



George Town Council

# 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 duties and responsibilities in accordance with the Local Government Act 1993.

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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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## Fuel Allowance – Councillors' Vehicles

A fuel allowance in accordance with the quantities nominated below will be made available to Councillors to enable them to perform their duties by way of entitlement to draw fuel from Council's supplier:

**The following options are provided:**

Mayor - 2,000 litres per year (or an amount determine by Council or a set rate per km).  
Councillors residing outside a 10km radius of the Council office - 1,200 litres per year  
Councillors residing within a 10km radius of the Council office - 1,000 litres per year

*This allowance shall be applicable from the date of declaration of the election or on a date approved by Council, 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. 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.
5. 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.

**OR**

A per km rate eg. \$0.60c per km 6 cylinder, \$0.50c per km – 4 cylinder (**Note: This option is recommended due to accommodation/transport costs, ease of administrative/audit compliance and transparency and accountability.**)

*Councillors would be required to submit a monthly account detailing:*

- (1) Reasons for Council related travel; and
- (2) Kilometres and travel details.

**OR**

*An amount determined by Council*

*Councillors and Mayor would be the same.*

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## Communications Allowance

### Mayoral Telephone and Internet Access Allowance

**The following options are provided:**

*The Mayor shall be reimbursed at a rate of \$150 per month for telephone and internet access with CPI adjustments to be calculated and applied in the same manner as is stated below for Councillor telephone and internet access.*

*Or*

*Council will provide a fully funded mobile phone for the use of the Mayor together with an internet access allowance as provided for Councillors.*

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## Communications Allowance (Cont.)

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

That all Councillors shall be reimbursed for telephone and internet usage. The telephone and internet access allowance was set at \$100 per month in December 2013. The CPI adjustment noted below has been applied since that time.

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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## Mayoral Vehicle

*Where requested a pool vehicle from Council's vehicle fleet will be made available to the Mayor or a Councillor nominated by the Mayor to undertake Mayoral business functions.*

***(Note: In regard to the provision of the Mayoral vehicle, the current Mayor does not see the need for the provision of a Mayor's vehicle as it does not suit the Mayor's current circumstances).***

*It is therefore not necessary or recommended to purchase a Mayoral vehicle.*

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## Expenses – Conferences & Training Courses

**The following options are provided:**

### **Option 1**

#### **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 Council 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.*

#### **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.*

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## Expenses – Conferences & Training Courses (Cont.)

### **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.*

*Any clarification would be at the discretion of the General Manager.*

**OR**

### **Option 2**

#### **Outside George Town Council Municipal area**

*Expenses will be reimbursed for the costs of accommodation, meals, incidental expenses, travel expenses (e.g. taxi fares or airfares), course fees and or conference registration for a Councillor, where a Councillor is required to attend a conference or training course outside the George Town municipal area and represents George Town Council in doing so. Incidental expenses will be reimbursed to the Councillor upon provision of receipts and supporting 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.*

*The preceding reimbursement of expenses relates to the expenses of Councillors only.*

#### **Authorisation by Council**

*Requests to attend conferences or training courses are approved by the General Manager or the Mayor as required.*

#### **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.*

*Any clarification would be at the discretion of the General Manager.*

*The difference between Option 1 and Option 2 is the exclusion of some of the partners' expenses in Option 2.*

*Option 1 is recommended.*

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## 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 supporting documentation.

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## 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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## Stationery & Electronic Devices

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.

*The Council will provide each Councillor with a Microsoft Surface Pro device, pre-loaded with relevant work software and applications. The Council will meet the cost of the initial acquisition of the Microsoft Surface Pro and software provided.*

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## 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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## Councillor Expenses - Reporting

Councillor allowances and expense reimbursements will be reported in the Annual Report, or as otherwise requested by Council or as directed by the General Manager.

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## Responsibility

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

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## Implementation of this Policy

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

<b>First issued/approved</b>	July 2003
<b>Source of approval/authority</b>	Council Resolution: 200/03
<b>Last reviewed</b>	December 2013
<b>Source of approval/authority</b>	Council Resolution: 371/13
<b>Next review date</b>	June 2016
<b>Version number</b>	12
<b>Responsible Officer</b>	General Manager
<b>Department responsible for policy development</b>	Governance
<b>Related policies/internal Council documents</b>	<ul style="list-style-type: none"><li>• Information Disclosure Policy No. 28</li><li>• Information Disclosure Strategy (Procedures) No. 6</li><li>• Code of Conduct Policy No. 21</li><li>• Microsoft Surface Pro Usage/Electronic Device Guidelines</li></ul>
<b>Publication of policy</b>	Policy to be made available on Councils website and at the Anne Street Council Offices.