	COUNCIL POLICY	POLICY NUMBER
	COUNCILLOR EXPENSES AND FACILITIES	C 016
RESPONSIBLE OFFICER	APPROVAL DATE	REVIEW DUE
GENERAL MANAGER	28 SEPTEMBER 2011	28 SEPTEMBER 2012

1.0 POLICY STATEMENT

- 1.1 Councillors may be provided an allowance and/or equipment and reimbursement for expenses incurred in the performing of their duties.

2.0 OBJECTIVE


- 2.1 To define criterion for the payment of expenses and provision of facilities for elected members.

3.0 SCOPE

- 3.1 This policy will apply to all elected members of Tasman Council.
- 3.2 Claims for travelling expenses or reimbursement of out-of-pocket expenses incurred in accordance with this policy shall be made to the General Manager by the end of each month in accordance with the GST requirements and shall be submitted on the claim form (attached), along with a receipt where applicable.

4.0 PROCEDURE

- 4.1 Travelling Expenses
- (i) The Council is to reimburse Councillors for out-of-pocket expenses for conveyance in travelling to discharge their 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, any other meeting where the Councillor has been delegated or authorised by Council to attend.
 - (b) upon inspections or business within the Council area, provided such inspections or business are undertaken on compliance with resolutions of the Council.
 - (c) upon business of the Council, outside the Council area, in compliance with a resolution of Council.
 - (d) to and from the Annual Conference of the L.G.A.T. or to and from any meeting of any regional organisation committee to which Council sends a delegate.
 - (e) to and from any seminar/conference in compliance with a resolution of Council.
 - (f) upon inspections or business as arranged by the General Manager.

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- (ii) The travelling allowance shall not exceed such amount as may be determined from time to time by the Local Government Remuneration Tribunal or the Minister for Local Government or in the event of no such decision an amount equal to that provided by Clause (16) Vehicle Allowances under the Municipal Officers (Tasmania) Award 1970 (i.e. in accordance with State public service rates).
- (iii) Clause 4.1(i) shall not apply to travel, either inside or outside of the Municipality, where alternative arrangements can be made for travel. (eg travel with an officer, or provision of municipal vehicle).
- (iv) A Councillor shall not claim travel or other expenses where the expense would otherwise have been incurred as a result of private business.

4.2 Meal Allowance

- (i) For attendance at meetings of Council, or meetings of any committee of Council, which commence after 5.00pm, an evening meal may be provided, and for meetings spanning time period 12:00noon to 2:00pm, a light lunch may be provided.
- (ii) For attendance upon inspections or upon business of Council either, inside or outside the Council area, reasonable out-of-pocket expenses will be reimbursed upon presentation of a claim for payment.

4.3 Provision of Facilities

- (i) Council will provide the Mayor, the Deputy Mayor and other Councillors where possible, secretarial support in respect of typing and postage of correspondence in relation to discharging the function as a Councillor. This will be coordinated through the General Manager.
- (ii) The Mayor, the Deputy Mayor and other Councillors are permitted to use the office telephone for calls in discharging the function as a Councillor.
- (iii) Council will provide all current elected members with fax capabilities and/or internet access, along with any ongoing consumables relating to this equipment (paper, ink cartridges etc.).
- (iv) Clauses 4.3(i) and (ii) do not relate to the production, postage or preparation of material relating to individual Councillors election campaigns.
- (v) Mobile phone and extra line installation and rental is provided for the Mayor should it be required.

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4.4 Conferences and Seminars

- (i) The Council to pay on or on behalf of Councillors, registration, accommodation and out of pocket expenses, other than those paid in accordance with Clauses 4.1, 4.2 and 4.3 of this policy, in respect of attendance at any seminar or conference, in compliance with a resolution of Council.

4.5 Councillors Allowance


- (i) The Council shall pay, in accordance with the Local Government Act 1993, and the Local Government Regulations an annual fee payable fortnightly in arrears.
- (ii) The annual fee shall not exceed such amount as may be determined from time to time by the Local Government Remuneration Tribunal and prescribed by Regulation.
- (iii) Where a Councillor is suspended from office no fee will be payable for the period of suspension.

4.6 Child Care and Carer Expenses

- (i) The Council is to reimburse Councillors for out-of-pocket expenses for the payment of childcare and carer fees incurred in the course of discharging their function as a Councillor in respect of the following:
 - (a) meetings of Council or meetings of any committee of the Council or other meetings where the Councillor has been delegated or authorised by Council to attend.
 - (b) upon inspections or business within the Council area, provided such inspections or inspection are undertaken on compliance with a resolution of Council.
 - (c) upon business of the Council, outside the Council area, in compliance with a resolution of Council.
 - (d) attendance at the Annual Conference of the L.G.A.T or attendance at any meeting of any regional organisation committee to which Council sends a delegate.
 - (e) attendance of any seminar/conference in compliance with a resolution of Council.
 - (f) attendance at inspections or business as arranged by the General Manager.

4.7 Review

- (i) Council is encouraged to regularly review and revise this Policy. It is incumbent upon the General Manager and indeed Councillors themselves to provide Council with this opportunity by referring claims, even historically accepted claims, to Council for policy consideration if required.

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- (ii) The General Manager should endeavour to refer the matter without disclosing the identity of the individual who submitted the claim.
- (iii) Notwithstanding, the General Manager should exercise discretion in resolving claims for expenses or other arrangements to suit the applicant.

Developed: 9 October 2000

Reviewed: 28 September 2011

Reviewed and adopted by resolution number 14/09.2011/C of Tasman Council dated 28 September 2011.



Robert Higgins
General Manager



Tasman Council

Application for Travel Reimbursement / Meal Allowance

The personal information requested on this form is being collected by council for purpose set out in the title of the form. The personal information will be used solely by council for the primary purpose or directly related purposes. The applicant understands that personal information is provided for the above mentioned function and that he/she may apply to council for access to and/or amendment of the information. Requests for access or correction should be made to Tasman Council's Customer Services Officer.

APPLICANT DETAILS

FULL NAME			
POSITION		EMPLOYEE NUMBER	
VEHICLE MAKE AND MODEL		REGISTRATION NO.	

CLAIM DETAILS

DATE	DEPART FROM	DEPART TIME	DESTINATION & PURPOSE	ARRIVE TIME	BREAKFAST \$22.30	LUNCH \$25.00	DINNER \$43.00	KILOMETRES (CAR 2 LITRES OR LESS) 74.00c /km	KILOMETRES (CAR 2 LITRES OR MORE) 75.00c/km
TOTAL									
RATES					\$22.30	\$25.00	\$43.00	\$0.7400	\$0.7500
TOTAL X RATES = CLAIM AMOUNT					\$	\$	\$	\$	\$

MEAL ALLOWANCE TOTAL: \$ _____ **KILOMETRE ALLOWANCE TOTAL: \$** _____

APPROVAL:

<i>This claim is in accordance with authorised procedures</i>		<i>Authorised for expenditure from Budget Centre funds.</i>	
PRINT NAME		NAME	
CLAIMANTS SIGNATURE		AUTHORISING OFFICER SIGNATURE	
DATE		DATE	