



KEMPSEY
Shire Council

DIRECTOR CORPORATE AND COMMUNITY SERVICES REPORT

13th February 2007

DCCS6	POLICY – PAYMENT OF EXPENSES AND PROVISION OF FACILITIES TO THE MAYOR AND COUNCILLORS
	FILE: 276 PJH {Folio No. *}

SUMMARY:

To review Council's Policy on Payment of Expenses and Provision of Facilities to the Mayor and Councillors.



DESCRIPTION:

Council at its meeting on 12th December 2006 considered a revised draft policy – Payment of Expenses and Provision of Facilities to the Mayor and Councillors.

The revised draft policy was based on the guidelines provided by the Department of Local Government (DLG).

Council considered the draft policy and resolved as follows:-

"That the new draft policy C24:4 Payment of Expenses and Provision of Facilities to the Mayor and Councillors incorporating the following amendments be placed on public exhibition for 28 days.

- (a) *cents per kilometre rate for Councillor private vehicle use to and from meetings to be 65c (>2.6litre vehicle) and 57c (<2.6litre vehicle) and for where a Councillor's private vehicle is used for travel outside the area in lieu of using a Council vehicle the cents per kilometre rate to be that paid by the State Government.*
- (b) *accommodation reimbursement limit to be up to the cost of the conference venue accommodation or otherwise authorised by the Mayor and General Manager.*
- (c) *meal costs to be reimbursed for reasonable expenses incurred.*
- (d) *out of pockets expenses to be reimbursed for reasonable expenses incurred.*
- (e) *stationery to be provided to a reasonable level.*
- (f) *fixed telephone, facsimile, mobile phone and internet to be provided and / or reimbursed up to a combined cost limit of \$500.00 per month for the Mayor and \$250.00 per month for Councillors and a*

cordless handset to be provided with facsimiles for Council business calls.

(g) Mayor's vehicle to be provided for Council business use and where the Mayor elects to use the vehicle for private use a contribution of \$100.00 per month to be paid to Council.

(h) child or dependent care to be reimbursed for reasonable expenses."

Public Exhibition of Draft Policy

The draft policy incorporating Council's above resolution was placed on public exhibition for 28 days and submissions invited. Submissions closed on 16th January 2007 with no submissions being received.

Council should now formally adopt its policy. A copy of the policy must be forwarded to the Department of Local Government by 28th February 2007 together with any submissions and a copy of the public notice advertisement.

Re-imburement procedures

The revised policy requires that all reimbursement of costs and expenses be based on reconciliation of such expenses by receipts and/or accounts received and attached to Councillor's expenses claim forms. Councillors will need to keep receipts (where they incur expenditure) for submission with their claim forms.

For telephone cost reimbursement, reconciliation of any Council business calls made on Councillor's private telephones (mobile or landline) will need to be made. Telstra and other service providers can provide itemised listings of telephone calls.

The revised draft policy as advertised is attached at [\(Appendix D\)](#).

REPORT IMPLICATIONS:

▪ *Environmental*

Nil.

▪ *Social*

The public exhibition of this policy has provided the openness to the community in what is going to be reimbursed to the Mayor and Councillors and allows input. While some enquiries were made no submissions were received. It can be presumed that no major objections are felt to the matters included in the policy.

▪ *Economic (Financial)*

Payment of expenses to the Mayor and Councillors are provided for under the budgets for Elected Member Services.

The 2006 - 2007 budget makes the following provisions:-

Travelling and subsistence - \$34,000

Delegates Conference & Seminar Expenses - \$30,000

Expenditure on these budgets to 30th January 2007 is Travelling and subsistence \$12,547.87 and Delegates Conference & seminar expenses \$14,122.47.

- *Policy or Statutory*

Council is required to comply with section 252 of the Local Government Act in adopting or amending a policy on the payment of expenses and provision of facilities to the Mayor and Councillors. Council is also required to adopt a policy within 5 months after the end of each year i.e. by 30th November. The Department however, due to the guidelines only being released in September 2006, have given Councils until 28th February 2007 to have a new policy finalised.

- *Directors Review*

The Recommendation is supported.

RECOMMENDATION:

That the revised policy C24:4 – Payment of Expenses and provision of facilities to the Mayor and Councillors be adopted.

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G B Snape

DIRECTOR CORPORATE & COMMUNITY SERVICES