

Central Tablelands *Water*



Councillor Payment of Expenses and Provision of Facilities

Policy Title:	Councillor payment of expenses and provision of facilities	
Responsible Officer:	Director Finance and Corporate Services	
Adopted:	Date: October 2016	Minute Number: 16/079
Last Reviewed:	Date: May 2016	
Version Number:	v1	

Purpose

- To provide reasonable reimbursement of expenses incurred by councillors
- To provide reasonable facilities to councillors in the carrying out of their duties as councillors of Central Tablelands Water.
- To ensure accountability and transparency in the reimbursement of expenses and provision of facilities to councillors.
- **It should be noted that councillors are not paid a salary.**

Reporting Requirements

As part of Central Tablelands Water's Annual Report the following will be reported upon:

- Total amount spent on the provision of dedicated office equipment allocated to councillors
- Total amount spent on telephone calls made by councillors
- Total amount spent on the attendance of councillors at conferences and seminars
- Total amount spent on training of councillors and provision of skill development
- Total amount spent on interstate visits by councillors, including transport, accommodation and other out-of-pocket travelling expenses
- Total amount spent on overseas visits by councillors, including transport, accommodation and other out-of-pocket travelling expenses.
- Total amount spent on the expenses of any spouse, partner or other person who accompanied a councillor, being expenses payable in accordance with the Guidelines.

Total amount spent on the expenses involved in the provision of care for a child or an immediate family member of a councillor.

Legislative Provisions

Section 252 Local Government Act 1993 – Central Tablelands Water must adopt/review its policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the chairperson and councillors in relation to discharging the functions of civic office within five months of the end of each financial year (30 November).

Section 253 Local Government Act 1993 – Central Tablelands Water must:

- Give public notice
- Consider submissions
- Forward copy of Policy to Office of Local Government, including submissions and responses to submissions; copy of the Public Notice.

Section 254 Local Government Act 1993 - Consideration of Policy must not be closed to public.

Section 23A Local Government Act 1993 – Director General of Department of Local Government may make guidelines which must be taken into account.

Clause 217(1(a)) Local Government (General) Regulation 2005 – Central Tablelands Water must include in its annual report, details of overseas visits undertaken by councillors, Central Tablelands Water staff or other persons while representing Central Tablelands Water.

Clause 217(1(a1)) Local Government (General) Regulation 2005 – Central Tablelands Water must include in its annual report, the total cost during the year of the payment of expenses and the provision of facilities to the chairperson and councillors.

Section 18 Government Information (Public Access) Act 2009 – The Policy is required to be made publically available.

Expenses:

- (a) Council pay councillors an annual fee based on the maximum fee as determined by the Local Government Remuneration Tribunal;

In addition to the annual fee, Council reimburse actual expenses incurred to any councillor who:

- ii. attends a meeting of any committee of Council,
 - iii. attends an inspection within the area in compliance with a resolution of the Council,
- (b) undertakes business of the Council outside of the area in compliance with a resolution of Council.
- (c) Council recompense councillors for travelling expenses at the rates per kilometre allowed at the time by the Australian Taxation Office, for all travelling associated with attendance at Council meetings or other business as specified in (b) above.
- (d) Council allow councillors any reasonable use of facilities to assist in their carrying out of business on behalf of the Council, such use being entirely at the discretion of the General Manager.

Facilities:

Council will provide:

1. The Chairman with the following facilities:
 - a. An office in the Council's Administrative Building;
 - b. Access to telephone, facsimile, computer tablet and photocopy facilities for Council business purposes;
 - c. Secretarial services for Council business as required;
 - d. Identification badge bearing Council's crest;
 - e. Payment of conference/seminar/workshop registration fees for attendance authorised by Council; and,
 - f. Arrangement and payment of travel in respect of Council commitments.
2. Council will provide the Councillors with the following facilities:

- a. Access to computer tablet (i-pad), telephone, facsimile, computer tablet and photocopy facilities for Council business as required;
 - b. Secretarial services for Council business as required;
 - c. Identification badge bearing Council's crest;
 - d. Payment of conference/seminar/workshop registration fees for attendance authorised by Council; and,
 - e. Arrangement and payment of travel in respect of Council commitments.
3. Meals and refreshments will be provided to the Chairman and Councillors in conjunction with Council/Committee meetings and other functions/meetings as appropriate.
4. Expenses incurred whilst on approved travel outside the Council area will attract reimbursement according to the following guidelines:
 - a. Meals – where meals are not provided, the total bill for meals should not exceed \$100 per day.
 - b. Accommodation – where travel involves an overnight stay away from home the acceptable maximum expenditure on accommodation is:
 - i. metropolitan areas - \$350.00 per night
 - ii. country areas - \$200.00 per nightprovided that all accommodation is approved prior to travelling, where practicable.
 - c. Other expenditure items:
 - i. taxis, trains and other transport – transport costs necessarily incurred will be met. Hire cars are only to be used if prior approval has been granted.
 - ii. Entertainment – these costs would not normally be reimbursable.
 - iii. Other costs – all costs necessarily incurred will be met. Receipts or other evidence of payment should be produced if seeking reimbursement.
5. Where possible prepayment of expenses will be made and cash advances may be made, if preferred, to offset out-of-pocket expenditure.
6. All claims for reimbursement of expenses incurred are to be submitted on the standard claim form.