

1. PURPOSE

- 1.1 To detail the payment of Councillors allowances and expenses and to ensure there is no confusion in relation to the claiming of expenses. This policy also details the provision of facilities to be provided to the Mayor and Councillors to assist them in carrying out their civic roles and responsibilities.

2. SCOPE

- 2.1 This Policy applies to all allowances, related expenses and facilities provided to Councillors.

3. POLICY

3.1 Councillor's Allowance

- 3.1.1 In accordance with Regulation 42 of the *Local Government (General) Regulations 2015*, and Section 340A of the *Local Government Act 1993*, Council shall pay the annual allowances payable, monthly in arrears. Regulation 42 specifies the allowances payable to Councillors, Mayors and Deputy Mayors. This regulation establishes an indexation process so that allowances are adjusted each year.
- 3.1.2 In accordance with Section 340A of the *Local Government Act 1993*, a Councillor may determine not to receive all or part of the prescribed allowance. Notification of such a decision is to be provided to the General Manager in writing, and any such notification cannot be retrospective.

3.2 Travelling Expenses

- 3.2.1 Council will pay to, or on behalf of Councillors, a reimbursement of necessary accommodation and out-of-pocket expenses, supported by receipts where appropriate, incurred when travelling to discharge their function as a Councillors in respect of the following:
- a) Travelling inside the Council area to attend a meeting of Council or a Committee Meeting, deputation, inspection or tour in respect of which notice has been given to attend, provided such travelling originates at the Councillor's normal residence, or his/her normal place of work, as the case may be.
 - b) Travelling upon business of the Council, outside the Council area but within Tasmania (claims to be authorised by the General Manager).
 - c) Travelling upon business of the Council, outside Tasmania, in compliance with a resolution of Council.

- 3.2.2 Clause 3.2.1 shall not apply to travel, where alternative arrangements are made for travel.
- a) upon business of the Council, outside the Council area but within Tasmania (claims to be authorised by the General Manager);
 - b) upon business of the Council, outside Tasmania, in compliance with a resolution of Council;
 - c) to and from any seminar/conference within Tasmania (claims to be authorised by the General Manager);
 - d) to and from any seminar/conference outside Tasmania, in compliance with a resolution of Council.
- 3.2.3 Clause 3.2.1 shall not apply to travel, where alternative arrangements are made for travel.
- 3.2.4 Mileage allowance for the use of a private vehicle will be paid at the rate prescribed from time to time by the Australian Taxation Office for an ordinary car 1601cc-2600cc, (currently 66 cents per kilometre).
- 3.2.5 A Councillor shall not claim travel or other expenses where the expense would otherwise have been incurred as a result of private business.
- 3.2.6 Reimbursement for travel is to be paid quarterly at the end of September, December, March and June in each financial year.

3.3 Carer's Allowance

- 3.3.1 Should the need arise, Council will reimburse on presentation of receipts, the cost of reasonable care by a registered carer of any person for whom the Councillor is primary carer, where care is required to allow the Councillor to carry out their duties of office.
- 3.3.2 Should the need arise, Council will reimburse on presentation of receipts, the cost of reasonable care by a registered carer of any Councillor where evidence is provided that a primary carer is required to allow the Councillor to carry out their duties of office.
- 3.3.3 Claims will be paid upon presentation of receipts, together with details of any eligible entitlement that can be off-set against the amount claimed.
- 3.3.4 All claims must detail the date and time care was provided and the business of Council it related to.

3.4 Conference and Seminars

- 3.4.1 Council will pay on behalf of Councillors, registration, accommodation and out-of-pocket expenses where supported by receipts, other than those paid in accordance with Clause 3.2.2 of this policy, in respect of attendance at any seminar or conference, inside Tasmania, where approved by Council.

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- 3.4.2 In respect of any interstate conferences, the matter shall be referred to Council who shall make a determination as to whether any elected member should attend the conference in question. If attendance is approved, Council will pay on behalf of the Councillor, registration, accommodation and out-of-pocket expenses where supported by receipts, other than those paid in accordance with Clause 3.2.2 of this policy.
- 3.4.3 Councillors are to provide a report or summary, whether written or verbal, on each interstate conference attended within three (3) months of the conclusion of such conference and this report may be prepared individually by elected members or may be a joint report of the Councillors who attended.
- 3.4.4 Any expenses not previously mentioned within this Policy of a personal nature e.g. entertainment, video-hire and mini bar, will not be eligible for reimbursement and shall remain the responsibility of the Councillor.
- 3.4.5 In the instance where the Mayor or Deputy Mayor cannot attend a function or event where it is determined Council requires representation, the Mayor may request another Councillor attend on Council's behalf, for which Council will meet the cost.

3.5 Claims for Expenses and Allowances

- 3.5.1 Claims for reimbursement of expenses incurred in accordance with this policy shall be made to the General Manager no later than three (3) months after the expense has been incurred. Any claim shall be submitted in writing on the prescribed form and must include receipts relating to the claim.
- 3.5.2 Where, in the opinion of the General Manger, a question arises as to whether a claim for reimbursement of expenses or any part is ineligible under this policy, or the claim is unreasonable or does not serve the interests of Council, the claim shall be referred to Council for decision.

3.6 Expenses

- 3.6.1 In accordance with Section 72(1)(cb) of the *Local Government Act 1993*, a table outlining all allowances and expenses paid to/or on behalf of the Mayor, Deputy Mayor and Councillors is to be reported in the Annual Report.

3.7 Provision of Facilities

- 3.7.1 Council will provide to the Mayor, office accommodation, computer and telephone facilities together with administrative support to assist in discharging the Office of Mayor.
- 3.7.2 Council will provide Councillors with a mobile telephone (attached to an appropriate monthly plan that is available at time of purchase) and a laptop computer. The mobile telephone will enable communication such as email and internet access plus unlimited call capacity. The laptop computer will access the internet via the 'hotspot' functionality of the

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mobile telephone. All Council documents, including agendas, minutes and workshop, will be circulated via Email with hard copies being provided upon request.

3.7.3 Council will provide Councillors with a supply of business cards.

3.8 Insurance

3.8.1 Council will provide appropriate insurance coverage to Councillors, to apply whilst travelling to and from meetings and carrying out duties on behalf of the Council, including but not limited to, Public Liability and Professional Indemnity, Personal Accident and Corporate Travel Insurance.

4. LEGISLATION

4.1 *Local Government Act 1993, Section 340A*
Local Government (General) Regulations 2005, Regulation 42

5. RELATED DOCUMENTS

5.1 Appendix 1
Councillors Claim Form – Request for Reimbursement of Expenditure

6. DOCUMENT ADMINISTRATION

6.1 This policy is a managed document and is to be reviewed every 3 years or as directed by the General Manager.

This document is Version 1.0 effective 24th July 2018. The document is maintained by the General Managers Unit, for the Southern Midlands Council.



COUNCILLORS CLAIM FORM Request for Reimbursement of Expenditure

Mileage Claim

Date	Start Kms	End Kms	Total	Purpose of Trip

Other Expenses (attach receipts)

Date	Purpose of Trip	Amount

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

Clr Signature:

Authorised for payment (*Tim Kirkwood, General Manager*)

Unless otherwise requested payment will be made in conjunction with the regular fortnightly Councillor payment.