	<b>COUNCIL POLICY</b>	<b>POLICY NUMBER</b>
	COUNCILLOR EXPENSES AND FACILITIES	C 016
		<b>RESPONSIBLE OFFICER</b>
		General Manager

## 1.0 POLICY STATEMENT

1.1 In accordance with Schedule 5 of the *Local Government Act 1993*, Councillors are entitled to reimbursements in respect of expenses incurred in carrying out the duties of office.

## 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 GST requirements and shall be submitted on the claim form (attached), along with any receipts 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 carry out 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 Local Government Association of Tasmania (LGAT) 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; and
  - (f) upon inspections or business as arranged by the General Manager.

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(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 a 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 and receipts attached where applicable. The following amounts can be claimed per day;

1. Breakfast - \$22.30
2. Lunch - \$25.00
3. Dinner - \$43.00


#### 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) Council will provide all current elected members an iPad to receive emails and have internet connection.

(iii) Clauses 4.3(i) and (ii) do not relate to the production, postage or preparation of material relating to individual Councillors election campaigns.

(iv) 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 allowance payable monthly in arrears.
- (ii) The annual allowance 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 Allowance 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; and
  - (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.
- (ii) The General Manager should endeavour to refer the matter without disclosing the identity of the individual who submitted the claim.

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- (iii) Notwithstanding, the General Manager should exercise discretion in resolving claims for expenses or other arrangements to suit the applicant.

This policy was approved at the ordinary Council meeting held on 27 February 2019, resolution number 14/02.2019/C.



**Kim Hossack**  
**Acting General Manager**

Policy Developed – September 2011  
 Policy Approved – September 2011  
 Policy reviewed – November 2014  
 Policy reviewed – September 2016  
 Policy reviewed – February 2019  
 Policy to be reviewed – February 2021

**Disclaimer**

That this policy be read in conjunction with any or all other Council and/or Management Policies

# EXPENSE REIMBURSEMENT FORM

<b>NAME</b>	
<b>POSITION</b>	
<b>DATE</b>	
<b>CLAIM DESCRIPTION</b>	

Item Description	Why was the purchase made?	Amount
<i>e.g. Travel Reimbursement</i>	<i>LGAT Workshop in Launceston on 09.02.2019 400km x 0.68c</i>	<i>\$272.00</i>
<b>TOTAL</b>		

**APPROVAL** – Please attached all relevant receipts

<i>This claim is in accordance with authorised procedures</i>		<i>Authorised for expenditure</i>	
<b>NAME</b>		<b>NAME</b>	
<b>CLAIMANTS SIGNATURE</b>		<b>AUTHORISING OFFICER SIGNATURE</b>	
<b>DATE</b>		<b>DATE</b>	