



George Town Council

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# DRAFT COUNCILLOR ALLOWANCES POLICY

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Amended		
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## Introduction

Allowances for Mayors, Deputy Mayors and Councillors are adjusted annually by an inflationary factor. The information provided within this Policy is in accordance with the allowances payable from 1 November each year.

A copy of this policy is available on Council's website [www.georgetown.tas.gov.au](http://www.georgetown.tas.gov.au).

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## Policy Statement

This Policy stipulates the allowances payable to Councillors and Mayors and Deputy Mayors in accordance with Regulation 42(2) of the Local Government (General) Regulations 2005.

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## Statement of Principles

To ensure that there is transparency and equity in the payment of Councillor's allowances and expenses and in the provision of facilities to assist them to carry out their civic duties.

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## Link to Strategic Plan

### **George Town Council Strategic Plan 2012-2017**

Key Area 1 – Organisational Accountability

Aim: To be responsible, accountable local government by:

- Providing and maintaining a high standard of governance, performance and accountability; and
- Developing and implementing policies to achieve the overall objectives of the Council.

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## Legislation

The following legislation should be considered in conjunction with this policy:

- The Local Government Act 1993
- The Local Government (General) Regulations 2005

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## Scope of Policy

This policy applies to George Town Council elected members.

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## Application of Policy – Fuel Allowance – Councillors' Vehicles

That each Councillor, other than a Councillor allocated a Council vehicle to perform their duties, be entitled to draw from the Council's supplier up to 1,000 litres of fuel per year for Councillors residing within a 10km radius of the Council office and 1,200 litres of fuel for Councillors residing outside a 10km radius of the Council office.

This allowance shall be applicable from the date of declaration of the biennial election or on an approved date of Council meeting, subject to the following conditions:

1. Councillors **ONLY** may collect fuel and a docket must be signed by them upon each transaction.
2. Councillors are not entitled to draw their fuel entitlement by having it placed in containers rather than in a vehicle being driven by them.
3. Councillors are not entitled to draw any part of the allowance in advance.
4. The vehicle to be filled is to be that vehicle/s normally driven by the Councillor and his/her spouse or nominated partner.
5. The fuel card shall be for the supply of unleaded and diesel fuel from the Council's designated suppliers/s upon election, for their sole use, and only in Tasmania.
6. Once the applicable annual fuel allowance has been reached Councillors are required to pay for any fuel used within one month of invoice from Council.

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## Application of Policy – Communications Allowance

### **Mayoral Telephone**

Council will provide and fund the use of a mobile phone for the use of the Mayor.

### **Councillor Telephone and Internet Access Allowance**

That all Councillors shall be reimbursed the following:

- Telephone and internet access allowance is to be adjusted annually by the Hobart CPI factor, with the increment to be calculated as applicable from the 1 November each year at the same time as the statutory Councillor allowance is adjusted.

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## Application of Policy – Mayoral Vehicle

Council will provide a vehicle for the use of the Mayor.

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## Application of Policy – Expenses – Civic Functions & Conferences

### **Civic Functions outside George Town Council area**

Expenses will be reimbursed for the costs of accommodation, meals and incidental expenses (e.g. taxi fares) for a Councillor and his/her partner, where a Councillor is authorised to attend a Civic Function outside George Town and represents George Town Council. Incidental expenses will be paid to the Councillor upon receipt of documentation.

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## Application of Policy – Expenses – Civic Functions & Conferences (Cont.)

### **Conferences**

Expenses will be reimbursed for the costs of accommodation, meals and incidental expenses where a Councillor is authorised to attend a Conference outside George Town. Council will directly meet the costs of accommodation, meals and airfares, if required, together with conference registration fees where applicable for a Councillor and his/her partner for official conference functions not including partners programs.

Council will not meet the partner's travel costs for interstate conferences. Incidental expenses (e.g. taxi fares) will be paid to the Councillor upon receipt of documentation. Where a Councillor chooses an upgrade in accommodation the difference between the available base level accommodation and that upgrade is the responsibility of the Councillor.

### **Civic Functions within George Town Council area**

Expenses will be reimbursed for the costs of meals and incidental costs to attend events of community associations or groups where the Councillor is appointed as Council's representative to that group. Council will directly meet the costs of the function where necessary for the Council representative.

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## Application of Policy – Child Care Expenses

Where a Councillor attends a duly authorised meeting or function of Council and incurs childcare expenses for a child of the Councillor, these expenses will be paid upon the receipt of documentation.

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## Application of Policy – Administrative Assistance

Council will provide a reasonable level of administrative assistance to enable elected members to carry out their official duties. The General Manager will have sole discretion in determining the extent of assistance which can be provided.

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## Application of Policy – Stationery

Council, shall upon request, provide Councillors with standard stationery held or obtained generally for the organisations requirement's.

Stationery may include but is not necessarily limited to paper, writing implements, diaries, writing pads, computer discs, envelopes and the like.

Requests for stationery will by way of a verbal request, written submission or completion of a requisition form to the General Manager.

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## Application of Policy – Payment – Claims Procedure

Councillor allowances and expenses claims shall be paid on a monthly basis at approximately the 28<sup>th</sup> of the month.

Claims over six (6) months old shall not be recognised.

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## Application of Policy – Councillor Expenses - Reporting

Council shall provide information relating to Councillor expenses of all Councillors quarterly in the Council Agenda and the Annual Report, including costs of the Mayoral car and Mayoral mobile telephone.

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## Implementation of this Policy

This Policy will become effective upon approval by Council and is to be reviewed annually.

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## Responsibility

Responsibility for the operation of this Policy rests with the General Manager.