted to use the Mayor's office for appointments in discharging the function of a Councillor subject to availability as advised by the Mayor.

Council will provide Councillors with administrative support in relation to discharging the functions of a Councillor including provision of business cards and magnetic name tags, postage, diaries, stationery, etc. Requests are to be approved by the General Manager.

Council encourages a paperless approach by providing Councillors with meeting materials in electronic format before each meeting or workshop. However, upon request and with reasonable notice to the General Manager, hard copies of any document can also be provided.

2.3.5 Conferences & Seminar Expenses

The Council encourages Councillors to attend conferences, seminars and training relevant to Local Government. When held within Tasmania, Councillors are encouraged to attend at least one relevant training session or forum annually. Attendance at such training or forums are to be approved by the General Manager and will be subject to budget availability.

Attendance at any other conference, seminar or training outside of Tasmania requires adequate notice to allow for a resolution of Council.

Council supports the practice of the Mayor and General Manager attending the LGAT Annual Conference.

2.3.6 Partners Expenses

Where additional costs are incurred for the Mayor and/or Councillor's partners to attend functions, dinners, events or similar, these costs will be at the personal expense of the Councillor and their partner. For practicality in booking arrangements, this may be undertaken by deduction from the Councillor's allowance.

2.3.7 Privacy and Transparency

The total expenses claimed by each Councillor will be published in the Annual Report of Council. The total expense figure will include expenses claimed in accordance with this Policy. This Policy serves as a public document to provide an open and fair framework of expense and allowance entitlements within which Councillors are entitled to claim.

3 Implementation

Implementation of this Policy rests with the General Manager.

4 Attachments

- Reimbursement claim form

REIMBURSEMENT CLAIM FORM



Claimant
Name: _____

Claim
Date: _____

EXPENDITURE INCURRED FOR REIMBURSEMENT

Date expense incurred	Name of supplier for each item purchased	Reason expense incurred	Total Claimed \$

VEHICLE DISTANCE TRAVELLED REIMURSEMENT

Date of travel	Details of Claim Reason for travel / event name etc	Start location (town)	End location (town)	Kilometers travelled	ATO \$ rate per km	Total Claimed \$ (km x rate)

TOTAL CLAIM FOR REIMBURSEMENT: \$

DECLARATION

I declare that these expenses claimed by me for reimbursement have been incurred specifically for duties required for discharge of my work duties.

Yes or No:

MANAGER APPROVAL

All claims require manager approval. Claimant to specify approver.

Manager Name: _____

BANK PAYMENT DETAILS

A/c Name: _____

Date Approved: _____

BSB: _____ A/c No: _____

or tick Bank account details from Payroll