

**Payment of allowances to the Mayor, Deputy Mayor and Councillors and the reimbursement of expenses**

OBJECTIVE

The Council's policy on recording the payment of allowances and to review the Council's policy in respect of the reimbursement of expenses to the Mayor, Deputy Mayor and Councillors.

MINUTE NO(S)

317/2018 – 19.11.2018

APPROVED

“That the following policy be adopted in respect of payment of expenses incurred by Councillors in carrying out the duties of office and in respect of the provision of support services, facilities and equipment on loan:

- 1 That the Council pay allowances and reimburse expenses in accordance with Regulations 42 and 43 of the Local Government (General) Regulations 2015 and section 340A of the Local Government Act 1993 ('the Act'). Regulation 42 specifies the allowances payable to Mayors, Deputy Mayors and Councillors and an indexation process has been established so that allowances are adjusted each year, and Regulation 43 specifies that a Councillor is entitled to be reimbursed for reasonable expenses in accordance with the policy adopted under Schedule 5 of the Act.
- 2 A Councillor may elect to receive the prescribed allowance in monthly or fortnightly instalments. The prescribed allowance is paid in arrears. In accordance with section 340A(3) of the Act, a Councillor who determines that he or she does not wish to accept all or part of the prescribed allowance is to notify the General Manager accordingly, in writing.
- 3 That the Council will reimburse Councillors \$40.00 per month towards the cost of telephone usage. This payment will be made at the time of the direct deposit of the Councillor allowances. A Councillor who determines that he or she does not wish to accept all, or part of the allowance is to notify the General Manager accordingly, in writing.

- 4 That the Council provide an iPad with internet connectivity, via wireless and NextG (remaining the property of the Council at all times) for use for Council business. Each iPad will be supplied with software for viewing and creating Microsoft Office compatible files and Docs on Tap software for viewing and marking-up PDF documents. Other software deemed necessary for Council business will be loaded as and when needed (upon approval by the General Manager).

The cost of internet access will be paid for by the Council.

Each Councillor will be supplied with a Council email address which will remain active for the duration of the Councillor's term of office.

The iPad will be provided with the following accessories:

- (a) case; and
- (b) bluetooth keyboard (provided upon request).

Training in the use of the iPads will be provided by the Council.

- 5 That on a half-yearly basis in the months of December and June, the Council reimburse a claim for travelling which has occurred as a result of a decision of the Council or the General Manager and is able to be automatically recorded within the records of the Council. The travel allowance payable will be at the 'Vehicle allowance' rates specified in the Local Government Industry Award 2010 (as amended from time to time). This payment will be made as part of the direct deposit of the Councillor allowance. A Councillor who determines that he or she does not wish to accept all, or part of the allowance is to notify the General Manager accordingly, in writing.
- 6 That the Council will provide a fully serviced sedan (the sedan remaining the property of the Council at all times) for the Mayor in the exercise of his/her duties and functions as Mayor. The vehicle is only to be used for bona fide Council business and is to be garaged at the Mayor's residence.
- 7 That the Council reimburse a claim for the care of any person for whom the Councillor is responsible, where a copy of an account of the carer is provided and the period of the care matches the approved business of the Council.

- 8 That the Council accept responsibility for the payment of all reasonable costs of registration fees, travel, accommodation and meals in respect of the attendance by any Councillor at an approved conference, meeting, training session or the like. An invoice and receipt are to be provided with the claim for payment.
- 9 That the Council will provide Councillors with insurance cover against loss arising from any claims incurred by them in their capacity as Councillors under the Directors and Officers Liability Policy, together with personal accident insurance cover for Councillors (subject to age limit) whilst engaged in Council activities, including travel to and from place of work and residence.
- 10 That all Councillors be urged to retain records of expenses for taxation purposes

#### BACKGROUND

Archived Minute No.s: 529/94 – 18.8.94; 505/95 – 9.10.95; 106/2001 – 19.3.2001; 351/2005 – 08.11.2005; 405/2007 – 06.11.2007; 251/2009 – 17.08.2009; 253/2009 – 17.08.2009; 346/2009 – 03.11.2009; 404/2011 – 12.12.2011

#### MINUTE EXTRACT:

“...The payment of annual allowances and the reimbursement of expenses to the Mayor, Deputy Mayor and Councillors is determined by the Local Government Act 1993 (“the Act”) and the Local Government (General) Regulations 2005 (“the Regulations”) ...

Regulation 43 of the Regulations provides as follows:

“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 and telephone calls and use of 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 function as a councillor; and

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(d) stationery and office supplies.

The Department of Premier and Cabinet provides a Councillor Allowances Information Sheet.”

REVIEW DATE

1 July 2022.