GLAMORGAN SPRING BAY COUNCIL

Councillor Expenses Reimbursement and Provision Of Facilities Policy

Version [1.0]

Adopted: 28 April 2026
Minute No.: 416/25

Document Control

Policy Name	
First issued/approved	28 April 2026
Source of approval/authority	Council
Last reviewed	March 2026
Next review date	March 2030
Version number	1
Responsible Officer	General Manager
Department responsible for policy development	General Manager
Related policies	• Local Government Act 1993 • Local Government (General) Regulations 2015 • Councillor Allowances Information Sheet (LGAT) • Australian Tax Office (TD 2017/19) • Use of Electronic Devices Policy
Publication of policy	Website

Contents

1 Introduction

1.1 Purpose

This policy aims to provide a clear framework around Councillor entitlement to expense reimbursement and the provision of facilities and equipment.

1.2 Scope

To ensure expenses claimed for reimbursement and the provision of facilities and equipment are appropriate for the support of Councillors in fulfilling their duties of office.

1.3 Related Policies and Legislation

This policy relates to and depends on other legislation and council policies, including:

Local Government Act 1993 – Schedule 5

1. Expenses

(1) A council, on or before 1 January 2006, is to –
(a) adopt a policy in respect of payment of expenses incurred by councillors in carrying out the duties of office; and
(b) make a copy of the policy available for public inspection.
(2) A councillor is entitled to be reimbursed for reasonable expenses in accordance with the policy adopted under subclause (1) in relation to –
(a) any prescribed expenses; and
(b) any other expenses the council determines appropriate.

2. Loan of services, facilities and equipment

A council may decide to provide support services, facilities and equipment on loan to a councillor on any conditions it considers appropriate.

Local Government (General) Regulations 2025

50. Expenses for councillors

A councillor is entitled to be reimbursed for reasonable expenses in accordance with the policy adopted under clause 1(1) of 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.

Council Policy

Use of Electronic Devices Policy

1.4 Policy Review and Update Cycle

This policy is to be reviewed initially every four years.

2 Policy

2.1 Reimbursement Claims for Expenses

Councillors are entitled to be reimbursed for expenses under Section 50 of the Local Government (General) Regulations 2025. Such expenses must be exclusively for Council business.

Claims for reimbursement of out-of-pocket expenses incurred in accordance with this policy shall be made to the Chief Executive Officer 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 Chief Executive Officer. At the request of Chief Executive Officer, persons making a claim will be required to produce evidence of the expenditure and/or provide materials to justify the claim made.

Where, in the opinion of the Chief Executive Officer, 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 Chief Executive Officer 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.

2.1.1 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 as set by the Australian Tax Office. The following are for domestic travel expenses for Hobart 2025/26:

- Breakfast $34.75
- Lunch $39.10
- Dinner $66.65

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 Chief Executive Officer, the meal allowance will apply. No incidental costs are paid for overnight stays.

2.1.2 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.

2.1.3 Dependent Person Care Expenses

In relation to care of any dependent, Council will reimburse a Councillor for necessary, reasonable expenses incurred in carrying out the duties of office, 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 Chief Executive Officer'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).

2.1.4 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 Chief Executive Officer.

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 Chief Executive Officer, hard copies of any document can also be provided.

2.1.5 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 Chief Executive Officer 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, Councillors and the Chief Executive Officer attending the LGAT Annual Conference.

2.1.6 Partner 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 reimbursed for events held in Tasmania. Council approval will be required for reimbursement of expenses for interstate events.

2.2 Communication Devices

2.2.1 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 group 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 group, 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.

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

2.2.2 Phone and Internet Expenses

Council will provide Councillors an expenses reimbursement of up to $50.00 per month for cost incurred that are directly related to Council business, including phone, internet access and stationery and administrative expenses.

At the discretion of the Chief Executive Officer Councillors may be provided with a consumables expense reimbursement of up to $140 per month due to extenuating circumstances such as extraordinary internet costs.

Councillors may elect to be provided 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 Council will provide an expenses reimbursement 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 Chief Executive Officer.

3 Implementation

Implementation of this Policy rests with the Chief Executive Officer

4 Implementation

Reimbursement claim form.