



## COUNCILLORS ALLOWANCE POLICY

<b>Policy No.:</b>	GTC-19	<b>Approved by:</b>	George Town Council	
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<b>Responsibility:</b>	Corporate	<b>Review Date:</b>		
Document Control				
Rev No.	Date	Revision Details	Reviewer	Approver
13	February 2020	Revise travel allowances	MCSF	Min Ref039/20
14	May 2021	Update alignment with Strategic Plan.		Min Ref 070/21
15	November 2021	Include Mayoral expenses and Bring Your Own Device	MCFS	

\*This Policy has been reclassified under GTC 12 – Policy Governance. A cover sheet with the new title and classification is provided. The content of the previous policy No.5 V.15. remains extant until review.

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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 2015.

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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 the provision of facilities to assist Councillor's to carry out their duties and responsibilities in accordance with community expectation and the Local Government Act 1993.

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## Link to Strategic Plan

**George Town Community Strategic Plan 2020-2030**

**Future Direction 4**

**Leadership and accountable governance**

**Desired outcome**

**Leadership across the community**

**A culture of engagement and participation**

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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 2015

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## Scope of Policy

This policy applies to George Town Council elected members.

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## Travelling Reimbursements

Councillors are entitled to be reimbursed for reasonable out-of-pocket travel expenses incurred in relation to the discharge of their function as a Councillor in respect of the following:

1. Council Meetings and Workshops;
2. Council Special Committees (as per s24 Local Government Act);
3. Meetings where Councilors (or their proxy) are directly appointed as a Council delegate;
4. Constituted meetings of incorporated community or sporting groups within the municipality;
5. Seminars, conferences and professional development opportunities hosted by LGAT specifically for elected members;
6. Council events where a Councillor has been requested to assist by Council Management;
7. Notwithstanding the above any other claim for reimbursement where Council formally approve attendance to any event, meeting or function.
8. Councillor reimbursement for travel will not include travelling by a Councillor to meet with constituents on their own initiative.
9. Councillors are only able to claim travel from their "principle residence".
10. General Manager to check the accuracy of the travel details i.e. kms.
11. Councillors can only claim e-imburement for an actual journey undertaken to perform their duties mentioned above.

A travelling reimbursement will be made available to Councillors to enable them to perform their duties and shall be either;

- I. A reimbursement rate as prescribed and adjusted by the ATO from time to time. where councillors use their own vehicle: or
- II. Actual out of pocket expense (to a maximum value not greater than the equivalent as calculated in (I) above).

Councillors are required to submit a monthly account detailing;

- (1) Date of travel;
- (2) Reason/s for Council related travel and classification (relating to (i) to (v) above);
- (3) Kilometres and travel details or receipts as appropriate;and
- (4) A copy of the minutes or attendance register recording attendance of the Councilor, except where minutes are held by Council. Where no attendance record is available, other evidence or signed statement will be required to the satisfaction of the General Manager.

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## Communications Allowance

### **Mayoral Telephone and Internet Access Allowance**

The Mayor shall be paid an allowance at a rate of \$238 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.

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

That all Councillors shall be paid an allowance for telephone rental, telephone calls and internet usage. The telephone and internet access allowance was set at \$121 per month in November 2021. The CPI adjustment noted below has been applied since that time.

Telephone rental, telephone calls 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 and Expenses

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 Council business functions.

Reimbursement will be made to the Mayor for minor and/or incidental expenses up to a maximum of \$250 per financial year, as approved by the General Manager, and incurred by the Mayor (or Deputy Mayor when standing in for the Mayor), while carrying out formal functions or duties as Mayor.

A report on these expenses will be provided by the General Manager at workshop on a quarterly basis.

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## Expenses – Conferences & Training Courses

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

In accordance with the Australian Taxation Office, expenses will be reimbursed for the costs of accommodation, meals, incidental expenses, travel expenses (e.g. taxi fares or airfares or vehicle travel in Councillor's own car), 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.

However, in line with Council Policy no; 17 - Equitable Access and Inclusion Policy, should a Councillor require additional assistance, reimbursement of any additional costs will be provided as approved by the General Manager.

### **Authorisation by Council**

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

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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.

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

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## Expenses – Councillor Dependents

Where a Councillor incurs any care expenses for a dependent of the Councillor who requires the care while the Councillor is carrying out his or her duties or functions as a Councillor, these expenses will be reimbursed in accordance with following conditions.

Conditions of claims:

1. All claims are net of subsidy;
2. Supporting receipts must be supplied;
3. The claim period is the minimum period required for the care of the dependent; or the minimum reservation period as determined by the service provider;
4. Provide a duly completed claims form that contains statements specifying and certifying
  - a. the specific council business being undertaken when care was required and/or
  - b. where no Council business was undertaken, the care claim period was required in anticipation of the undertaking of Council business; and
5. In the case of a minimum reservation period being utilized, evidence of booking options available from the provider will be provided every six months.

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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 reasonable quantities of standard stationery held or obtained generally for the organisations requirements.

Stationery may include but is not necessarily limited to paper, writing implements, diaries, writing pads, digital storage media, 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.

Electronic communication is the principle source between Council Officers and Elected Members. Council will meet the cost of the initial acquisition of electronic tablets for all elected members and provide the appropriate software. The electronic tablet is to be returned to Council on the completion of the elected member's term.

A councillor may opt to bring their own electronic device for use in carrying out their official duties. A reimbursement of \$50 per month will be provided to Councillors who bring their own device. Councillors providing their own device are required to ensure the security of Council information, to the satisfaction of the General Manager and in accordance with Council's Information Technology Framework.

Council will provide and maintain a printer, ink and paper for the printing of Council documentation, if requested.

Business cards will be provided to Elected Members (250 business cards per calendar year per Elected Member). These are to be requested through Council's Executive Assistant – Governance.

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## Payment – Claims Procedure

Councillor allowances and expenses claims shall be paid in arrears on a monthly basis. Payment for the month of December will be paid on 15<sup>th</sup> December not in arrears.

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, with reimbursement paid to Councillors being reported within the Travel and Expenses sub-categories within the Financial Statements of the Council's Annual Report.

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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>	April 2022
<b>Version number</b>	15
<b>Source of approval/authority</b>	Council Resolution: Min Ref 048/22
<b>Next review date</b>	November 2021
<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 – Elected Members Policy No. 21</li><li>• CORP-01 Electronic Device Usage Guidelines</li></ul>
<b>Publication of Policy</b>	Policy to be made available on Council's website and at the Anne Street Council Offices.

