



Policy No 2016- 43

Payment of Councillors Expenses & Provision of Facilities Policy

Responsible Officers: General Manager

For Review By: General Manager

Due Date: 31/12/2017

Signed by:

25/5/16

Mayor

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Date

18/5/16

General Manager

Date

Adopted at Council Meeting:

17/05/2016

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INTRODUCTION

This policy is prepared in accordance with, and to manage, the "general" provisions that are now in the Local Government Act 1993 and to comply with Schedule 5 (1).

It covers the payment of expenses incurred or to be incurred by, and the provision of facilities to the Mayor, Deputy Mayor and other Councillors in relation to discharging the function of civic office.

1. TRAVELLING EXPENSES

The Council to pay to or on behalf of 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. Councillors are encouraged to explore travel-share arrangements amongst fellow Councillors or attendees in order to minimise travel costs to Council.

1.2 The travelling allowance shall be paid at the rate applicable to Council employees as per the Local Government Award 2010, Section 15.2(i) Vehicle Allowance. As at 1 July 2014 this 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.

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. Private business includes attending fund raising events or attending meetings were 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; Central Highlands Health Committee; Hamilton Agricultural Show Association; or Bothwell Licensed Anglers Association.

1.5 If car-pooling is available, no mileage will be paid.

1.6 Councillors are encouraged to explore travel-share arrangements amongst fellow Councillors or attendees in order to minimise travel costs to Council.

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 inspections or upon 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 the function as a Councillor.

3.2 The Mayor, the Deputy Mayor and other Councillors will be permitted to use the office telephones for calls in discharging the functions as a Councillor.

3.3 The Mayor, the Deputy Mayor and other Councillors will be permitted access to Council facilities as required in the discharge of their function as a Councillor.

3.4 All above assistance provisions to be arranged through office management with due regard to staff convenience and workload.

4. INSURANCE

- 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 to 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 of 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.

7. COMMUNICATIONS

- 7.1 The Mayor and Deputy Mayor to be paid \$70.00 per month towards his/her home phone and internet plan for carrying out his/her function of civic office.
- 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 If the Mayor has a dedicated fax line installed at his/her residence as a result of the office he/she holds, Council will pay the monthly rental and all calls directly attributed to Council business.
- 7.4 Council will pay the Mayor and Deputy Mayor's mobile phone cap plan (plan to be the most beneficial available to Council).
- 7.5 Council will pay reimbursement of STD calls made by the Mayor and Deputy Mayor in connection with carrying out the functions of Council upon receipt of itemised account.
- 7.6 Message Bank – 75% of accounts be paid to the Mayor and Deputy Mayor.
- 7.7 Council will provide an iPad to Councillors to enable documents for meetings to be sent and viewed electronically. Council will pay the monthly plan. iPad 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.

- 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 the Mayor or Deputy Mayor for decision and policy guidance.