	<b>POLICY NAME</b>		<b>Doc No C1-</b>	
	<b>ALDERMEN'S EXPENSES, ATTENDANCE AT CONFERENCES SEMINARS AND TRAINING AND RETIREMENT GIFTS.</b>		<b>VERSION</b> 4	<b>DATE</b> 26 JUNE 2007
<b>CONTROLLER:</b>	<b>APPROVED BY:</b>	<b>REVIEW DATE:</b>		
<b>GENERAL MANAGER</b>	<b>COUNCIL</b>	<b>1 JUNE 2010</b>		

## 1.0 Purpose

Schedule 5 of the *Local Government Act 1993* requires Council to adopt a policy in respect of payment of expenses incurred by Aldermen in carrying out the duties of the office.

An Alderman is entitled to be reimbursed for reasonable expenses in accordance with this policy in relation to:

- a) any prescribed expenses
- b) any other expenses the Council determines appropriate.

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

## 2.0 Objective

To determine expenses that may be appropriately be claimed by Aldermen in carrying out the duties of the office. To determine the support services, facilities and equipment that may be provided to Aldermen.

## 3.0 Scope

This policy covers all Aldermen related expenses including travel expenses, meal allowance, child care expenses, provision of facilities, private telephones and PDAs, insurance, conferences and seminars, Aldermen's allowances, claim for expenses and mayoral motor vehicle.

## 4.0 Policy

### Allowances and Expenses


#### 4.1 Travelling Expenses

4.1.1 The Council is to pay/reimburse an Alderman for necessary out-of-pocket expenses incurred in travelling to discharge their functions as an Alderman in respect of the following:

(a) To and from the formal meetings of Council, Council Workshops or a meeting of any Committee the Alderman has been appointed to, as a representative of Burnie City Council, or for any other meeting where the Alderman has been delegated or authorised by Council to attend.

(b) Upon business of the Council, outside the municipal area, in compliance with a resolution of Council.

(c) To and from the Annual Conference of the Local Government Association of Tasmania (LGAT) or to and from any meeting of the Cradle Coast Authority to which Council has

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appointed representatives.

(d) To and from any seminar/conference in compliance with a resolution or policy of Council.

Note:- For any travel outside the municipal area that exceeds 100km (return), Aldermen are first required to ascertain if Council can supply a vehicle for this travel before using their own vehicle.


- 4.1.2 The travel allowance payable will be the "Required User" rate specified in the Municipal Officers' (Tasmania) Award.
- 4.1.3 Clause 4.1 does not apply to travel, either inside or outside of the municipal area, where alternative arrangements are made for travel.
- 4.1.4 An Alderman 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**

- 4.2.1 For attendance at meetings of Council, Council Workshops or meetings of any committee of Council, which commence after 5.00pm, an evening meal may be provided.
- 4.2.2 For attendance upon inspections or upon business of Council either, inside or outside the Municipal area, out-of-pocket expenses will be reimbursed upon presentation of a claim for payment. A receipt should where possible be provided with the claim.

#### **4.3 Aldermen's Allowance**

- 4.3.1 The Council shall pay allowances for elected members in accordance with Regulation 42 of the *Local Government (General) Regulations 1993*.
- 4.3.2 Allowances will be paid on a monthly in arrears basis.
- 4.3.3 An Aldermen may determine not to receive all or part of a prescribed allowance. Notification of such a decision is to be provided to the General Manager in writing.

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#### **4.4 Claim for Expenses**


- 4.4.1 Claims for travelling expenses or reimbursement of out-of-pocket expenses incurred in accordance with this policy shall be made to the General Manager not later than three (3) months after the expense has been incurred and shall be submitted on the prescribed form. Claims are preferred on a monthly basis.
- 4.4.2 Where, in the opinion of the General Manager, a question arises as to whether a claim for reimbursement of expenses is eligible under this Policy, or the claim appears unreasonable or does not serve the interests of Council, the General Manager shall refer the matter to Council for decision and policy guidance.

**Note:-** Council is encouraged to regularly review and revise this Policy. It is incumbent upon the General Manager and Aldermen themselves to provide Council with this opportunity by referring claims, even historically accepted claims, to Council for Policy consideration. The General Manager should endeavour to refer the matter without disclosing the identify of the individual who submitted the claim.

#### **Provision of Facilities and Equipment**

##### **4.5 Provision of Facilities – City Offices**

- 4.5.1 Council will provide the Mayor, Deputy Mayor and Aldermen with secretarial support in respect of the typing and postage of correspondence in relation to discharging the function of an Alderman.
- 4.5.2 The Mayor, Deputy Mayor and Aldermen are permitted to use a dedicated office and telephone for calls and appointments in discharging the function of an Alderman.
- 4.5.3 If requested, an Alderman is to be provided with a facsimile machine by Council during their term of office. The machine is to be returned to Council at the conclusion of an Alderman's term of appointment.

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4.5.4 If requested, an Alderman is to be provided with a modern computer by Council during their term of office. The computer will have Internet access with associated costs to be paid by Council as a claim of expenses. The computer is to be returned to Council at the conclusion of an Alderman's term of appointment.

4.5.5 An Alderman is to be provided with a parking permit to be used whilst undertaking Council duties/business.

#### **4.6 Home office**

4.6.1 Council will reimburse the Mayor, Deputy Mayor and Aldermen for the cost of postage, journals/books, stationary etc provided that claims are submitted on the prescribed form together with receipts.

Note:- Council will reimburse up to \$25.00 without receipts.

4.6.2 Council will reimburse the Mayor, Deputy Mayor and Aldermen for the cost of capital items such as a desk, filing cabinet, briefcase etc, provided that claims are submitted on the prescribed form together with receipts. A maximum of \$1,000 in the first year of office and up to \$500 pa thereafter may be claimed.


#### **4.7 Telephones**

4.7.1 Council will reimburse the Mayor, Deputy Mayor and Aldermen for the cost of telephone rentals, the cost of a separate line for facsimile or computer and the documented calls attributed to their role as Alderman. (Where second lines are installed, all calls will be reimbursed on the dedicated Council line as calls associated with their function as Alderman.)

4.7.2 If requested, an Alderman is to be provided with a mobile phone or PDA in relation to discharging the function of an Alderman.

#### **4.8 Insurance**

4.8.1 Council will provide an insurance cover for the Mayor, Deputy Mayor and Aldermen against personal injury, whether fatal or not, arising out of or in the course of carrying out the function of an Alderman.

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## Conferences and Seminars


### 4.9 Conference and Seminars

- 4.9.1 The Council encourages Aldermen to attend conferences, seminars and training relevant to Local Government. When held within Tasmania, Aldermen are entitled to attend the ALGA National Assembly, the LGMA National Congress and the LGAT Annual Conference.
- 4.9.2 Attendance at any other conference, seminar or training within Tasmania and all conferences, seminars and training outside Tasmania requires a resolution of Council.
- 4.9.3 The Council will pay on or on behalf of Aldermen registration and out of pocket expenses, other than those paid in accordance with Clauses 4.1 and 4.2 of this policy, in respect of attendance at any seminar or conference, in compliance with a resolution or policy of Council and/or Clause 4.9.1.

## Mayor Motor Vehicle

### 4.10 Mayoral Motor Vehicle

- 4.10.1 As a matter of policy, Council will make available a suitable motor vehicle for use by the Mayor in the exercise of his/her duties and functions as Mayor. The vehicle is only to be used for bona fide Council business and it is to be garaged at the Mayor's residence if it is impracticable to house it at a Council office or Depot.
- 4.10.2 Aldermen 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 General Manager's Personal Assistant. Council may provide a staff vehicle where the Mayoral vehicle is not available.
- 4.10.3 All normal policies adopted for use of Council vehicles apply to the Mayoral or staff vehicle.

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#### 4.11 Retirement Gratuities

4.11.1 Retirement presentations for Elected Members should be in the form of a gift up to the value of \$250 for each four years of service up to a maximum of \$1,100.

## 5.0 Legislation

*Local Government Act 1993*, section 340A and Schedule 5  
*Local Government (General) Regulations 1993*, Regulation 42

## 6.0 Related Documents

**Responsibility** Director Corporate Services

**Minute Reference** 396

**Council Meeting Date** 26 June 2007