

TITLE

C102 PAYMENT OF EXPENSES & THE PROVISION OF FACILITIES TO THE MAYOR, COUNCILLORS

DEPARTMENT

Corporate Services

POLICY DIRECTIVE

To provide and regulate the reimbursement of travel accommodation and sustenance expenses of Councillors and other authorised persons.

HISTORY

This policy relates to the Code of Conduct adopted by Council on 11th December, 2001 and in particular clause 5 which deals with Council Property, travelling & Sustenance expenses and the use of Council facilities , funds staff and equipment. The policy must be read in conjunction with policy C150 National and State Conferences – Council Staff and Councillors

Council Resolution No 208/02 adopted at the Ordinary Meeting of Council on 21 May 2002.

Amended Council Resolution No 237/03 at the Ordinary Meeting of Council on 17 June 2003.

POLICY

Definitions:

“**Authorised Functions**” Meetings and conferences of the local Government Association of Tasmania, meetings and conferences of professional associations, civic receptions and other functions approved by the Council.

Travelling Expenses :

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 committees unless the Councillor has been appointed by the Council as a delegate or representative of the Council at that meeting or is attending to Council's official business duly authorised by Council.

Travelling within the Council Area:

Council will reimburse the Payment of travelling costs for Councillor whilst travelling in a private vehicle from their place of residence to place of meeting on King Island to a maximum of the rate specified from time to time in the Municipal Officers Award.

Travelling outside of Council's area:

- (a) Council will meet the cost of commercial air travel and hire car expenses.
- (b) Where a Councillor chooses another mode of transport, then Council will reimburse out of pocket expenses up to amount determined by reference to the equivalent cost of commercial air travel, private car kilometre rates as provided or hire car expenses.
- (c) The Council may, when costs or circumstances justify, authorize the chartering of aircraft for transport to meetings, deputations etc and Council will meet the cost thereof.

Expenses - accommodation, meals etc:

- (a) Where it is necessary for a Councillor to stay overnight, Council will provide overnight accommodation and meet the cost of meals and other out of pocket expenses on production of substantiated claims including receipts or other documentation to indicate that the costs were incurred in relation to travel for Council business.
- (b) Where documentation by way of receipts etc is not readily available for meal and incidental expenses the following limits as derived from Taxation ruling TR 2001/4 shall apply:

Food and Drink: \$99 per day comprising Breakfast \$18, Lunch \$26, Dinner \$36 and Incidentals \$19. (The incidentals allowance is associated with additional cost for living away from home and is only payable where overnight accommodation is required)
- (c) Council will meet the reasonable cost of travel to and from airport and venues within the city as well as highway road tolls.
- (d) Council sponsored dinners, receptions or similar organised functions - Council will meet the actual cost of meals of the Councillor.

Claim Forms :

The General Manager shall arrange for the prepayment of allowances where appropriate and shall authorise all claims for travelling and expenses that are in accordance with this policy. Claims must be made in writing in an approved form.

Reporting

To keep all Councillors better informed a written report should be submitted to Council, where appropriate on deputations attended by Councillors.

Facilities for Mayor and Councillors

- (a) Council will supply facsimile/answering machine, mobile phone and telephone service to the residence of the Mayor if requested and will meet the phone rental charges, equipment costs and up to \$6,000 in call costs per annum.
- (b) Where not otherwise indicated all other expenses (eg postage, home office and telephone etc) or facilities not specifically mentioned in Council policy or the Local Government Act are deemed to be met by the individual Councillor's annual fees.
- (c) Council will provide the Mayor with access to a computer for the purposes of fulfilling his duties as Mayor.

Annual Fees

The annual fees payable to Councillors, Mayor and Deputy Mayor were set by the Local Government Elected Members Allowances Board of Inquiry 2000 and are paid monthly in arrears along with any amounts due for other travelling or expenses.