



## Councillor Remuneration and Expense Reimbursement Policy

### 1. Head of Power

- *Local Government Act 2009 (Qld)*
- *Local Government Regulation 2012 (Qld)*
- *Taxation Administration Act 1953 (Cth)*

### 2. Policy Purpose

The purpose of this policy is to ensure that Pormpuraaw Aboriginal Shire Council's Councillors are remunerated appropriately in accordance with the *Local Government Act 2009 (Qld)* and can receive reimbursement for reasonable expenses and access to necessary facilities while performing their duties in accordance with *Local Government Regulation 2012 (Qld)*.

### 3. Policy Objective

The policy aims to:

- Provide clarity on councillor remuneration and expense reimbursement.
- Ensure Councillors only receive benefits related to approved Council activities.
- Define what is an acceptable expense reimbursement.
- Define the facilities and resources provided to Councillors for fulfilling their roles.

### 4. Policy Scope

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

### 5. Policy Statement

#### 5.1. Councillor Duties

Councillor duties are tasks approved by Council as part of the Councillor's role. Attending community events or board meetings voluntarily is not considered an official duty, even if the community expects it.

If a Councillor is appointed as the Council's representative on a Board or to attend an event, they may claim any related expenses.

Councillor duties include activities formally endorsed or expected by Council. These may include:

- Attending Council meetings or related activities;
- Participating in official functions as a representative of Council;
- Attending approved conferences, deputations, inspections, or training;
- Engaging with residents through meetings or events organised by Council; or
- Private meetings with constituents (residents, community groups, etc) where approved by Council acting as a Council representative.

Voluntary participation in community events, while appreciated, is not considered part of official councillor duties unless formally endorsed by Council.

#### 5.2. Remuneration

In accordance with the relevant provisions of *the Local Government Act 2009* the Local Government Remuneration Commission is 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.

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 portion of this policy.

The maximum amount of remuneration payable to a Councillor, as determined by the Commission, must be paid to the Councillor unless the local government decides, by resolution, not to pay the maximum amount.

### **5.2.1. Payment of Remuneration**

From 1 July 2014 it has been determined that the Councillors (excluding the mayor and Deputy Mayor).

For Councillors in category A1, A2 or A3 councils, a base payment (two thirds of the annual of remuneration) and monthly payment based upon attendance, and participation in, the 12 mandated council meetings. Participation in, scheduled meetings of council subject to certification by the mayor and/or chief executive of the council. Mayors and deputy mayors in categories A1, A2 and A3 are currently entitled to receive their full annual remuneration level shown.

If an elected representative only serves for part of a full financial year (that is, 1 July to 30 June) they are only entitled to a pro rata payment to reflect the portion of the year served.

The Tribunal in its 2016 Remuneration Report has allowed all Councillors' remuneration to be paid in fortnightly instalments. Councillors are required to attend the monthly Ordinary Council Meeting to be eligible to receive the meeting attendance component of their remuneration.

Payment of the meeting fee will not be affected if the Councillor is in attendance for part of the monthly Ordinary Council Meeting and/or if the Council has grant leave of absence for a Councillor who is unable to attend a meeting or if the Councillor has provided a Doctors Certificate covering the dates of the Council Meeting. Failure to attend a nominated meeting, without appropriate leave of absence being granted or Doctors Certificate, will result in the attendance component of their remuneration being deducted from the next two fortnightly payments.

The Mayor, Deputy Mayor and Councillor wishing to attend the meeting by way of Teleconference or video conference must advise the Chief Executive Officer 24hours in advance. A Councillor linking into the meeting by teleconference or video conference and is deemed to have attended the meeting.

Certification of attendance of a meeting will be determined by record of attendance in the official Council Minutes for that meeting.

### **5.2.2. Superannuation**

The Council may, by unanimous Council resolution, elect to be an "eligible local governing body". This empowers the withholding of Councillors' income tax and automatic payment of the superannuation guarantee contribution.

### **5.3. 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.

#### **5.3.1. Professional Development**

Council will cover reasonable costs for Councillor training and professional development, subject to approval by the CEO and inclusion in the Council budget.

#### **5.3.2. Mobile Phone**

The Council provides the Mayor and Deputy Mayor with a mobile phone and the Mayor with a satellite phone for use in their roles, primarily, for work purposes. Limited personal use is allowed with CEO approval, and the Council will monitor usage for any significant discrepancies. Any excessive personal use must be reimbursed to the Council.

#### **5.3.3. 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.

#### **5.3.4. Travel and Accommodation Costs**

Councillors will be reimbursed for reasonable expenses incurred during travel for official Council business. This includes accommodation, meals, and travel-related expenses such as taxis, ferries, or buses. All travel must be approved and arranged by the CEO and follow Council's 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.

All travel and accommodation will be arranged by the Finance office.

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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.

### 5.3.5. Facilities and Resources

Councillors will be provided with the necessary administrative tools to fulfil their roles, including:

- Office space and meeting rooms when needed
- Computers and mobile devices
- Access to phones, internet, printers, and photocopiers
- Secretarial support for the Mayor and Councillors where necessary

### 5.3.6. 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.

### 5.3.7. 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.

## 6. Definitions

Term	Definition
Council	Pormpuraaw Aboriginal Shire Council
CEO	A person who holds an appointment as chief executive officer under section 194 of the <i>Local Government Act 2009</i> .

## 7. Related Documents

### Policies:

- Acceptable Use of Vehicles Policy
- Travel Allowance Policy

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### 8. Monitoring and Review

Notwithstanding the above, this policy is to be reviewed every four (4) years for relevance and to ensure that its effectiveness is maintained.

### 9. Responsibility

This Policy is to be:-

- implemented by the CEO; and
- reviewed and amended accordingly by the Executive Manager Corporate Services.

### 10. Version Control

**Policy: E001**

**Official Version: E001-V5**

<b>Version</b>	<b>Adoption (Council Resolution Number)</b>	<b>Date</b>
V1	Nov 2012 (2012/11/xx)	22/11/2012
V3	Sep 2019 (2019/09/11/06)	11/09/2019
V4	Jun 2022 (2022/06/07)	29/06/2022
V5	Feb 2025 (2025/02/10/01)	10/02/2025