



PAYMENT OF COUNCILLORS EXPENSES AND PROVISION OF FACILITIES

TITLE:	Payment of Councillors Expenses and Provision of Facilities
RESPONSIBLE OFFICER:	General Manager
APPROVED BY COUNCIL:	5 October 2004
RESOLUTION NO:	213/2004
AMENDED ON:	June 2019
RESOLUTION NUMBER:	84/2019
REVIEW DATE:	June 2023

POLICY STATEMENT

This policy aims to provide clear expectations in relation to support and reimbursement of expenses available to Councillors and to ensure there is no confusion in relation to the claiming of expenses. It seeks to ensure accountability and transparency in relation to expenses claimable by Councillors and is consistent with the requirements of all Councillors under the "Councillors Code of Conduct Policy".

OBJECTIVES

To provide guidance to Councillors in the interpretation of the provision of reimbursement of expenses incurred whilst carrying out their duties as an elected member.

The Local Government Act 1993 at Schedule 5, states:

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 sub-clause (1) in relation to –*

(a) *Any prescribed expenses; and*

(b) *Any other expenses that 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 or any conditions it considers appropriate.

SCOPE

This policy applies to the Mayor, Deputy Mayor and Councillors as elected.

POLICY

1. TRAVELLING EXPENSES

1.1 The Council will pay to or on behalf of Councillors a reimbursement of necessary out of pocket expenses, supported by tax invoice and/or log books where appropriate, incurred when travelling to discharge their function as a Councillor in respect of travel:

(a) to and from Council meetings or meetings of any committee of Council, or any other function or meeting that is arranged by, or is attended as a representative of Council;

(b) in response to a citizen's request, or a staff member's request to meet;

(c) upon inspections or business within the Council area, provided such inspections are undertaken as part of Council business, or arranged by the General Manager;

(d) visiting the Council offices for the purpose of carrying out their duties as a Councillor;

(e) upon business of the Council outside the Council area, in compliance with a resolution of Council;

(f) to and from meetings of the Local Government Association of Tasmania, or to any municipal organizations to which Council sends a delegate to; and

(g) to and from any seminar/conference in compliance with a resolution of council.

- 1.2 Clause 1.1 shall not apply to travel, where alternative arrangements are made for travel.
- 1.3 Mileage claims for the use of a private vehicle will be paid at the Australian Taxation Office rate under the cents per kilometre method. The ATO review and amend the cents per kilometre rate each financial year. Council will review and align vehicle mileage rates to the current Australian Taxation Office rates on an annual basis.
- 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.
- 1.5 A claim for reimbursement of vehicle traveling expenses must be made on the "Councillor Claim Form – Request for Reimbursement of Expenditure" form used for that purpose and must contain sufficient details of each trip to justify reimbursement under this policy. Minimum details required are:
- Date of travel;
 - Start and End Km's;
 - Total Km's travelled;
 - Purpose (clauses (a) to (g) inclusive in paragraph 1.1 of this policy); and
 - Drivers name.

2. MEAL EXPENSES

- 2.1 Out-of-pocket expenses for meals purchased will be reimbursed upon presentation of a claim for payment supported by tax invoices for activities approved in 1.1.

3. CHILD CARE EXPENSES

- 3.1 The Council will, upon presentation of relevant tax invoice, reimburse a Councillor the cost of reasonable care of a registered carer, of any child of the Councillor when such care is necessitated by the Councillor carrying out activities approved in 1.1.

4. PROVISION OF ELECTRONIC DEVICE

- 4.1 Council will provide Councillors with an iPad to assist Councillors in carrying out their duties of office;
- 4.2 Councillors may use the iPad provided for purposes other than carrying out the duties of office;
- 4.3 The electronic device is to be returned to Council at the conclusion of a Councillors term of notice.

5. PROVISION OF FACILITIES

- 5.1 Council will provide to the Mayor, Deputy Mayor and Councillors secretarial support in respect of typing and postage of correspondence in relation to discharging their functions as a Councillor;
- 5.2 Council will provide Councillors with meeting facilities at the Community Administration Centre;
- 5.3 The Mayor, the Deputy Mayor and other Councillors will be permitted to use the office telephone for local calls in discharging their functions as Councillors;
- 5.4 The Council will provide to the Mayor, Deputy Mayor and other Councillors a motor vehicle for official use, if required, from time to time;
- 5.5 Council will provide Councillors with a supply of business cards; and
- 5.6 Council will provide each Councillor with a name tag.

6. INSURANCE

- 6.1 Council will provide Group Personal Accident Insurance cover on the lives of Councillors whilst traveling to and from meetings and carrying out duties on behalf of Council. Note there is a reduced cover applicable to person aged 65 years of age or over.

7. CONFERENCES AND SEMINARS

- 7.2 The Council will pay on behalf of the Councillors, registration and out of pocket expenses where supported by tax invoices, other than those paid in accordance with Clauses 1.0 and 2.0 of this policy, in respect of attendance at any seminar or conference, inside Tasmania, where approved by the Mayor and General Manager; and
- 7.3 Any expenses of a personal nature such as mini bar, laundry or dry cleaning will not be eligible for reimbursement and shall remain the responsibility of the Councillor.

8. PROFESSIONAL DEVELOPMENT

- 8.1 Council will provide an annual budget allocation for Councillors for professional development purposes. Determination of attendance at any conferences and seminars should acknowledge equity for each Councillor to attend relevant conferences and seminars over their four year term;

- 8.2 Priority is given to professional development opportunities organised by local government affiliated entities, for example:
- (a) The Local Government Association of Tasmania (LGAT);
 - (b) Australian Local Government Association (ALGA); and
 - (c) Municipal Association of Victoria (MAV).
- 8.3 Determination of attendance shall be approved by the Mayor and General Manager.

9. COUNCILLORS ALLOWANCE

- 9.1 The Council shall pay the annual allowance in accordance with Schedule 5 of the Local Government Act 1993. This shall be payable monthly in arrears by electronic transfer.
- 9.2 The annual allowance shall be such amount as may be determined from time to time by the Local Government Elected Members Allowances Board of Inquiry.

10 MAYOR EXPENSES

- 10.1 Council in its annual budget, may provide an allocation of funds, which may be expended by the Mayor; and
- 10.2 Such expenses associated with the position of Mayor shall be detailed and reported to Council in conjunction with monthly budget reviews.

11. CLAIM FOR EXPENSES AND ALLOWANCES

- 11.1 Claims for travelling expenses or reimbursement of out-of-pocket expenses incurred in accordance with this policy shall be accompanied by a Councillor Claim Form – Request for Reimbursement of Expenditure form and relevant tax invoice and approved by the General Manager. They should be provided to the Finance Department no later than one (1) month after the expense has been incurred or the account for which the expense related has been received;
- 11.2 Payment will be made by EFT within 30 days of receiving the documentation; and
- 11.3 Where, in the opinion of the General Manager, a question arises as to whether a claim or any part of a claim for reimbursement of expenses is eligible under this policy, or the claim is unreasonable or does not serve the interests of Council, the matter shall be referred to Council for a decision and policy guidance.

12. ATTACHMENTS

12.1 Councillors Claim Form – Request for Reimbursement of Expenditure.

Robert Higgins
GENERAL MANAGER



**Councillors Claim Form
Request for Reimbursement of Expenditure**

Mileage Claim

Date	Start Kms	End Kms	Total Kms	Purpose of trip (Please include sufficient detail to enable confirmation that travel is consistent with 1.1 of the policy)	Drivers Name

Other Expenses Claim (attach Tax Invoice/s)

Date	Details of Claim (Please include sufficient detail to enable confirmation that the claim is consistent with 1.1 of the policy)	Claim Type	Amount

I Councillor _____ declare that the above expenses were incurred during the undertaking of duties as a Councillor and in accordance with Council Policy.

Signature

Authorised for payment by General Manager: _____