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## COUNCILLOR ALLOWANCES AND EXPENSES GUIDELINE

### REFERENCES & RELATED DOCUMENTS

CP003 Councillor Allowances and Expenses Policy

### RATIONALE / BACKGROUND

The *Local Government Act 1993* at Schedule 5, states:

1. *Expenses*

(1) *A Council, on or before 1 January 2006, is to –*

- (a) *adopt a policy in respect of payment of expenses incurred by councillors in carrying out the duties of office; and*
- (b) *make a copy of the policy available for public inspection.*

(2) *A Councillor is entitled to be reimbursed for reasonable expenses in accordance with the policy adopted under subclause (1) in relation to –*

- (a) *any prescribed expenses; and*
- (b) *any other expenses the council determines appropriate.*

2. *Loan of services, facilities and equipment*

*A Council may decide to provide support services, facilities and equipment on loan to a Councillor on any conditions it considers appropriate.*

### Travelling Expenses

The Council will pay/reimburse a Councillor for necessary out-of-pocket expenses incurred for their conveyance in travelling from his/her place of residence to discharge their functions as a Councillor in respect of the following:

- to and from the formal meetings of Council, Council Group Discussions/Workshops or a meeting of any Committee to which the Councillor has been appointed to as a representative of Circular Head Council, or for any other meeting where the Councillor has been delegated or authorised by Council to attend;
- upon inspections or business within the Council area, provided such inspection/s are undertaken in accordance with a resolution/s of the Council that the Councillor is to attend;
- attendance at any seminar/conference in compliance with a resolution of Council, or as authorised by the Mayor and General Manager;
- attendance by invitation, to any meeting of a local community organisation.

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The payment shall be provided by way of the kilometres travelled, multiplied by the State Public Service Sector Mileage Allowance.

A Councillor shall not be entitled to be reimbursed for travel or other expenses where the expense would otherwise have been incurred as a result of private business.

### **Meal Allowance**

Meals will be provided when attending meetings of Council or Councillor Workshops when the timing of such meetings require this provision.

For attendance upon inspections or upon business of Council, out-of-pocket expenses will be reimbursed upon presentation of a claim for payment, with supporting evidence of expenses attached.

### **Provision of Electronic Device**

Councillors will be provided with an iPad for the receipt of documents and information.

### **IT Consumables and Telephone Rental**

The Council will provide to Councillors an annual payment of \$750 per year to cover out of pocket IT consumables and telephone rental.

The Mayor may be provided with a mobile phone for use on Council related business.

### **Internet access and downloads**

Councillors will be provided with an allowance of \$180 per year for internet access and downloads.

### **Insurance**

The Council will provide the following insurance cover for the Mayor, the Deputy Mayor and Councillors:

- Group Personal Accident - On the lives of Councillors & their accompanying spouses/partners whilst undertaking travel on Council activity.
- Councillors (Directors) Liability - The Councillors of the Council against loss arising from claim(s) made against them during the period of insurance by reason of any wrongful

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act committed or alleged to have been committed by them in their capacity as Councillor.

- Corporate Travel - Provided in connection with a journey that must include overnight accommodation or travel to a destination more than 50 kilometres.
- Motor Vehicle - Vehicles owned by Councillors whilst being used on the business of the Council.

### Corporate Attire

The Council will provide to each Councillor as an initial issue a suit jacket, affixed with the Circular Head Council logo, corporate tie/scarf and a business shirt/blouse. Items shall be replaced on a fair wear and tear basis at the discretion of the General Manager.

### Councillors Allowance

In accordance with section 340A of the *Local Government Act 1993* the General Manager is obliged to pay Councillors the prescribed allowances. The Act states:

1. A Councillor is entitled to prescribed allowances;
2. A Mayor and Deputy Mayor are entitled to prescribed allowances in addition to any allowances referred to in subsection (1);
3. A Councillor, Mayor or Deputy Mayor may decide not to receive part or all of an allowance;
4. A decision under subsection (3) is to be by written notice to the General Manager of the relevant Council.

The Council is required to pay allowances in accordance with regulation 42 of the *Local Government (General) Regulations 2015*. The annual allowance cannot exceed such amounts as may be determined from time to time by the Local Government Remuneration Tribunal.

The Council has not elected to be recognised as an 'eligible local governing body', and therefore the allowances payable are not considered to be payment of a salary or wage. Determination of disclosure(s) for taxation purposes are a private matter for each individual Councillor.

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### **Claim for Expenses**

Claims for travelling expenses, allowances and reimbursement of out-of-pocket expenses incurred in accordance with this policy shall be made to the General Manager no later than one month following the conclusion of the financial year that the expense has been incurred and shall be submitted on the required claim form.

Where, in the opinion of the General Manager, a question arises as to whether a claim for reimbursement of expenses is ineligible under this policy, or the claim appears unreasonable or does not serve the interests of Council, the General Manager may refer the matter to Council for decision and policy guidance.

The General Manager should endeavour to refer the matter without disclosing the identity of the individual who submitted the claim.

### **Mayoral Motor Vehicle**

As a matter of policy Council determines to make available a motor vehicle for use by the Mayor. The Mayor can use this vehicle for any purpose within the municipal area and for bona fide Council business outside of the municipal area. The vehicle is to be garaged at the Mayor's residence.

Other Councillors with the consent of the Mayor can arrange to use the vehicle if required to attend meetings/seminars/functions on behalf of the Council. Arrangements for the use of the vehicle are to be made with the Mayor.

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