



PAC-R-755



**Correspondence 3A.6  
Meeting – 06/12/2012**

**Comhshaol, Pobal agus Rialtas Áitiúil**  
Environment, Community and Local Government

**Oifig an Ard Rúnaí**  
Office of the Secretary General

28 November 2012

Ms Niamh Maguire  
Committee Secretariat  
Committee of Public Accounts  
Leinster House  
Dublin 2



Dear Ms Maguire,

I refer to your letter of 7 November 2012 in regard to the review of Civil Service allowances and enclose the information requested in respect of local authorities.

Yours sincerely,

Geraldine Tallon  
Secretary General



### Local Authority - Pay Scales

Manager	Salary
Dublin City Council	€ 189,301
Cork County Council Fingal County Council South Dublin County Council	€ 162,062
Cork City Council Dun Laoghaire-Rathdown County Council Kildare County Council Meath County Council Limerick City and County Council	€ 153,260
Clare County Council Donegal County Council Galway County Council Kerry County Council Kilkenny County Council Louth County Council Mayo County Council South Tipperary County Council Westmeath County Council Wexford County Council Wicklow County Council	€ 142,469
Galway City Council Waterford City Council Carlow County Council Cavan County Council Laois County Council Leitrim County Council Longford County Council Monaghan County Council Offaly County Council Roscommon County Council Sligo County Council North Tipperary County Council Waterford County Council	€ 132,511

Director of Service	
Point	Rate from 01/01/2010
1	€90,453
2	€94,565
3	€98,677
4	€102,787
5	€106,900

Senior Executive Officer	
Point	Rate from 01/01/2010
1	€64,426
2	€66,011
3	€68,496
4	€70,983
5	€73,474
6	€75,938
7	€78,418
LSI 1	€81,232
LSI 2	€84,036

<b>Administrative Officer</b>	
Point	Rate from 01/01/2010
1	€47,013
2	€48,187
3	€49,559
4	€50,935
5	€52,313
6	€53,541
7	€54,800
8	€56,020
9	€57,235
LSI 1	€59,322
LSI 2	€61,418

<b>Senior Engineer</b>	
Point	Rate from 01/01/2010
1	€73,223
2	€74,957
3	€76,685
4	€78,417
5	€80,148
6	€81,886
LSI 1	€84,500
LSI 2	€87,117

<b>Senior Executive Engineer</b>	
Point	Rate from 01/01/2010
1	€62,276
2	€64,219
3	€66,147
4	€68,037
5	€69,934
6	€71,822
7	€73,726
LSI 1	€76,116
LSI 2	€78,501

## **Note to Committee of Public Accounts**

### **- Travel Allowance in Local Authorities:**

Travel & Subsistence did not form part of national review of allowances. Travel allowances in local authorities can be categorised under two main headings:

- Normal Travel & Subsistence: These are payable where expenses are necessarily incurred as part of official business. There are formal processes around vouching of related claims (*e.g. details of journeys, times, purpose, etc*) which are paid in accordance with Circular E.L. 03/09 (*copy attached*). These are not subject to tax but were reduced by 25% in March 2009.
- Fixed Travel Allowances: These are locally agreed arrangements where local authority employees (*e.g. Water & Sewerage Caretakers*) who use their own vehicles are paid an allowance for travel. These are typically based on a 13 week logged system and apply to travel within a local authority area (*e.g. Wicklow Town*). The rates payable vary depending on the size of the work area covered / involved (*e.g. the rate for Wicklow would be different to that of Arklow*), i.e. they are banded based on annualised mileage. It is important to note that these rates are not grade specific and were also subject to the 25% reduction in 2009. Fixed allowances in many cases are taxed at source or are paid in accordance with schemes approved by the Revenue Commissioners.



EL 03/2009

Ref: 221/2C

12th March 2009

### **Travelling Expenses and Subsistence Allowances**

A Chara,

1. I am directed by the Minister for the Environment, Heritage and Local Government to inform you that the Government has decided to reduce travel and subsistence rates. The revised rates should be implemented from the date of this circular. Details of the new rates are shown in the attached Schedule.
2. Fixed travel allowances and other allowances derived from travel and subsistence allowances should also be revised accordingly.
3. Reduced motor travel rates, which apply in relation to paragraph 17(d) of the Removal Expenses Scheme as outlined in Circular Letter 13/78, amended by LGP 1/00 dated 24 March 2000, should be reduced by 25%.
4. Expenditure on travel and subsistence needs to be critically appraised and monitored. Local authorities should ensure that only essential travel is undertaken and that the number of officers going on any official journey is kept to the absolute minimum.

Any queries regarding local authority employees should be directed to the Local Government Personnel Section of the Department at 01-8882377.

#### **Elected Members**

Local authorities should note that the revised rates for Travelling Expenses & Subsistence Allowances should be applied automatically to elected members for the calculation of members' expenses for authorised conference travel, travel as part of a delegation etc. (**Note: for mileage rates the appropriate engine capacity applies**)

#### **Elected members annual expenses allowances**

In the case of the elected members of county and city councils the annual allowance should be recalculated on the basis of: (i) the new travel rate of 97.95c per mile or 60.88c per kilometre and (ii) the new subsistence rate of €33.61.

Note: Subsistence allowances continue to be payable to elected members at 3 and 7 hours' absences instead of the 5 and 10 hours applicable to local authority employments.

Any queries on the elected member's expenses system should be directed to the Local Government Policy Section of the department at 01-8882728.

Mise le meas,

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Angela Cassidy  
Local Government Personnel

## **SCHEDULE**

### **Department of the Environment, Heritage and Local Government**

#### **Circular Letter EL 03/2009**

#### **Motor Travel Rates Effective from 12th March 2009**

In line with the Department's Circular Letters G115/47 of 15 September 1947 and R108 of 29 March 1946, the Scale B rates may be applied to certain grades i.e. Managers, Assistant Managers, Director of Services, Rate Inspectors (or Checkers) and Chief Fire Officers. It is open to these officers, only, to opt for either Scale A or Scale B. Scale B shall apply to all engineering officers. Scale A is the appropriate scale for officers to whom Scale B does not apply.

#### **Scale A**

##### **Rates per mile effective from 12th March 2009**

<b>Official Motor Travel in a calendar year</b>	<b>Engine Capacity Up to 1,200cc</b>	<b>Engine Capacity 1,201cc to 1,500cc</b>	<b>Engine Capacity 1,501cc and over</b>
<b>Up to 4,000</b>	64.54 cent	76.94 cent	97.95 cent
<b>4,001 and over</b>	34.91 cent	39.14 cent	47.36 cent

#### **Scale B**

<b>Official Motor Travel in a calendar year</b>	<b>Engine Capacity up to 1,200cc</b>	<b>Engine Capacity 1,201cc to 1,500cc</b>	<b>Engine Capacity 1,501cc and over</b>
	<b>Annual Allowance €858</b>	<b>Annual Allowance €912</b>	<b>Annual Allowance €1,015</b>
<b>Up to 4,000</b>	37.19 cent	45.91 cent	60.02 cent
<b>4,001 and over</b>	42.32 cent	48.29 cent	58.77 cent

#### **Scale A**

##### **Rates per kilometre effective from 12th March 2009**

<b>Official Motor Travel in a calendar year</b>	<b>Engine Capacity Up to 1,200cc</b>	<b>Engine Capacity 1,201cc to 1,500cc</b>	<b>Engine Capacity 1,501cc and over</b>
<b>Up to 6,437 km</b>	40.11 cent	47.82 cent	60.88 cent
<b>6,438 km and over</b>	21.70 cent	24.33 cent	29.43 cent

#### **Scale B**

<b>Official Motor Travel in a calendar year</b>	<b>Engine Capacity up to 1,200cc</b>	<b>Engine Capacity 1,201cc to 1,500cc</b>	<b>Engine Capacity 1,501cc and over</b>
	<b>Annual Allowance €858</b>	<b>Annual Allowance €912</b>	<b>Annual Allowance €1,015</b>
<b>Up to 6,437 km</b>	23.11 cent	28.53 cent	37.30 cent
<b>6,438 km and over</b>	26.30 cent	30.01 cent	36.52 cent

### Motor Cycle Allowance

#### Rates per mile effective from 12th March 2009

Rates	up to 150	151 - 250	251 - 600	601 plus
0-4000 (miles)	23.29	32.34	38.16	46.01
4001 & over (miles)	15.07	21.42	24.61	28.31

#### Rates per kilometre effective from 12th March 2009

Rates	up to 150	151 - 250	251 - 600	601 plus
0-6,437 (km)	14.48	20.10	23.72	28.59
6438 & over (km)	9.37	13.31	15.29	17.60

#### Domestic Subsistence Rates effective from 12th March 2009

Class of Allowances	Night Allowances			Day Allowances	
	Normal Rate	Reduced Rate	Detention Rate	10 hours or more	5 hours but less than 10 hours
A	€ 108.99	€ 100.48	€ 54.48	€ 33.61	€ 13.71
B	107.69	92.11	53.87	33.61	13.71



### Allowances - Business Cases NOT submitted to D/PER

- The business cases were not forwarded to D/PER for the following main reasons - The cases were:
  - not covered by the terms of the Review, or
  - withdrawn by the local authority, or,
  - already covered by a National Business Case, or
  - refused by this Department on the basis that justification for payment to new beneficiaries was not shown to be justified by the business case.

Local Authority	Allowance	Total
Carlow	Burial Ground Dirty Money Telephone Rental Travel - All Travel - Housing Crew Travel - Town Foreman	6
Cavan	Driver B Special	1
Clare	Semi-skilled Swimming Lesson (Teaching) Swimming (Aqua Aerobics) Technology Meal Saturday	6
Cork	Annual Lump Sum (Water & Sewerage Caretakers) Clothing (Swimming Pool Staff) Collection and Disposal of Dogs (Dog Wardens) Non Reduction to 39 hours Parking Meters Cash Collection Parking Meters Cash Handling Playground Inspection Repairs (Water & Sewerage Caretakers) Swimming Lesson (Teaching) Travel - Drivers / Outdoor Travel - Fixed (Town Clerk) Caretaker Repairs Designated Manager SWRA Dirty Money Dirty Money Garage Meal Greasing Loading Mobile Phone	19
Donegal	Clothing Communication Health & Safety Gaeltacht Training Uniform	6
Fingal	Training Deputy County Manager Training Washing / Greasing Water Safety Development Officer Working Through The Rain	6
Galway	Shift (Waterworks Caretakers) – New Business Case Fuel – CE Scheme On Call Operator Saturday Community Wardens Travel & Subsistence (Lifeguards) Vets Laundry Vets Travel Water Safety Officers Winter Maintenance Salting	9



Local Authority	Allowance	Total
Kerry	Gaeltacht Training	2
Kilkenny	Cleaning Greasing Salting On Call Fixed Travel [No. 1] Kilkenny Borough Council Fixed Travel [No. 2] Kilkenny Borough Council Fixed Travel [No. 3] Kilkenny Borough Council Travel (Employees) Cleaning Depot Early Rising Lifebuoys – Checking Opening / Closing Phone Vehicle Washing	13
Laois	Cemetery Registrar Dirty Money Meal Drivers Water Safety Development Officer	4
Leitrim	Travel (General Operative)	1
Limerick	On Call (Water Services) Laundry Premium Leak Detection Crew Sanitary Services Shift (Waterworks Caretakers) – New Business Case	5
Longford	Caretaker Dog Pound Winter Maintenance	2
Mayo	Water Safety Development Officer	1
Meath	Call Out Designated Manager Meter Reading Overseer Call Out Driver Meal Tea (eating on site) Winter Gritting On Call Winter Gritting Route	8
Monaghan	Irish Officer Water Safety Development Officer	2
Offaly	Lorry Driver Pickup Truck Tractor Driver Phone Dirty Money Water Safety Officer Winter Maintenance	7
Tipperary (NR)	Site (Regional Water Supply) Fuel (CE Scheme) Dual Dirty Money On Call Emergency Water Safety Winter Salting Franchise Fees	8

Local Authority	Allowance	Total
Tipperary (SR)	Bleep Dirty Money Meal On Call Emergency Water Safety Winter Salting	6
Waterford	Carcass P/T Town Clerk P/T Road Safety Shift Towing Weekend Travel (Fixed) Travel (Tax) Travel (Non-Tax) Travel (Lorry, Road) Travel (Road) Vet EFF Town Clerk Register of Electors Special Maintenance Duties Meal Dirty Money On Call machinery yard and salt loader Water & Road Safety Officers	19
Westmeath	Carcass	1
Wexford	Dirty Money	1
Cork City	Cashier Light Plant Operator Heavy Plant Operator Shift (Water Plant) Meal / Mess Living Out / Rent	6
Dublin City	Travel Time Fire Brigade Rent Canteen Gangers Rate Collectors Regulator Second Area Waste Management Supervisors	8
Galway City	Carcass	1
Limerick City	Water & Road Safety Officers	1
Waterford City	Carcass Cemetary Registrar Dead Body Light Equipment Marina Attendant Road Safety Scaffolding Home Phone Rental Library Van Dirty Money Irish Officer Rent	12
<b>Total</b>		<b>161</b>