



Policy No 2016- 43

Payment of Councillors Expenses & Provision of Facilities Policy

Document:	Start Date: 20 March 2018	Page Reference:
Payment of Councillors Expenses & Provision of Facilities Policy	Review Date: 20 March 2022	Page 1 of 7

CONTENTS

Introduction

1. Travelling Expenses
2. Meal Allowance
3. Provision of Facilities
4. Insurance
5. Conferences & Seminars
6. Councillors Allowance
7. Communications
8. Child Minding
9. Claim for Expenses and Allowances

INTRODUCTION

This policy is prepared in accordance with Schedule 5 (1) & (2) of the Local Government Act 1993.

The policy aims to ensure that Councillors are provided with adequate and reasonable expenses and facilities to enable them to carry out their civic duty, and sets out procedures in relation to the claiming and payment of those expenses.

1. TRAVELLING EXPENSES

Document:	Start Date: 20 March 2018	Page Reference:
Payment of Councillors Expenses & Provision of Facilities Policy	Review Date: 20 March 2022	Page 2 of 7

The Council will pay to Councillors an allowance towards necessary out-of-pocket expenses for conveyance in travelling to discharge the function as a Councillor in respect of the following:

- a) to and from the meetings of Council, or meeting of any committee of the Council.
- b) upon inspections or business within the Council area with prior approval from any two of the following: Mayor, Deputy Mayor or General Manager.
- c) upon business of the Council, outside the Council area with prior approval from any two of the following: Mayor, Deputy Mayor or General Manager.
- d) to and from the Annual Conference of the Local Government Association of Tasmania, or to and from any meeting of any regional organisation committee to which Council sends a delegate.
- e) to and from any seminar/conference with relevance to local government with prior approval from any two of the following: Mayor, Deputy Mayor or General Manager.
- f) upon inspections for Council business as arranged by the General Manager. .

1.2 The travelling allowance shall be paid at the rate applicable to Council employees under the Local Government Award 2010, Section 15.2(i) Vehicle Allowance. The current rate is 78.00 cents per kilometre.

This allowance will be limited to 10,000 kilometres per annum for Councillors. In recognition of the extra travel requirements of the Mayor and Deputy Mayor, this limit is increased to 15,000 kilometres per year.

1.3 Clause 1.2 shall not apply to travel, either inside or outside of the Council, where alternative arrangements are made for travel. Councillors are encouraged to explore travel-share arrangements amongst fellow Councillors or attendees in order to minimise travel costs to Council or to use the pool car which is based at Hamilton.

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

Document:	Start Date: 20 March 2018	Page Reference:
Payment of Councillors Expenses & Provision of Facilities Policy	Review Date: 20 March 2022	Page 3 of 7

Private business includes attending fund raising events or attending meetings where a Councillor may hold personal membership of the community organisations for example Lions Club of Bothwell & Districts; Bothwell Golf Club; Bothwell Cricket Club; Bothwell Gun Club; Great Lake Community Centre; Bothwell Tourism Association; Bothwell Golf Museum; Bothwell Spin In / Out; CWA; Parents and Friends Association; Bothwell Football Club; Health Action Team Central Highlands; Hamilton Agricultural Show Association; or Bothwell Licensed Anglers Association.

This clause does not apply if a Councillor attends in an invited official capacity to undertake a civic duty.

2. MEAL ALLOWANCE

- 2.1 For attendance at meetings of Council, or meetings of any committee of Council, of a duration exceeding 3 hours, a meal will be provided.
- 2.2 For attendance upon approved inspections or business of Council either, inside or outside the Council area, out-of-pocket expenses for meals will be reimbursed upon presentation of a claim for payment.

3. PROVISION OF FACILITIES

- 3.1 Council will provide the Mayor, the Deputy Mayor and other Councillors, secretarial support in respect of typing and postage of correspondence in relation to discharging their function as a Councillor.
- 3.2 The Mayor, Deputy Mayor and Councillors will be permitted to use the office telephones for calls in discharging their functions as a Councillor.
- 3.3 The Mayor, Deputy Mayor and Councillors will be permitted access to Council facilities as required in the discharge of their functions as a Councillor.
- 3.4 All the above assistance provisions are to be arranged through office management with due regard to staff convenience and workload.

4. INSURANCE

Document:	Start Date: 20 March 2018	Page Reference:
Payment of Councillors Expenses & Provision of Facilities Policy	Review Date: 20 March 2022	Page 4 of 7

- 4.1 Council will provide an insurance cover for the Mayor, the Deputy Mayor and other Councillors against personal injury, whether fatal or not, arising out of or in the course of the carrying out by such Councillors of any business of the Council for the performance by such Councillors of any function in his/her capacity as a member of the Council.

5. CONFERENCES, SEMINARS AND SPECIAL FUNCTIONS

- 5.1 The Council will pay on behalf of Councillors, registration costs in respect of attendance at any seminar or conference, in compliance with a resolution of Council.
- 5.2 The council will pay accommodation expenses for the attendance at the Annual Conference of the Local Government Association of Tasmania for the Mayor, Deputy Mayor and their spouses/partners at the median rate as advised on the conference program in compliance with a resolution of Council.
- 5.3 Where Councillors desire to attend a daily session of the Annual Conference of the Local Government Association of Tasmania, Council will pay, subject to a resolution of Council, the daily registration cost but any accommodation costs will be the responsibility of the Councillors themselves unless there is extenuating circumstances, where it is to be approved by two of either the Mayor, Deputy Mayor or General Manager.

5.4 Special Functions

Where a special function is scheduled and attendance is desired by Councillors, those Councillors are to present details to the Mayor, Deputy Mayor or General Manager with two of the three authorized to approve Council payment of related expenses. As a condition of payment of expenses, Councillors are required to present a report on the function to Council at the following Council Meeting.

6. COUNCILLORS ALLOWANCE

- 6.1 The Council shall pay, in accordance with Section 340A of the Local Government Act 1993, an annual allowance payable monthly in arrears.

Document:	Start Date: 20 March 2018	Page Reference:
Payment of Councillors Expenses & Provision of Facilities Policy	Review Date: 20 March 2022	Page 5 of 7

7. COMMUNICATIONS

7.1 The Mayor and Deputy Mayor shall be paid the following for carrying out his/her function of civic office:

- (a) \$70.00 per month towards his/her home phone and internet plan;
- (b) Mobile phone cap plan (plan to be the most beneficial available to Council);
- (c) Reimbursement of STD calls made in connection with carrying out the functions of Council upon receipt of an itemised account;
- (d) 75% of message bank charges; and
- (e) Monthly rental of a dedicated fax line and all calls directly attributed to Council business.

7.2 All other Councillors will receive a flat rate of \$35.00 per month towards communication expenses in connection with carrying out their function of civic office.

7.3 Council will provide an iPad to Councillors to enable documents for meetings to be sent and viewed electronically. Council will pay the monthly plan. iPads are to be returned upon ceasing to be a Councillor.

8. CHILD MINDING

8.1 Council will reimburse a Councillor for necessary, reasonable expenses incurred in carrying out the duties of office in relation to care of any child of the Councillor, including:

- Attendance at Council and Council Committee meetings.
- To attend meetings arising as a result of a Councillor being appointed by Council to an internal or external body or committee except where the body or committee reimburses relevant child care expenses incurred by the Councillor.
- Upon inspections or business within the Council area, provided such inspections or business are undertaken in compliance with resolutions of the Council.

Document:	Start Date: 20 March 2018	Page Reference:
Payment of Councillors Expenses & Provision of Facilities Policy	Review Date: 20 March 2022	Page 6 of 7

- To attend to business of the Council, outside the Council area, in compliance with a resolution of Council.
- Attend any seminar/conference in compliance with a resolution or policy of Council.
- Upon inspections or business as arranged by the General Manager or Departmental Managers.
- Claims will be paid upon presentation of a receipt from a licensed child care provider as well as evidence of entitlement or non-entitlement to the Commonwealth Government Child Care Benefit Scheme. Any entitlement is to be off-set against the hourly rate charged by the registered Child Care provider.
- At the General Manager’s discretion, child care may be paid at an hourly rate of \$20.00 when no licensed provider is available (evenings for example).
- All claims must detail the date and time care was provided and the business of council it related to.
- Council will not reimburse any claims that are more than 3 months old.
- Childcare expenses will, unless there are exceptional circumstances, be paid in arrears.
- Claims for reimbursement of childcare expenses are to be submitted on the Child Care Minding Reimbursement Claim Form available from the P Drive (common drive) under Forms.

9. CLAIM FOR EXPENSES AND ALLOWANCES

9.1 Claims for reimbursement of out-of-pocket expenses incurred in accordance with this policy shall be made to the General Manager no later than one (1) month after the claim has been incurred.

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

Document:	Start Date: 20 March 2018	Page Reference:
Payment of Councillors Expenses & Provision of Facilities Policy	Review Date: 20 March 2022	Page 7 of 7