2016-17 Councillor Expenses: 22 October 2016 - 30 June 2017

Councillor	Travel	Telephone	Training & Conferences	Accommodation	Reimbursement of Expenses	Total
Cr Daniel Mackrell	$ 546	$ 517	$ 48	$ 153	$ 121	$ 1,384
Cr Kristen Munro	$ 5,263	$ 990	$ 48	$ 153	$ -	$ 6,453
Cr Vicki Neele	$ 3,719	$ 770	$ 359	$ 153	$ 160	$ 5,160
Cr Neil Pankhurst	$ 3,890	$ 337	$ 495	$ 535	$ -	$ 5,257
Cr Leanne Pentreath	$ -	$ 368	$ 148	$ -	$ -	$ 516
Cr Annie Vickers	$ 2,444	$ 618	$ 48	$ 153	$ -	$ 3,263
Cr Adrian Weston	$ 13,192	$ 1,803	$ 3,255	$ 2,133	$ 100	$ 20,482
Cr Leigh Wilson	$ 5,575	$ 409	$ 48	$ 230	$ -	$ 6,262
Cr John Zobec	$ 3,292	$ 822	$ -	$ 153	$ 61	$ 4,328
Total	$ 37,920	$ 6,633	$ 4,448	$ 3,663	$ 442	$ 53,106
						grand total

Note: The Mayor and Councillors are entitled to an annual allowance as set out in Section 74 of the Local Government Act 1989. The annual allowances are reviewed and determined by Council following the general Council election and are then reviewed annually by the Minister for Local Government. Effective from 1 December 2016 the annual allowance for the Mayor of Campaspe Shire Council is $76,521 and for all other Councillors is $24,730. Included in these figures is a superannuation equivalent amount.

COUNCILLOR SUPPORT & ENTITLEMENTS

Attachment 7.4.2

COUNCIL POLICY NUMBER	**058**
Date Adopted	13 September 2016
Scheduled for review	November 2017

SHIRE OF CAMPASPE

PURPOSE

The provide guidance on the reimbursement of expenses, and provision of facilities available to the Mayor and Councillors as required by *the Local Government Act 1989*, Section 75.

POLICY IN EXPRESSED TERMS

1. COUNCILLOR ALLOWANCE

The Councillors allowance will be set the Statutory Meeting of Council each year. The allowance will be paid by EFT monthly in advance.

2. PAYMENT OF EXPENSES

2.1. General

Section 75 of the *Local Government Act 1989* specifies that a Council may reimburse Councillors for necessary out-of-pocket expenses incurred while performing duties as a Councillor.

Councillors will be reimbursed for necessary out-of-pocket expenses and/or travel claims on the presentation of a signed form/s supported by official receipts and other relevant documentation. Refer to Attachment 1 and 2. Councillors are expected to submit their forms on a monthly basis.

2.2. Eligible Meetings and Events

Councillors will be eligible for reimbursement of expenses for the following:

a. Ordinary and Special Meetings of Council and Councillor Briefing Sessions;

b. Committee or Advisory Committee meetings;

c. ordinary, committee or sub-committee meetings of State, Regional or local organisations or bodies where the Councillor has, by Council resolution been elected as a Council delegate;

d. meetings and civic or ceremonial functions convened by the Mayor or the Council;

e. a meeting, function or other official role as a representative of the Mayor;

f. conferences, functions, professional development and training where the attendance has been approved by the Governance Manager in consultation with the Mayor.

2.3. Reimbursement of Travelling Expenses

a. A Councillor will be reimbursed for the use of their own private vehicle.

b. Council will not reimburse the cost of any infringements incurred by Councillors.

c. Council would prefer and encourage a Councillor to utilise a Council pool vehicle and/or share transport when attending a conference or meeting outside the municipality.

d. Councillors are able to:

    i.. claim for travelling expenses for approved Council business:

        a. travel time - $40.00 per round trip exceeding 100kms on any day on approved Council business up to a maximum of $5,000 per annum;

        b. reimbursement for private vehicle usage at current Australian Taxation Office rate;

        c. reimbursement for public transport and taxi expenses where travel to conferences, functions, professional development and training commences.

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d.   car parking fees – fees will be reimbursed in respect of hotel/.motel parking, airport parking and conference parking.

e.   Councillors must submit claims for travelling expenses within 14 days of the end of the month, and, such claims must show details of the approved Council business and kilometres travelled. Refer to Attachment 1.

3.   CONFERENCES, FUNCTIONS, PROFESSIONAL DEVELOPMENT AND TRAINING

Council recognises the need for Councillors to attend conferences, functions, professional development and training in order to be kept fully informed on all Local Government matters and to assist them to perform their roles as Councillor.

Councillors will be required to submit a written report in respect of any conference or function attended except for the ALGA Annual Conference, and the MAV Councillor Development Weekend.

3.1.   Registration fees

Where attendance at a conference/function on Council business is expected or required, Council will meet the appropriate cost of attendance.

The annual budget will cover the cost of conferences, functions, professional development and training attendance by Councillors including registration, course or sessional fees.

Approval for attendance is required by the Governance Manager in consultation with the Mayor. All arrangements are to be handled through the Council Support Officer.

3.2.   Accommodation and meal expenses

As a general principle, the following guidelines will apply to accommodation and meals:

i.   the accommodation standard should not exceed the four star rating (Councillors may update accommodation at their own cost);

ii.   items purchased from the mini bar will be at the Councillor cost;

iii.   up to two drinks whilst having a meal will be accepted;

iv.   reasonable meals at breakfast, lunch and dinner will be claimable.

All expenses must be approved by the Governance Manager in consultation with the Mayor, and should be approved in advance and booked through the Council Support Officer. Council has the right to determine where the Councillor is staying.

If arrangements are made by the Councillor that exceed the agreed rates, then the Councillor will be responsible for the difference between the agreed rate and the actual rate. Itemised accounts must be produced to confirm amount claimed. Council will reimburse the actual costs paid upon presentation of appropriate documentation.

Partners may join the Councillor whilst away at their own expense.

The Mayor and Governance Manager may vary these arrangements when considered appropriate.

3.3.   Charity events

Campaspe Shire Council will meet the cost of the Mayor or his/her representative to attend a charity fundraising event. If other Councillors wish to attend to support the charity, they will be required to make their own contribution to attend.

3.4.   Political functions

Where Councillors attend a political party fundraising event for which payment is required, the cost is to be borne by the individual Councillor. Council does not wish to financially support any political party.

3.5.   Council presentations at events and functions

In circumstances where the Mayor has been invited to an event or function in a particular Ward, and is unable to attend, a Ward Councillor will be given the first option to represent the Mayor.

4.   CHILD AND FAMILY CARE

Council will cover the cost of reimbursing legitimate family care and child care expenses for attendance at Council functions submitted by Councillors.

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Councillors will on the production of a receipt or relevant documentation, be reimbursed the cost of child care expenses for children up to and including the age of 14 years.

Child care costs are not reimbursable if paid for a child cared by a person who normally or regularly lives with the Councillor.

All claims for child care must be submitted on the reimbursement of expenses claim form refer Attachment 2.

5. INFORMATION TECHNOLOGY

5.1. Equipment

The following equipment will be proved for the purpose of conducting Council business:

- Smart phone with email access
- iPad

Council will maintain a register of all equipment provided to Councillors for Council business. The register shall be available for public inspection.

All equipment is to be returned to the Governance Manager on the conclusion of the Councillor's term, or in the event the Councillor resigns the position earlier.

Personal use is permitted as long as it does not affect the primary use of the device. Councillors will not install any non-approved non council products on the device.

Where a Councillor wishes to retain their mobile phone for Council use, Councillors must make their personal mobile number available for publication. The Council telephone number will be made available to the public.

Council will bear reasonable operating costs of Council supplied mobile telephone, but will not be responsible for calls made outside Australia, unless a prior arrangement has been made with the Governance Manager

Where there is limited mobile coverage, Council will reimburse reasonable operating costs for landline connections.

5.2. Email

Councillors will be provided with an email account managed through Campaspe Shire Council.

5.3. Document management

Councillors are responsible to ensure all corporate information is forwarded to Campaspe Shire Council for registration in the electronic document management system. This refers to, but is not limited to, formal letters and emails.

6. OFFICE SPACE AND SUPPORT

Councillors are provided with an office/meeting room (known as the Councillors Lounge) that may be used at any time. The Councillors lounge includes a laptop connected to the Campaspe Shire Council's computer system, table and telephone.

In addition to the Councillor Lounge, the Mayor is provided with a separate office.

The Mayor and Councillors will be provided with appropriate administrative support during normal business hours by the Council Support officer.

7. ADDITIONAL FACILITIES FOR THE OFFICE OF THE MAYOR

7.1. Mayoral Vehicle

Council will provide at its cost to the Mayor a fully registered, insured and maintained vehicle for official and personal use during the mayoral term if he/she so requires.

8. GENERAL

8.1. Insurance

Councillors are covered by the following insurance policies while performing the duties of civic office including attendance at meetings of external bodies as Council's representative – Personal Accident, Public Liability, Professional Indemnity and Councillors and Officers Liability insurances.

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Council will pay the insurance policy excess in respect of any claim made against a Councillor arising from Council business where any claim is accepted by Council's Insurers, whether defended or not.

8.2. Legal

Other than by specific Council resolution or in accordance with a Council policy, any legal expenses incurred by a Councillor shall be the responsibility of that Councillor.

EXCLUSIONS

Nil

HUMAN RIGHTS

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of Human Rights and Responsibilities Act 2006.

DEFINITIONS

Councillor   Elected representative of the Council.

RELATED LEGISLATION

Local Government Act 1989

ATTACHMENTS

Attachment 1 – Travel Claim Form

Attachment 2 – Reimbursement of Expenses Form

REVIEW PERIOD	RESPONSIBLE OFFICER
One Year	Governance Manager

APPROVAL HISTORY

Adopted	22 July 1999	Minute Book Reference No	3769 (Item 12.1)
Revised	12 September 2000	Minute Book Reference No	4658 (Item 12.1)
Revised	12 December 2000	Minute Book Reference No	4845 (Item 12.2)
Revised	11 September 2001	Minute Book Reference No	5565 (Item 12.2)
Revised	13 August 2002	Minute Book Reference No	6305 (Item 12.1)
Revised	14 October 2003	Minute Book Reference No	7100 (item 12.1)
Revised	12 October 2004	Minute Book Reference No	7999 (item 12.1)
Revised	13 September 2005	Minute Book Reference No	9008 (item 12.1)
Revised	14 February 2006	Minute Book Reference No	9529 (item 12.1)
Revised	9 November 2006	Minute Book Reference No	10418 (item 9.2)
Revised	14 June 2007	Minute Book Reference No	11114 (item 9.1)
Revised	18 August 2009	Minute Book Reference No	14208 (Item 9.1)
Revised	17 November 2009	Minute Book Reference No	14737 (Item 9.8)
Revised	21 September 2010	Minute Book Reference No	16407(Item 12.6)
Revised	18 October 2011	Minute Book Reference No	18261 (item 13.3)
Revised	20 August 2013	Minute Book Reference No	1041 (item 6.3)
Revised	18 August 2015	Minute Book Reference No	905 (Item 6.2)
Revised	13 September 2016	Minute Book Reference No	823 (Item 6.5)

Chief Executive Officer   ....

Dated   ....22/9/2016..

Integrated Management Framework

Rev No: 004
Date: 10/02/2016

TRAVELLING CLAIM FORM

The only controlled copy of this document is that found on the Shire Network.
Printed copies of this document are current at the time of printing.

Councillor: ....

Month: ....

Vehicle type:... Registration: ....

DATE	PURPOSE	KILOMETERS

Claimant's signature: .... Date: ....

Authorising officer 1: .... Date: ....

Authorising officer 2: .... Date: ....

Account codes: CC: 1000   NA: 63204

COUNCILLOR REIMBURSEMENT OF EXPENSES CLAIM FORM

Councillor: .... Month: ....

DATE	ITEM	REASON FOR EXPENSE	AMOUNT
	❑ Parking ❑ Train/Tram/Taxi ticket ❑ Meals ❑ Child care ❑ Other ❑ Receipt attached		
	❑ Parking ❑ Train/Tram/Taxi ticket ❑ Meals ❑ Child care ❑ Other ❑ Receipt attached		
	❑ Parking ❑ Train/Tram/Taxi ticket ❑ Meals ❑ Child care ❑ Other ❑ Receipt attached		
	❑ Parking ❑ Train/Tram/Taxi ticket ❑ Meals ❑ Child care ❑ Other ❑ Receipt attached		
	❑ Parking ❑ Train/Tram/Taxi ticket ❑ Meals ❑ Child care ❑ Other ❑ Receipt attached		
	❑ Parking ❑ Train/Tram/Taxi ticket ❑ Meals ❑ Child care ❑ Other ❑ Receipt attached		
	❑ Parking ❑ Train/Tram/Taxi ticket ❑ Meals ❑ Child care ❑ Other ❑ Receipt attached		
	❑ Parking ❑ Train/Tram/Taxi ticket ❑ Meals ❑ Child care ❑ Other ❑ Receipt attached		
	❑ Parking ❑ Train/Tram/Taxi ticket ❑ Meals ❑ Child care ❑ Other ❑ Receipt attached		
	❑ Parking ❑ Train/Tram/Taxi ticket ❑ Meals ❑ Child care ❑ Other ❑ Receipt attached		

Councillor signature: .... Date: ....

Authorising officer 1: .... Date: ....

Authorising officer 2: .... Date: ....

Account codes: CC: 1000   NA: 61131