

	POLICY - PAYMENT OF ALLOWANCES & EXPENSES & PROVISION OF FACILITIES FOR COUNCILLORS	4.2	
		Version 2 3	Date 25/10/06 1/3/09
Minutes Dated 23 March 2009	Approved By : Council Decision No. 064/09	Review Date - As required	

1. OBJECTIVE

To establish and determine the extent of the provision of facilities for Councillors to assist them in discharging the duties and functions of their civic office.

2. SCOPE

This policy incorporates provision of the Local Government Act 1993 and Local Government (General) Regulations 2005.

3. DEFINITIONS

N/A

4. PROCEDURE

Council Mileage - (copied from removed Policy – Elected Member Mileage.)

That all mileage claims submitted from Councillors for reimbursement of travel incurred using their private vehicle whilst carrying out Council duty, be paid at a rate per kilometer as set from time to time by the State Government Industrial Relations Commission under General Conditions of Employment Award. This rate is effective from the date of endorsement of this policy.

Payments will be made by direct deposit on a monthly basis usually around the middle of the month.

Councillors Payment of Expenses

Telephone, internet and other sundry expenses will be reimbursed upon a written claim being submitted and approved by the General Manager, on a monthly basis that will be sent via email before the monthly allowance is payable to enable only one monthly payment to be made.

Reasonable childcare of the Councillor upon a written claim being submitted on a monthly or quarterly basis and approved by the General Manager.

Provision of Facilities for Councillors

An office with internet and email facilities will be provided for the Mayor's use if required.

5. IMPLEMENTATION

This policy is to be implemented by the General Manager and is to ensure that the payment of allowances and the reimbursement of expenses is accountable and transparent and in accordance with the relevant regulations..

6. DELEGATION

N/A

7. RESPONSIBILITY

The compliance of this policy is the responsibility of the General Manager.

8. REPORTING

The General Manager will review this policy annually and report to Council.

9. STATUTORY REQUIREMENTS

The Local Government Act 1993 and the Local Government (General) Regulations 2005.

10. REFERENCES

See Government site for Mileage Rates – www.dpac.tas.gov.au/divisions/irssm/ Link to Print Authority site for Public Awards. (See page 30 of the Award.)

11. ATTACHMENTS

Nil