



CLARENCE CITY COUNCIL

Alderman Allowances and Entitlements

1.0 Policy Objectives:

- To provide a range and level of support, to reimburse expenses and provide facilities to Aldermen to assist them in discharging the functions of civic office.
- To provide the Mayor and Deputy Mayor with additional resources to meet the responsibilities of their office.
- To assist Aldermen to represent the interests of the residents and ratepayers of Clarence, as they provide leadership and guidance to the community and to facilitate communication between the community and Council.
- To provide a level of support that will reasonably enable any person to hold civic office without suffering financial hardship in meeting their civic responsibilities.

2.0 The Role of an Alderman:

The role of an Aldermen is set out in Section 28 of the Local Government Act 1993, which provides:

A councillor, in the capacity of an individual councillor, has the following functions:

(a) to represent the community;

(b) to act in the best interests of the community;

(c) to facilitate communication by the council with the community;

(d) to participate in the activities of the council;

(e) to undertake duties and responsibilities as authorised by the council.

A councillor is to represent accurately the policies and decisions of the council in performing the functions of councillor.

3.0 Support for Aldermen (per Local Government (General) Regulations 2005 Reg 42):

The level of support to be provided is as follows:

3.1 Aldermen Allowance:

In accordance with Section 340A (1) of the Local Government Act 1993, Aldermen are entitled to an annual allowance with the Mayor and Deputy Mayor being entitled to additional allowances. The basis for the setting of the allowances entitlements for the Mayor, Deputy Mayor and Aldermen are prescribed in Regulation 42 of the Local Government (General) Regulations 2005 and are subject to yearly review with allowances set for the forthcoming year commencing 1 November in each year.

Allowances set for the year commencing 1 November 2011 are as follows:

Mayor:	\$86521.00
Deputy Mayor:	\$41,898.00
Alderman:	\$24,721.00

Allowances are payable in arrears and will be paid on a fortnightly basis unless alternative arrangements are made.

In accordance with Section 340A (3) of the Local Government Act 1993, the Mayor, Deputy Mayor or an Alderman may elect not to receive part or all of an allowance. Pursuant to Section 340A (4), this decision is to be communicated to the General Manager by written notice.

Section 340A (1) of the local Government Act 1993 is the sole basis for remuneration payments to Aldermen. As specified under Section 77 of the Local Government Act 1993, no other forms of remuneration payments (including grant or benefit) may be made by the Council to an Alderman.

3.2 Aldermen Expenses:

In accordance with Regulation 43 of the Local Government General Regulations 2005, Council will reimburse Aldermen for reasonable expenses incurred in carrying out the duties of office in relation to:

- a. telephone rental and telephone calls; and
- b. travelling; and
- c. care of any child of the Alderman.

3.3 Telephone Rental and Calls:

Council will reimburse Aldermen for reasonable expenses incurred in relation to telephone calls made in carrying out the duties of office.

The following provides a guideline to be used in establishing reasonable expenses recognised by this policy. The following table should be regarded as the maximum allowable however, Aldermen may choose to claim lesser percentages based on their assessment of the proportion of Council-related business incurred on their telephone accounts.

Landline:	50% of rental charges, or, 100% of rental charges where a dedicated line has been installed solely for Council purposes; and
Mobile:	50% of rental charges or 100% of rental charges where a dedicated telephone has been acquired for Council purposes.

The claimant is responsible for the details and amounts of claim shown on a claim form. Claims submitted should provide clear details that demonstrate how the claimed amounts, supported by the supplementary documentation, link with the above guideline.

The policy recognises that packages and billing for telecommunication arrangements between provider and client can vary significantly. Where the details shown in packages differ from the above guideline an explanatory note (to the satisfaction of the General Manager) is to be provided by the claimant detailing how the claim amount is determined and how it meets the objectives of the guideline. This explanatory note may be used as the basis to support subsequent claims based on the same package arrangement.

As an alternative to privately managed telecommunications arrangements by Aldermen, access (when available) to a Council negotiated corporate plan may be provided. Such plans will cover domestic line, mobile services and internet services.

Entering into a plan will replace any claimable reimbursement of costs under this section of the policy and for internet services. Under such arrangements, in recognition of a reasonable proportion of private usage under the plan, a fixed component of the account will be invoiced direct to the alderman. At the conclusion of an Alderman's term of office the plan may be either cancelled or taken over by the former elected member.

3.4 Travelling:

3.4.1 General Guidelines for Travel Expenses:

Council will reimburse Aldermen for reasonable travel expenses incurred in the use of a private vehicle when executing the duties of office. The duties of office are defined as:

- attendance of:
 - the formal meetings of Council, Council Committees, Council Workshops, Council Briefings, or
 - a meeting of any Regional Committee, Authority, Council Special Committee or external organisation to which the Alderman has been appointed as a representative of Clarence City Council provided that the organisation does not have in place a reimbursement policy to cover such expenses, or
 - for any other meeting where the Alderman has been delegated or authorised by Council to attend;
- conducting inspections of relevant sites and talking with interested parties regarding matters formally listed as Agenda Items for a meeting of the Council;

- travelling to and from meetings with residents and ratepayers in response to their request or problem;
- travel to and from a meeting with Council staff;
- travel to and from any seminar/conference in compliance with a resolution or policy of Council.

Council's reimbursements of reasonable travel expenses do not extend to an Alderman's attendance to activities and responsibilities assigned or required of them by the Regional Committee, Authority, Council Special Committee or external organisation upon which an Alderman is the Council's appointed representative. In such circumstances this policy assumes that any expenses incurred would be appropriately and legitimately authorised and reimbursed by the relevant organisation.

Council will not reimburse an Alderman for travelling in relation to unsolicited visits to citizens that have been undertaken for the self-promotion of the Alderman (canvassing, door knocking etc).

3.4.2 Use of Motor Vehicle:

Claims for travelling expenses shall, where practicable, be submitted monthly and must state the following:

- i. Date of travel
- ii. The place of departure and place of arrival.
- iii. Distance travelled.
- iv. Reason for journey.
- v. Total amount of claim.

The rate used for reimbursement of travelling expenses will be based on the number of kilometres travelled in accordance with public service rates outlined in Clause 32(b)(i) of the General Conditions of Employment Award (a Tasmanian Award for the State Public Service) as determined from time to time.

3.4.3 Cab Charge Facility:

Aldermen may be reimbursed for taxi fares incurred in the course of undertaking the duties of Alderman as outlined in the general guidelines criteria set out above relating to travel expenses.

Aldermen may elect to obtain a cab charge card from the General Manager for use in connection with Council business. Cab Charge can only be used for payments of travelling expenses for attendance at Council Meetings, authorised meetings, conferences and seminars. All use of cab charge arrangements are to be documented on a subsequent claim form in the same manner as provided for in respect to private vehicle use and ordinary cab fares.

3.5 Child Care Allowance:

Council will reimburse an Alderman for reasonable expenses for child care as required due to the duties of office.

The circumstances set out above whereby travel expenses may be claimed are to also be the same circumstances where Alderman may seek to claim child care related expenses.

4.0 Additional Support for Aldermen:

4.1 Facilities and Resources:

Council will provide the following facilities and resources support to Aldermen:

- i. A supply (not exceeding two reams per financial year) of Clarence City Council "Alderman's Room" letterhead, stationery and envelopes for use on Council business.
- ii. As required, a supply of personalised Council business cards of the same quality and design provided to Council's corporate management team.
- iii. An annual postal allowance for Council-related correspondence which is not to exceed the value of 500 stamps (at standard letter rate) per financial year.
- iv. An office, known as the "Aldermen's Room" will be available at all times for the use of all elected members, excluding the Mayor. This office will be adequately furnished to the requirements of Aldermen and will contain a telephone for the use of Aldermen to assist in their civic duties.
- v. A 24-hour operational facsimile machine, scanner and photocopier will be available to Aldermen and located in the Aldermen's Room. This equipment will be fully equipped and serviced for the use of Aldermen in the execution of their civic duties.

4.2 Conferences, Training Courses, Seminars, Study Tours and Sister City Visits:

4.2.1 General Guidelines for Conferences Training Courses Seminars and Study Tours:

Council will pay registration fees in respect of attendance at any overseas, intra or interstate seminar, training course study tour or conference, as provided for in this policy or as endorsed by Council. Arrangements for the registration of Aldermen attendance is to be made through the General Manager's Office.

(Note: The General Guidelines for Conferences Training Courses Seminars and Study Tours relates to all conference and seminar attendance including those attendances approved by the Council for conferences, training courses, seminars and study tours above threshold level stated below.)

4.2.2 LGAT Conferences:

Council recognises that the importance of Aldermen's attendance at the annual Local Government Association of Tasmania Conference and will pay for all registration and related costs (as per general guidelines above) of those Aldermen seeking to register to attend this conference and will extend to cover an accompanying person's attendance and participation in the partner/guest programme.

Attendance at the Local Government Association of Tasmania Conference is as of right for all Aldermen. Therefore, an Alderman's attendance at a Local Government Association of Tasmania Conference does not have a bearing on the threshold provisions for other seminar and conference attendances by an Alderman.

4.2.3 Core Elected Member Training:

Council further recognises that sound corporate governance and an appropriate level of understanding of the broader responsibilities of elected members is important for the performance of role of Alderman for the City of Clarence. Council will pay for Aldermen's attendance at locally conducted Company Directors and industry based elected member induction courses as of right and as such cost thresholds do not apply for this category.

4.2.3 Professional Development Education and Training:

Without a requirement for referral to the Council for endorsement the Council will support Aldermen in education and training ie attending small cost education and/or training courses, seminars, conferences and study tours by meeting the associated costs on the following basis:

- Council's payment of costs is conditional on the activity being Local Government related and relevant to the role of an Alderman as advised by the General Manager;
- the support may cater for various attendances during a financial year, and
- the cost of this support is up to \$552 (inclusive of travelling and accommodation) per financial year.

Note The cost threshold in this category is subject to CPI review each two years.

4.2.4 Small Scale Conferences and Seminars:

Without a requirement for referral to the Council for endorsement the Council will support Aldermen in attending small scale seminars and conferences by meeting the costs associated with such attendances on the following basis:

- Council's payment of costs is conditional on the attendance being relevant to the role of an Alderman as advised by the General Manager;
- the number of such attendances is a maximum of 2 per financial year, and
- the cost of this support is up to \$552 (inclusive of travelling and accommodation) per attendance.

Note: The cost threshold in this category is subject to CPI review each two years.

4.2.5 Large Scale Conferences, Seminars, Sister City Relations and Study Tours:

Council will support Aldermen in attending large scale seminars, conferences and study tours by making available an annual allocation to each alderman of \$2,000 which may be used to meeting the costs associated with such attendances.

This allocation may also be used by an Alderman to participate in an official Council Sister City delegation.

The allocation is based on the following:-

- The allocation is made available on a calendar year basis on 1 November each year (1 November – 31 October, herein after referred to as the "allocation year") coinciding with the anniversary date for ordinary Council elections.
- An Alderman elected to office to fill a casual vacancy is to be entitled to a prorated allocation from the date of election to 1 November (next occurring).
- An Alderman's first entitlement is made available immediately upon their first election to Council (regardless of time of election).
- The Allocation made available to an Alderman may be accumulated and any unexpended allocation may be carried forward to be used together with the next years allocation;
- The maximum allocation for an alderman that can be brought forward to the next "allocation year" is \$6,000;
- Any unexpended allocation in excess of \$6,000 at the conclusion of an "allocation year" will be deemed to be exhausted funds.
- Any entitlements that are used in advance of the completion of a term of office of Alderman are to be repaid to the Council on a pro rata basis in the event that an Alderman vacates their office before completing a full term.

The following evaluation criteria will be used as the basis for the endorsed use of the Aldermen's large scale seminars, conferences and sister city relations annual allocation:-

- In the case of a visit to a Council Sister City, then such attendance forms part of a delegation visit which has been officially endorsed by the Council;

or

- The appropriateness of the conference/seminar attendance is to be based on the primary consideration that the attendance would reasonably be regarded by the public as relevant to the role of Alderman and consistent with the provisions and requirements of the Council's Code of Conduct; and
- That the attendance would satisfies one or more of the following prerequisite criteria:
 - Assist an Alderman in the performance of their role;
 - Relevant to policy, project, issues and matters currently being considered by the Council;
 - Direct relevance to the local government industry (including implications, roles and responsibilities due to legislative change);
 - Related to the functions of, and services delivered by the Council;
 - An identified need within the Clarence community which can be directly linked to an objective and strategy in Council's Strategic Plan.
 - Related to a Council function or the functional responsibilities of a Council Committee or Special Committee of the Council upon which the Alderman is an appointed representative;

Authorisation of attendances by Aldermen to large scale conferences seminars and study tours is to be conducted on the following basis:

Domestic (Intrastate and Interstate) Attendance

An Alderman wishing to attend a conference or seminar at a domestic venue or undertake a study tour within Australia may submit a request and explanatory memorandum to the General Manager. The explanatory memorandum is to include:-

- details of how the attendance satisfies the evaluation criteria;
- an estimate of the reasonable expenses likely to incurred in relation to registration, accommodation, meals and transport when attending the conference or seminar; and
- any relevant supporting information.

The General Manager is to endorse the requests without a requirement to refer the request to Council provided he or she is satisfied that it meets the evaluation criteria.

Overseas Attendances and Sister City Visits

An Alderman wishing to attend a conference or seminar at an overseas venue; undertake an overseas study tour; or, to visit a Council Sister City may submit a request and explanatory memorandum to the General Manager for listing as an agenda item on an ordinary Council meeting agenda. The explanatory memorandum is to include:-

- details of how the attendance satisfies the evaluation criteria set out in the Large Scale Conferences and Seminars category;
- an estimate of the reasonable expenses likely to incurred in relation to registration, accommodation, meals and transport when attending the conference or seminar; and
- any relevant supporting information.

It is a matter for the Council to determine the level of support that is to be provided to the applicant Alderman in this category. Aldermen are to provide a written report to the Council on their attendance at conferences and seminars (domestic and overseas) under this category.

4.2.6 Conferences, Training Courses, Seminars, Study Tours and Sister City Visit Costs in excess of Allocated Thresholds

Where the cost of attendance is anticipated to or has exceeded the thresholds stated in the relevant category above, an Alderman may submit a request for further assistance and explanatory memorandum with any relevant supporting information to the General Manager for listing as an agenda item on an ordinary Council meeting agenda. Where applicable the explanatory memorandum is to include details of how the attendance satisfies the evaluation criteria set out in the Large Scale Conferences, Seminars, Study Tours and Sister City Relations category.

An Alderman may elect to either:

- Seek reimbursement for reasonable expenses incurred in relation to accommodation, meals and transport when attending a seminar training course or conference as endorsed by Council; or
- Be paid a daily travelling allowance inclusive of accommodation and meals in accordance with public service rates outlined in Clause 32(c)(i) of the General Conditions of Employment Award (a Tasmanian Award for the State Public Service) as determined from time to time.

It is a matter for the Council to determine the level of support/assistance that is to be provided to the applicant Alderman in this category.

4.3 Information/Communication Technology:

4.3.1 Equipment:

Council will provide information and communication technology equipment such as a personal computer and printer, to enable Aldermen to discharge their official duties in an efficient and effective manner. This equipment will be fully maintained by Council. Included with the equipment available to each Aldermen will, on request, include the provision of a suitable portable electronic device (tablet technology) for receiving and accessing electronic Council papers and other related documentation.

Access to information and communication technology equipment and services, and, (subject to the cost threshold stated below) the specification and configuration of equipment needs, is at the discretion of Aldermen.

Upon request Council will supply Aldermen with a facsimile machine, paper for the machine and maintain the machine in full working order. Costs associated with line rental and call charges will apply as outlined in the Telephone Rental and Calls section of this document.

The costs that the Council will meet in the supply of information and communication technology related equipment for Aldermen is limited to a cost threshold of \$4,500 per lease period (standard 3 years). Any equipment costs above this threshold are to be the responsibility of individual Aldermen. Equipment purchased or leased under this arrangement remains the property of Council and is to be returned upon ceasing to hold office.

4.3.2 Internet Access:

In recognition of the communication and research needs associated with the role of Alderman Council will provide for an unlimited access to the Internet. To facilitate this need a choice of options is available to Aldermen and may include broadband connect if available.

The policy notes the existence of a range of product packaging provided by telecommunication service providers which aggregate a range of services including internet, fax, telephone, etc. Aldermen are encouraged as part of this policy to explore suitable packages which minimise the costs of services obtained by them under the various relevant reimbursement categories of this policy, particularly noting the provisions of Section 3.3 of this policy.

4.3.3 Software and Consumables:

In recognition of the importance of consultation and communication with the community and the need for relevant equipment and training to achieve this goal, Aldermen are entitled to \$500 per financial year on consumables/software and \$500 per financial year for IT support/training.

4.3.4 ICT Support:

Where information and communication technology provided to Aldermen is of a similar specification to that utilised generally in the organisation, basic support with respect to configuration and operational issues will be provided by Council officers. Where equipment is of a specification not generally utilised in the organisation, or where more complex issues arise, support will need to be provided through the product supplier or third party services.

5.0 Process for Claiming Expenses and Payment of Allowances:

5.1 Claims Exclusions

An Alderman shall not claim travel or other expenses where the expenses would otherwise have been incurred as a result of private business. An Alderman is to make claim for expenses for the recognised duties of office only through the Council's Claims lodgement process and is not to seek or obtain any reimbursement for the same expenses directly from the individual Regional Committee, Authority, Council Special Committee or external organisation to which the Alderman has been appointed as a representative of Clarence City Council:

- unless this has been formally authorised by the Council, and
- provided that such a payment is not contrary to the provisions of Section 77 of the *Local Government Act 1993*.

5.2 Claims Procedure

The claimant is responsible for the details and amounts of claim shown on a claim form.

Claims for reimbursement are to be submitted to the General Manager on a monthly basis using the Claim Form provided. In order for effective quarterly and end of financial year reporting, the policy requires that all outstanding claims are submitted within 6 months of the expenses being incurred, one claim of which must occur in July each year. The policy will not honour expenses that are older than 6 months.

Claims for reimbursement are to be accompanied by corresponding receipts or tax invoices and each claim must clearly identify the purpose, in order to make clear the basis of claim and its relation to the policy guidelines.

Where, in the opinion of the General Manager, a question arises as to whether a claim for reimbursement of expenses or any part thereof is eligible under this policy, the matter will, in the first instance be brought to the attention of the Mayor who will, in turn, discuss the matter with the Alderman making the claim. Should the question still remain, the matter is to be referred to a closed session of Council for a decision.

5.3 Payment of Allowances

The payment of Allowances is made through the Council's payroll system. Payment transactions are made by direct deposit into a bank account nominated by Aldermen in accordance with the legislatively approved payment rates.

5.4 Salary Sacrifice Arrangements

This Alderman's Allowances and Entitlements Policy recognises and makes available to Aldermen "salary sacrifice" arrangements with respect to their allowance payments where such arrangements are provided for by law and do not result in additional costs for the Council. In particular, Aldermen may request that all or part of their allowance be paid into a superannuation fund which is complying for the purposes of Australian taxation and superannuation legislation. Such arrangements are authorised under this policy subject to them being entered into by agreement on an individual basis through the General Manager who is authorised and delegated to enter into such agreements in accordance with this policy.

6.0 The Role of the Mayor:

The role of the Mayor as defined by Section 27(1) of the Local Government Act 1993 is:

- a. to act as a leader of the community of the municipal area; and*
- b. to act as chairperson of the Council; and*
- c. to act as the spokesperson of the Council; and*
- d. to liaise with the General Manager on the activities of the Council and the performance of its functions and exercise of its powers; and*
- e. to oversee the Aldermen in the performance of their functions and in the exercise of their powers.*

7.0 Support for the Office of Mayor:

The level of support provided to the Mayor is the same as provided to Aldermen plus the following:

7.1 Mayoral Vehicle:

In recognising the responsibilities of office, the Mayor is provided with an official vehicle of an appropriate standard, as determined by Council.

1. The vehicle is available for use by the Mayor when required to attend:
 - i. official Council business inspections, functions or other gatherings;
 - ii. gathering within or outside the municipal area;
 - iii. meetings and functions of organisations and community groups addressing any matter of interest to the Council or the residents of the area, within or outside the municipal area, except when the Council has resolved to the contrary.
2. A driver will be made available by the General Manager when requested by the Mayor.
3. The vehicle is to be fully maintained by the Council and fuelled from Council's depot or other locations which may be approved from time to time by the General Manager.
4. When deemed necessary by the Mayor, a person, other than a Council employee or an Alderman, may drive the vehicle.
5. The vehicle is also available for the Mayor's partner/spouse to support him or her in community activities as may arise from time to time.
6. The vehicle may be made available to Aldermen or staff for use on Council business at the discretion of the Mayor.
7. Council recognises that the Mayoral vehicle may be used for private purposes and accepts that use without charge.

7.2 Mayor's Office:

An office will be provided for the Mayor to assist him/her in conducting his/her civic duty.

This office will be adequately serviced and furnished to the requirements of the Mayor.

The Mayor will be provided with secretarial and administrative support as required and deemed appropriate by the Mayor.

8.0 The Role of the Deputy Mayor:

The Deputy Mayor is to act in the position of Mayor and exercise the powers and perform the functions of Mayor if–

(a) the Mayor is absent; and

(b) the Mayor or the Council, by notice in writing, appoints the Deputy Mayor to act in the position.

9.0 Support for the Office of Deputy Mayor:

The level of support provided to the Deputy Mayor is the same as provided to Aldermen.

When the Deputy Mayor acts in the office of Mayor the support provided to the Mayor shall apply.

10.0 Public Reporting and Disclosure of Aldermanic Allowances and Entitlements:

In recognition of Council's desire to implement a policy regarding Aldermanic Allowances and Entitlements that is fair and equitable for all elected members, and, importantly, open and transparent for ratepayers, all entitlements and allowances paid will be presented in the Quarterly Report to Council.

This report will individually list all elected members and provide to ratepayers, in a transparent and accountable manner, the full cost under appropriate groupings/categories of all entitlements and all allowances paid to Aldermen.