



## DRAFT Payment of Expenses and the Provision of Facilities to Mayors and Councillors Policy

**Policy Number: SVC-CLR-PO-002-02**

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### 1. Aim

The purpose of the policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by Councillors. This policy will also ensure that the facilities provided to assist Councillors to carry out their civic duties are reasonable and appropriate to community expectations.

Councillors must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out their functions under the Local Government Act or any other Act. This is required under section 439 of the Local Government Act and reinforced in the Model Code of Conduct made under section 440.

### 2. Objective

The objectives of this policy are to:

- Ensure that the details and range of benefits provided to the Mayor and Councillors by the Council is clearly stated and fully transparent and acceptable to the local community;
- Provide for the fair and equitable reimbursement of expenses that are legitimately and reasonable incurred by the Mayor and Councillors in discharging the functions of civic office;
- Establish clear guidelines for the provision of adequate facilities for use by the Mayor and Councillors to enable them to discharge the functions of civic office; and
- Provide a framework for the Mayor and Councillors to attend conferences to represent Council and any training sessions deemed appropriate for the education of each Councillor

### 3. Scope

This policy will apply to the Mayor and Councillors of the Snowy Valleys Council.

### 4. Legislation

Local Government Act, 1993 and associated regulations.

### 5. Definitions

**Accompanying person** – is a person who has a close personal relationship with the councillor and/or provides carer support to the councillor.

**Act** – shall mean the Local Government Act 1993 (as amended)

**Authorised Conference/Function** – means any conference, seminar, congress, forum, workshop, course, meeting, deputation, information and training session, or event, related to the industry of local government and in accordance with point 8, and held within Australia. Overseas travel will be the subject of a specific report to Council.

**Authorised Person** - for the purposes of this policy an authorised person shall be a Councillor, a delegate who may or may not be a Councillor, or other person authorised by Council, the Mayor or the General Manager.

**Expenses** - Payments made by the council to reimburse Councillors for reasonable costs or charges incurred or to be incurred for discharging their civic functions. Expenses must be outlined in a council's policy and may be either reimbursed to a Councillor or paid directly by a council for something that is deemed to be a necessary expense to enable them to perform their civic functions. Expenses are separate and additional to annual fees.

**Facilities** - Equipment and services that are provided by councils to Councillors to enable them to perform their civic functions with relative ease and at a standard appropriate to their professional role as Councillors.

**Functions of civic office/civic functions** - Functions that Councillors are required to undertake to fulfill their legislated role and responsibilities for the council that should result in a direct benefit for the council and/or for the local government area.

**Policy** – shall mean the “This policy and associated documents”

**Regulation** – shall mean the Local Government (General) Regulations 2005

## **6. Making and Adoption of the Policy**

This policy is made and adopted in accordance with the requirements of the Local Government Act, Chapter 9, Part 2, Division 5, Sections 252 – 254 and the Local Government (General) Regulation 2005.

## **7. Payment of Expenses**

### **7.1 Payment of expenses generally**

All payments made to Councillors will be by direct deposit into their nominated bank account. Payments will be made on a monthly basis. It is not appropriate or lawful for councils to pay general allowances unrelated to actual expenses incurred, therefore all claim for expenses must be reconciled on the appropriate form.

The minimum and maximum annual fees payable to Councillors and the Mayor are set by legislation and are subject to review by the Office of Local Government Remuneration Tribunal before the 1 May each year. The fees are applicable for the period 1 July to June 30. Accordingly, the annual fees paid by Council shall be determined at the June Council meeting following consideration of the recommendations from the tribunal, to apply from 1 July to 30 June each year.

Council will report separately on the total cost of expenses and the provision of facilities for the Mayor and all Councillors, as well as individual expenses detailed in the Office of Local Government Guidelines issued October 2009 and as amended from time to time.

Councillors must make a claim for reimbursement of expenses in accordance with this policy within one month following the incurrence of the expense.

### **7.2 Claim Forms**

The General Manager will authorise all claims for travelling and expenses that are in accordance with this policy. Claims must be made in writing in on the approved form. All reimbursements are subject to the provision of receipts.

### **7.3 Payments in advance**

Councillors may request a payment in advance in special circumstances in anticipation of expenses to be incurred in attending conferences, seminars and training away from home. This request must be in writing and be considered by the General Manager under the guidelines of this policy. Councillors may also request an advance payment for the cost of any other service or facility covered by this policy.

Councillors must fully reconcile all expenses against the cost of the advance when they return within 30 days of the date of the advance. Failure to produce reconciliation within the time frame will see adjustments made to the next councillor monthly payment.

#### **7.4 Establishment of Monetary Limits and Standards**

Identifying and publishing monetary limits allows members of the public to know the expected cost of providing services to Councillors and to make comment during the public consultation phase of making or amending the policy. It also avoids situations where councillors incur costs that are unforeseen or considered unreasonable by other councillors and the public.

Where practical and appropriate this policy sets out the monetary limits for all the expense provisions available to Councillors and establishes the standards for the provision of facilities and equipment to be provided to Councillors.

#### **7.5 Accompanying person's expenses**

- a) **Council sponsored dinners, receptions or similar organised official functions** - Council will meet the actual cost of meals and refreshments of authorised persons and the cost of accompanying person/s, (as described in the definitions)
- b) **Local Government NSW Association Annual conference** – Council will meet the actual costs for the authorised person/s for registration in attending the annual conference and for the official person and accompanying person for the official dinner. Where Council has authorised the attendance of an accompanying person at an official function, the travel expenses, additional accommodation expenses and any optional personal tours for the accompanying person shall be the personal responsibility of the Councillor.

#### **7.6 Specific expenses for Mayors and Councillors**

- a) Where it is necessary and approved by Council, the Mayor, or General Manager, for an authorised person to stay overnight, Council will provide overnight accommodation and breakfast.
- b) In the event of a Council meeting concluding at such time that the Councillor is unable to travel to his /her normal place of residence, being greater than 40kms from the meeting place, in daylight hours, or the Councillors is required to attend another authorised function in the same area on the following day, then Council will pay for overnight motel accommodation and breakfast.
- c) If an elected member who is not an elected delegate of a committee chooses to attend a Committee meeting to gain background information on a matter then this elected member should be able to claim travel expenses as otherwise provided in the policy (as though they were a delegate)
- d) Where meals are not included as part of the accommodation, function, or registration fee, the authorised person shall be responsible for the cost of meals and be entitled to reimbursement of actual costs up to the limits prescribed in the attached monetary upper limits table.
- e) Out of pocket expenses – Expenses in this category may include but are not limited to:
  - Reasonable telephone, facsimile or internet usage
  - Tolls
  - Parking fees

The following expenses will not be reimbursed and are the responsibility of the individual councillors.

- Alcohol other than alcohol consumed with a meal.
- Cigarettes

## 8. Attendance at seminars and conferences

Requests for attending conferences should generally be in writing outlining the benefits to Council. On the return from any seminar or conference a councillor or a member of staff accompanying the councillor should provide a written report to Council on the relevant aspects of the conference. No written report is required for the annual conferences of the Local Government and Shire Association.

All approvals for discretionary trips and attendances at conferences made under this policy shall be made by resolutions of the Council or jointly by the Mayor, and the General Manager. If the Mayor requires approval it should be given by the deputy mayor, or another Councillor and the General Manager.

All attendances approved by the Mayor, and the General Manager must be notified to Council in a Mayoral Minute at the next Council meeting for confirmation.

The conferences to which this policy applies shall be confined to:-

- Local Government & Shires Association of NSW
- Australian Local Government Association (ALGA) and special one-off conferences called or sponsored by any one of these associations.
- Annual LGPRO forum held in conjunction with the Local Government NSW Association Conference.
- Regional Organisations of Councils and Joint Organisation conferences and meetings
- Conferences, meetings and sessions which further the training and development efforts of the Council and of Councillors, or which relate to or impact upon the Council's functions.
- Conferences or meetings of organisations or bodies to which a Councillor has been elected, or appointed as a delegate or member of the Council.
- Where an Elected member of Council, or a member of the public is appointed by a Minister of the Crown, Council, will upon request consider the level of assistance to be provided to the individual.

## 9. Training and development expenses

Training offered which relates to the professional development of the Councillor and approved by Council will have the expenses be met by Council. Expenses will be confined to registration fees and the provision of travel and expenses as outlined within this policy and monetary table.

Council encourages Councillors to attend Councillor Development (training) courses and other accredited training programs. Council's Delivery program states that each councillor is required to attend at least one development program annually and provision is made in the Council's budget for training and educational expenses incurred by Councillors. These expenses support and encourage an active learning process and skills development in addition to attending seminars and conferences related to Council functions.

## 10. Local travel arrangements and expenses (within LGA area)

All travel by Councillors should be undertaken by taking the most direct route, the most practicable and economical mode of transport subject to any medical considerations while having regard to availability, time and cost effectiveness.

Council will reimburse the payment of travelling costs for authorised persons whilst travelling in a private vehicle from their place of residence to a place of meeting

within Snowy Valleys area to a maximum of the rate specified from time to time in the for the current Local Government State Award.

Councillors wishing to extend their stay in a destination they have visited for council purposes, or to travel to an alternative location either before or after Council business, will require the prior approval of the Mayor (or the Deputy Mayor in the case of a claim by the Mayor) and General Manager. In such instances Councillors should recognise that the Council's responsibility for their travel ends when the business activity ends and not when they return home. Any additional costs incurred following the completion of the business activity, including accommodation, are not considered to be reimbursable expenses.

#### **11. Travel outside the LGA area including interstate travel**

All travel by Councillors should be undertaken by taking the most direct route, the most practicable and economical mode of transport subject to any medical considerations while having regard to availability, time and cost effectiveness.

- (a) A Council car will be provided where practical for meetings or delegations outside Snowy Valleys Council area. The driver will be responsible for any parking or traffic fines.
- (b) Where a Council car is not available, or it is not economical to use a Council car, Council will reimburse the actual cost of fares, fuel, oil etc. to a maximum of the equivalent kilometre rate specified for the use of private vehicles as specified in the Local Government State Award, or its successor.
- (c) If a meeting finishes such that the councillor is unable to travel home in daylight hours then overnight accommodation is suitably authorised.
- (d) If more than 8 hours driving is involved then an overnight stay is considered reasonable.
- (e) Where appropriate, travel may be provided by air (economy class). All travel should occur by the most economical and productive means and route possible (subject to any medical requirements/conditions).
- (f) Costs of vehicle hire, taxi fares, public transport, road tolls or parking costs which are reasonably incurred while attending Council businesses will be reimbursed by Council subject to the monetary table limits.
- (g) Council is not responsible for the cost of any breakdowns or damage to a Councillors vehicle as a result of such travel. Such costs are the Councillors responsibility. Council will not pay any claim for accidental damage to a Councillors private vehicle.

#### **12. Overseas Travel**

Council will not approve international visits unless direct and tangible benefits can be established for the council and the local community. A detailed proposal for overseas travel should be developed, including nomination of the Councillor(s) undertaking the trip, the purpose, expected benefits, duration and the approximate total cost including any contributions to be funded by the Councillors or employees.

Overseas travel must be approved at a full Council meeting through a report prior to a Councillor undertaking the trip. Travel proposals providing the above details will be included in Council Agenda Papers.

Council will not allow the retrospective re-imbusement of overseas travel expenses unless prior authorisation of the travel has been obtained.

After returning from overseas, Councillors, or an accompanying member of council staff, will provide a detailed written report to a Council meeting within 2 months on the aspects of the trip relevant to council business and/or the local community.

If an overseas trip is to be sponsored by private enterprise, ICAC guidelines and reporting structures shall be followed.

Details of overseas travel will also be included in Council's Annual Report as required by the Regulation.

### **13. Limitations:**

Payment of travelling expenses will not be made where: -

- (a) The person making the claim is not responsible for meeting the cost of travel.
- (b) For travel in excess of the distance from the normal place of residence and return.
- (c) Travelling to meetings, other than meetings of the Council and Council standing committees at which the authorised person is not a delegate of the Council or acting delegate when delegate is not available, unless attending to Council's official business duly authorised by Council, the Mayor, or General Manager.

### **14. Additional Mayoral expenses and facilities**

The Mayor will be entitled to receive the benefit of the following:-

#### **Telephone costs and expenses**

The Mayor will be issued a Council owned mobile phone, and will receive rental and call subsidy and is permitted to use the telephone for private calls under the provisions of Council policy.

Council vehicle – a vehicle will be allocated to the Mayor through a leaseback arrangement that includes private use. This leaseback arrangement will be managed in accordance with Council's Motor Vehicle Policy.

Council will supply a printer/scanner to the Mayor if requested.

Supply of equipment to the Mayor will be subject to the following conditions:

The Council shall:

- Meet the capital cost of acquisition of the equipment.
- Meet the cost of any maintenance/servicing of the equipment including any service call charge.
- The Mayor shall be responsible for the good care and proper use of such equipment and to promptly report any faults, malfunctions or needs for service/repair to Council.

All equipment provided to the Mayor under this policy shall remain the property of the Council and be returned in good condition to the Council upon the Mayor ceasing to hold office.

Council will also supply adequate clerical support to assist the Mayor in carrying out his/her civic duty.

### **15. Insurance expenses and obligations**

The Mayor and Councillors will receive the benefit of insurance cover to the limit specified in Council's insurance policies for the following:-

**Personal Accident** - Personal accident and sickness whilst the insured person is engaged in or on any activity directly or indirectly connected with or on behalf of the Council including whilst travelling directly to and from such activity. Personal accident insurance also provides specified benefits for lost income arising from total disablement, and partial disablement. The Policy also provides limited cover for a Councillor's accompanying partner/spouse. The cover does not include medical expenses.

**Councillors' and Officers' Liability** - (Including Employment Practices Liability) Applies to cover expenses incurred by Councillors in respect of claims made against them for any alleged wrongful acts arising out of their official capacities (but excludes cover for statutory penalties (see below).

**Statutory Liability** - Applies to cover penalty and defence costs payable by Councillors to any regulatory authority pursuant to any Act for a (not deliberate) wrongful statutory breach, whilst acting within the scope of their duty.

**Industrial Special Risk - Personal Effects - Council Premises** - Councillors are covered for limited loss or damage of personal effects stored on Council's premises, subject to the terms and exclusions of the Council's Industrial Special Risks Policy and an excess to be paid by Council.

**Commercial Motor Vehicles Policy – Personal Property; Travelling** - Councillors are provided with limited cover for personal property and private baggage, whilst travelling on authorised Council business. A number of restrictions and sub-limits apply.

Indemnity of each insured person(s) (Mayor/Councillors) for all costs, charges, expenses and defence costs but **excluding fines and penalties** incurred in relation to any **prosecution** (criminal or otherwise) of any insured person(s), attendance by any insured person(s) at any official investigation, examination, inquiry or other proceedings ordered or commissioned during the period of insurance by any official body or institution that is empowered to investigate the affairs of the Council by reason of any **wrongful act** wherever or whenever committed or allegedly committed by the insured person(s) in their capacity as insured person(s), BUT subject to any limitations or conditions set out in the policy of insurance which is, at the direction of the Council.

#### **16. Care and other related expenses**

Reasonable Carer's expenses incurred by Councillors while attending a Council or committee meeting will be reimbursed by Council. Councillors seeking to use an approved child care or respite care facility should notify the General Manager in writing prior to the making of any arrangements. Claims must be accompanied by a receipt from the accredited care provider showing the time care was provided and details of the reason care was needed on such an occasion.

#### **17. Legal expenses and obligation**

Legal Assistance for the Mayor and Councillors is subject to a written application and Council resolution. Legal assistance may be provided to the Mayor and Councillors in the event of an enquiry, investigation or hearing, into the conduct of a Councillor, providing that the councillor is defending an action arising from the performance in good faith of a function under the Local Government Act (section 731) or defending an action in defamation, provided that the outcome of the legal proceedings is favourable to the councillor. Legal assistance may be provided to the Mayor and Councillors in the event of an enquiry, investigation or hearing, into the conduct of a Councillor by:



- The Independent Commission against Corruption;
- The Office of the Ombudsman;
- Office of Local Government;
- The Police;
- The Director of Public Prosecutions; or
- The Local Government Pecuniary Interest Tribunal and Disciplinary Tribunal
- Council's Conduct Review Committee/Reviewer.

Any such legal assistance will be provided to the Mayor and Councillors in respect of legal proceedings being taken against them, arising out of or in connection with the Mayor and Councillor's performance of their civic duties or exercise of their functions as a Mayor or Councillor.

The amount of such reimbursement shall be reduced by the amount of any moneys that may be or are recouped by the Mayor or Councillor on any basis.

In accordance with Circular No. 05/08 issued by the Office of Local Government:

*In the particular circumstances outlined below, Council will indemnify or reimburse the reasonable legal expenses of:*

- (a) *a councillor defending an action arising from the performance in good faith of a function under the Local Government Act (section 731 refers); or*
- (b) *a councillor defending an action in defamation provided the statements complained of were made in good faith in the course of exercising a function under the Act; or*
- (c) *a councillor for proceedings before the Local Government Pecuniary Interest and Disciplinary Tribunal or an investigative body provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the Tribunal or investigative body makes a finding substantially favourable to the councillor.*

Council will not meet the costs of an action in defamation taken by a councillor or council employee as plaintiff in any circumstances.

Council will not meet the costs of a councillor or council employee seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.

## **18. Superannuation Contributions**

In accordance with the Australian Taxation Office Interpretative Decision 2007/205, Council may enter into an arrangement with a Councillor under which the Councillor agrees to forego all or part of their annual fee in exchange for the Council making contributions to a complying superannuation fund on their behalf.

## **19. Provision of Facilities**

### **19.1 Provision of Facilities Generally**

Councillors are entitled to receive the benefit of the following facilities generally:-

- Each Councillor will be provided with appropriate stationery to carry out their civic duties
- Each councillor will be issued with a name badge bearing the Council logo
- Business Cards

Other reasonable provision of facilities, equipment and services may be:  
Protective clothing and equipment – refer Council Policy.

Reasonable refreshments associated with Council and Council Committee meetings, and meetings of the Mayor or Councillors with Parliamentary representatives, visiting dignitaries and other delegations.

Council will provide food and beverage at Council and Committee meetings as determined by the Mayor or General Manager. Council will provide food and beverage, as necessary, when hosting meetings, civic receptions, citizenship ceremonies and other appropriate conference meals and civic events.

Where not otherwise indicated all other expenses (e.g. postage and telephone etc.) or facilities not specifically mentioned in the policy are not provided by Council as they are not considered to be reasonable and appropriate by Snowy Valleys Council.

### **19.2 Private Use of Equipment and Facilities**

Councillors should not generally obtain private benefit from the provision of equipment, general allowance, services and facilities. However it is acknowledged that incidental use of council equipment and facilities may occur from time to time. Where substantial private use has occurred, section 252 of the Act provides for payments to be made by Councillors to cover the level of private use. Councillors are required to report to the General Manager any significant private use of Council facilities immediately. The amount of reimbursement to Council by the Councillor will be considered in accordance with the extent of personal use and the value of the benefit, on a case-by-case basis.

Councillors should be mindful of the provisions in the Code of Conduct about Council Resources to ensure that councillor expenses and facilities are not used inappropriately.

### **19.3 No Use of Council Resources for Political Purposes**

Council facilities, equipment and services, such as printers are not to be used to produce election material or for any other political purpose. A person's re-election is considered to be a personal interest. Official council material such as letterhead, publications, websites as well as council services and forums must not be used for such personal interests.

## **20. Gifts and Benefits**

In circumstances where it is appropriate for councillors to give a gift or benefit (for example, on a council business related trip or when receiving visitors), these gifts and benefits should be of token value and in accordance with the Snowy Valleys Council Gifts and Benefits policy and procedure SVC-EXE-PO-009-01.

## **21. Technology**

Council will provide Councillors with a Council specified standard tablet or iPad with internet access.

- The Councillors may be provided with an electronic tablet with specification and configuration necessary to access and utilise appropriate Council systems
- Councillors will be provided with an appropriate induction in the use of the provided equipment
- Internet access
- Usage of all Council provided technology requires compliance with Council's Use of Communication devices Policy. Councillors will be required to endorse

a copy of the policy indicating that they have read the contents and agree to comply with the policy. Any alleged breach will be referred to the General Manager for appropriate action.

- Council will provide support services during the hours of 8.30am to 5pm, to assist Councillors in resolving operational issues. Such support will only relate to Council related services and applications. Non Council related applications will not be installed.

## 22. Material to be available in the Meeting Room to include;

- Local Government Act, 1993 and related legislation (Electronic)
- Environmental Planning and Assessment Act (Electronic)
- Council's Code of Conduct
- Other reports and publications as are required.

## 23. Reporting requirements

For the purposes of section 428 (2) of the Act, an Annual Report of a council is to include the following information:

- (a) Details (including the purpose) of overseas visits undertaken during the year by councillors, council staff or other persons while representing the council (including visits sponsored by other organisations),
- (b) details of the total cost during the year of the payment of the expenses of, and the provision of facilities to, councillors in relation to their civic functions (as paid by the council, reimbursed to the councillor or reconciled with the councillor), including separate details on the total cost of each of the following:
  - (i) the provision during the year of dedicated office equipment allocated to councillors on a personal basis, such as laptop computers, mobile telephones and landline telephones and facsimile machines installed in councillors' homes (including equipment and line rental costs and internet access costs but not including call costs),
  - (ii) Telephone calls made by councillors, including calls made from mobile telephones provided by the council and from landline telephones and facsimile services installed in councillors' homes,
  - (iii) The attendance of councillors at conferences and seminars,
  - (iv) The training of councillors and the provision of skill development for councillors,
  - (v) interstate visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses,
  - (vi) Overseas visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses,
  - (vii) the expenses of any spouse, partner or other person who accompanied a councillor in the performance of his or her civic functions, being expenses payable in accordance with the *Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors for Local Councils in NSW* prepared by the Director-General from time to time,

- (j) Expenses involved in the provision of care for a child of, or an immediate family member, of a councillor, to allow the councillor to undertake his or her civic functions.
- (k) Additional information as required by the Local Government (General) regulation 2005.

#### **24. Disputes**

Any disputes that arise about in relation to this policy will be resolved as follows:

1. With the Councillor and the General Manager, if unresolved,
2. The Mayor , if unresolved,
3. A report will be presented to full Council for consideration.

#### **25. Breaches and Sanctions**

Any breaches of this Policy will be referred to the General Manager for appropriate action.

### **Responsibilities**

#### **Councillors**

Are responsible for submitting claims and other document as required by this policy and associated documents.

#### **General Manager**

Is responsible for the reporting of the requirements of this policy to Council.

- Ensuring all delegates reports are presented to Council.
- Ensuring that the Councillors expenses and facilities policy is reviewed annually in time for the reviewed document to be submitted to the Office of Local Government no later than November 30, each year.
- Ensuring compliance with this policy

### **Associated Documents:**

**External:** OLG Guidelines for payment of expenses and provision of facilities  
OLG circular to Councils  
ICAC publications

**Internal:** Council code of conduct  
Claim for Expenses form

**Policy adoption/amendment Author:** General Manager, Director of Internal Services and Corporate Support Officer

**Superseding Policy No. and Title:**

Payment of Expenses and the Provision of Facilities to Administrator and Committee members – SVC-CLR-PO-002-01

**History**

<b>Version Number</b>	<b>Created /Amended Date</b>	<b>History Log</b>	<b>Resolution Number</b>	<b>Resolution Date</b>
1		Adopted Ordinary Council Meeting	M87/16	25/08/2016
2	15.8.2017	Amended for election of Councillors 2017		
		Adopted Ordinary Council Meeting for Public Exhibition	M134/17	24/08/2017

Doc Ref	Section Information	Expense facility/type	Refund basis	Upper Limit amount	Comment
7.1	Mayor/ Councillor fees	Monthly fees	Monthly	Range set by legislation. Amount set by Council resolution	Claims are to be made within 1 month of attending the meeting and be on an approved claim form submitted to the GM for approval.
7.5	Council meetings	Accommodation and breakfast	Monthly	Reasonable costs	Subject to limitations in point 7.5 of the policy.
7.3	Training for Mayor and councillors	Registration fees and attendance costs	Actual	\$10,000 annually inclusive of all Councillors ? just registration Mayor – 15K, DM 12K	Annual upper limit for training expense for all Councillors contained in Council's adopted Management Plan. Includes all costs related to conference & seminar attendance
		Registration costs	Actual	\$1000 per registration	Includes costs relating to official council functions, inspections, conferences subject to policy guidelines in point 1 of the policy.
		Accompanying person expenses	Nil	\$1000 per occasion	Subject to policy points 6, 7, 4.
		Accommodation	Actual	Capital City: \$ 300 per day Other: \$ 200 per day	Travel, additional accommodation and optional tours are individual councillor's responsibility
8	Conferences and seminars	Out of pocket expenses	Actual	Reasonable costs	Limits are determined by the location and availability of accommodation
					Out of pocket expenses – Expenses in this category may include but are not limited to: <ul style="list-style-type: none"> <li>▪ Reasonable telephone, facsimile or internet usage</li> <li>▪ Tolls</li> <li>▪ Parking fees</li> </ul> The following expenses will not be reimbursed and are the responsibility of the individual councillors. <ul style="list-style-type: none"> <li>▪ Alcohol – except for beverages consumed with meals – refer below</li> <li>▪ Cigarettes</li> </ul>
		Meals not covered in registration	Actual to upper limit	<b>Capital City:</b> B/fast = \$50.00 per day Lunch = \$80.00 per day Dinner = \$100.00 per day <b>Other:</b> B/fast = \$30.00 per day	Reconciliation and documentation must be supplied to recoup payment.

Adopted:  
Reviewed:

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Doc Ref	Section Information	Expense facility/type	Refund basis	Upper Limit amount	Comment
				Lunch = \$50.00 per day Dinner = \$100.00 per day	
		Air travel	Actual	Economy only	Where appropriate, travel may be provided by air (economy class)
		Taxi	Actual	\$100.00 per day	
		Bus	Actual	\$50.00 per day	
		Parking	Actual	\$50.00 per day	
10	Travel	Hire Car	Actual	Actual cost	actual costs when air travel is not available
11		Use of private motor vehicles	Actual	Per km allowance as defined in LG state award to a maximum of	Subject to provisions of point 11 of the policy Refer to clause 13 Local Government State Award, (a) Under 2.5 litres Currently 0.68 p.km. (b) 2.5 litres and over Currently 0.78 pkm.
		Overseas Travel		<b>Not available unless special approval granted by Council</b>	
15.1	Telephone costs and Expenses	Mayors mobile	Actual	All calls excluding private calls	Private calls as determined under policy TSC-COR-PO-053 Staff Communications Policy
		Mayor's home phone	Actual	Rental plus calls up to \$40 per month	
12	Care and other related expenses	Personal care or child care	Actual up to limit	\$65 per day 4 hours. Maximum \$1560.00 per annum	
	Computer technical support	Maintenance	Met by Council	Council-supplied equipment.	
14	Council vehicle for mayor			As determined by Fleet	Leaseback payment will be determined at a rate that ensures costs of the vehicle are covered

**Note:** This table will be reviewed annually as required by the LGA Act.

<b>Facility</b>	<b>Mayor</b>	<b>Councillors</b>
Meeting rooms	Available – within normal business hours	Available – within normal business hours
Annual diary	Available	Available
Business Cards	Available	Available
Writing materials for use at meetings	Available	Available
Scanner/Printer (3-in-1)	Available	Not available
Laptop computer/electronic tablet	Available	Available
Vehicle Use	Available under leaseback arrangement	Vehicle provided for Council business
Secretarial and Administrative support	If requested	As approved by the General Manager
Corporate clothing	Within guidelines of Council policy	Within guidelines of Council policy
Mobile Phone	Available	Not available
Credit card	Not available	Not available
Name badges	Available	Available





**COUNCILLOR'S EXPENSES CLAIM FORM**

Monthly Mayoral Allowance \$ \_\_\_\_\_

Monthly Councillor Fees \$ \_\_\_\_\_

**Expenses incurred on authorised Council Business:**

Date	Expense description – travel, meals etc.	Reason	Receipt Attached Y / N	Amount

**Vehicle Expenses:**

- Vehicle less than 2.5 litres @ 68 cents per kilometre
- Vehicle greater than 2.5 litres @ 78 cents per kilometre

Date	Purpose	Kms	Amount

**TOTAL AMOUNT** \$ \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

\_\_\_\_\_ **Date**...../...../.....  
**Authorised by General Manager**