



Councillor Remuneration, Expense Reimbursement and Resources Policy

Head of Power

Local Government Act 2009
Local Government Regulation 2012

Objective

The intent of this policy is to ensure that Pormpuraaw Aboriginal Shire Council's councillors can receive reimbursement of reasonable expenses and be provided with necessary facilities in performance of their role.

The policy clarifies the extent of remuneration, expense reimbursement and the provision of facilities, vehicles and resources to Councillors. Councillors cannot receive any gain or personal benefit for undertaking their duties and only costs incurred in approved activities will be reimbursed.

Application

This policy applies to all duly elected Councillors of the Pormpuraaw Aboriginal Shire Council.

Policy Statement

1. COUNCILLOR DUTIES

Councillor duties are those duties that are endorsed by Council or have been approved as part of a Pormpuraaw Aboriginal Shire Councillor role. Voluntarily attending a community event, community group meeting or sitting as a board member on a Community Board is not considered to be part of a Councillor's role although it may be expected by the community that a Councillor would attend these events.

If a Councillor is appointed as Council's representative on a Board, to attend an event etc., then any related expenses incurred by that Councillor may be claimed.

Councillor duties may include:

- Participating in a Council meeting or undertaking activities associated with the Council meeting;
- Attending official functions organised by the council to which the Councillor has been invited or is expected to attend;
- Attending conferences, deputations, inspections and meetings at which the councillors attendance has been approved by Council;
- Attending training organised or approved by the Council;
- Attending meeting and engagement activities for local residents that have been organised by Council;
- Attending civic functions and community group meetings where the Councillor is representing Council; and/or
- Attending private meetings with constituents (residents, community groups, etc.) where arranged through official Council channels and detailed discussions are documented in official records.

2. REMUNERATION

In accordance with *Section 183* of the *Local Government Act 2009*, the Local Government Remuneration and Discipline Tribunal are responsible for:

- a. Establishing the categories of local governments; and
- b. Deciding which categories each local government belongs to; and
- c. Deciding the remuneration that is payable to the Councillors in each of those categories.

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In accordance with *Chapter 8, Part 1, Division 1* of the *Local Government Regulation 2012*, the Tribunal must, on or before 1 December each year and for each category of local government, decide and publish the remuneration schedule that may be paid in the following year to a Mayor, Deputy Mayor or a Councillor of a local government in each category.

The remuneration may include, or may separately provide for remuneration for the duties a Councillor may be required to perform if the Councillor is appointed to a committee, or as chairperson or deputy chairperson of a committee, of a local government.

The remuneration fixed by the Tribunal is all inclusive and no additional remuneration is payable for sick leave, annual leave, or any other benefits otherwise applicable to employees other than superannuation. The remuneration can not include any amount for expenses to be paid or facilities to be provided to a Councillor under its expenses reimbursement policy.

The local government must, by resolution adopt the remuneration schedule within 90 days of the schedule being gazetted. In adopting this remuneration amount Council recognises that:

1. Councillors are called upon by the demands of their office to attend civic duties requiring a commitment on their time equivalent, or average, to at least standard full-time working hours.
2. Council considers that the role of Councillors requires, by its very nature, extensive evening and weekend work to service the community's requirements.

3. SUPERANNUATION AND TAX

At the time of writing, PASC is an "eligible local governing body", and is a participant in the Local Government Superannuation Scheme (LGIA Super).

This empowers the withholding of Councillors' income tax and automatic payment of superannuation contributions as per LGIA Super regulations.

4. EXPENSES

Expenses are payments reasonably incurred by the Councillor in connection with the discharge of their duties e.g. food and non-alcoholic drinks, fares, incidental expenses.

Expenses are not considered to be remuneration. Councillors accept full responsibility for the correctness of each claim submitted.

Professional development

A Local Government will pay reasonable expenses for the Professional Development of Councillors. The Professional Development must be approved by the CEO and provided for in the budget.

Phones

Council provides a phone and satellite phone to the Mayor for their use in that role. A Council mobile phone is provided predominately for work purposes. Limited personal use is acceptable as approved by the CEO with Council to monitor usage patterns and investigating any significant variances. Any excessive personal use is recoverable to Council.

Motor Vehicle

Council will provide a 4WD vehicle to the Mayor for Council and private use. This vehicle is to be made available to other Councillors for use on Council business. If this vehicle is not available, Council will provide another vehicle for use by Councillors to attend approved activities. The use of Council Vehicles will be in accordance with Council's Acceptable Use of Vehicles Policy.

Councillors will be reimbursed for any fuel or operational costs incurred whilst discharging their duties. Tax receipts must be presented to claim the amount.



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Travel and Accommodation Costs

All travel and accommodation must be provided for in the budget and approved by the CEO. All travel and accommodation will be arranged by the Finance office and will be made in accordance with Council's Travel Allowance Policy. Any additional meal or incidental travel costs will be reimbursed to Councillors in accordance with the Travel Allowance Policy.

Councillors will be entitled to stay at a motel (3 or 4 Star) when it is necessary to attend Council business and it is impractical to return to their residence.

Any travel transfer expenses associated with Councillors travelling for Council approved business will be reimbursed e.g. trains, taxis, buses and ferry fares. Cab charge vouchers may also be used if approved by Council where Councillors are required to undertake duties relating to the business of Council. All costs associated with Cab charge vouchers will be recoverable if not used for Council business, Cab charge voucher use will be monitored with times and locations of use and must be individually validated.

If a Councillor, without reasonable excuse cancels travel or accommodation previously planned or booked by the Council, then the Councillor will be required to reimburse to the Council all costs that are not recoverable.

Maintenance Costs

Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of Council owned equipment supplied to a Councillor for official business use. This includes the replacement of any facilities that fall under Council's Asset Replacement programme, e.g.: vehicles.

Personal Protective Equipment

Councillors will be provided, as required, the entire necessary safety equipment equivalent to employee standard. Councillors are expected to observe and comply with all appropriate Work Health and Safety standards at any workplace.

Uniform & Identification

Councillors will be provided with all the necessary identification cards, access cards, name badges and be eligible to participate in the same corporate wardrobe scheme as the rest of the employees.

Insurance

Councillors are covered by Council's Professional Indemnity Insurance.

5. PROVISION OF FACILITIES

All facilities provided to Councillors remain the property of Council and must be returned to Council when a Councillor's term expires.

Administrative tools

Administrative tools are provided to Councillors as required to assist Councillors in their role.

Administrative tools include:

- Office space and meeting rooms;
- Computers;
- Stationery;
- Access to photocopiers;
- Printers;
- Facsimile machines;
- Publications;
- Use of Council landline telephones and internet access in Council offices.

Secretarial support may also be provided for Mayors and Councillors.



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Related Documents

This policy complements and is to be implemented in conjunction with other Council policies and directives (but not limited to):

- Travel Allowance Policy
- Acceptable Use of Vehicles Policy

Review Triggers

This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when any of the following occurs:

- (1) The related documents are amended.
- (2) The related documents are replaced by new documents.
- (3) Amendments are made to the head of power which affect the scope and effect of this Policy.
- (4) Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this Policy is to be reviewed at least once every two years for relevance and to ensure that its effectiveness is maintained.

Responsibility

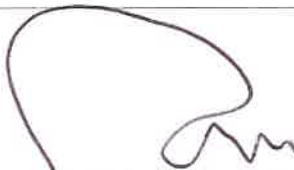
This Policy is to be:

- (1) implemented by the CEO; and
- (2) reviewed and amended in accordance with the "Review Triggers" by the CEO.

Version Control

Policy: E001 – Councillor Remuneration, Expense Reimbursement & Resources Policy		
Last Review	Current Review	Next Review
August 2015	September 2019	September 2021
Resolution #	Resolution #	Resolution #
2015/08/23	2019/09/11/06	

Approved by CEO:



Signature