

FINANCE & ADMINISTRATION COMMITTEE	3
19 JUNE 2008	

GENERAL POLICY – REMUNERATION LEVEL, PROVISION OF SUPPORT AND PAYMENT TO ELECTED REPRESENTATIVES

Linda Kirchner : 1/3/87-05: #1720089

RECOMMENDATION:

That Cairns Regional Council readopt General Policy – Remuneration Level, Provision of Support and Payment to Elected Representatives in accordance with Section 236 of the *Local Government Act 1993*.

In accordance with the Department of Local Government, Sport and Recreation Guidelines for Councils, Councillors must reimburse Council for any private use of Council owned vehicles. Reimbursement shall be in accordance with rates prescribed in the Queensland Local Government Officers Award (Federal)

That Council comply with the Act and the Department’s guidelines by providing a copy to the Department’s Chief Executive Officer for approval and by public notice of the amended expenses policy in both the Cairns Post and the Mossman Gazette.

INTRODUCTION:

At the Statutory meeting in April, Council adopted a “General Policy Remuneration Level, Provision of Support and Payment to Elected Representatives” in accordance with the requirements of the *Local Government Act 1993* and the Department’s mandatory guidelines. A copy of the guidelines is attached to this report. It should be noted that a copy of this Policy must be given to the Chief Executive Office of the Department for his approval, as must any subsequent amendment to the Policy. A copy must also be published in the local newspaper.

COMMENT:

REIMBURSEMENT OF EXPENSES

The Department’s mandatory guidelines state:

- o Reasonable expenses - are not to be used to supplement remuneration levels determined by the Local Government Remuneration Tribunal and should only cover actual costs.

- Policies must cover the specific expense for which Councillors are entitled to receive remuneration and must be sufficiently clear in scope and easily understood by communities.
- Councillors can only receive reimbursement for expenses included in this policy.
- Councils should consider public perceptions and community expectations when developing expenses reimbursement policies.
- That the detail and range of expense paid and facilities provided to Councillors by Council must be clearly and specifically stated and be fully transparent and acceptable to the community.
- All reimbursement of expenses or provision of facilities must be for legitimate business use only to enable Councillors to effectively and efficiently carry out their civic duties.
- That spouses, partners and family members of Councillors are not entitled to receive any reimbursement of expenses or provision of council facilities.
- Councils should consider issues such as access and equity and develop policies that take account of any barriers to participation for Councillors (eg disabilities and caring responsibilities).
- Council may choose to provide a vehicle owned by Council for official business.

The Cairns Regional Council policy does not currently allow for any private usage of Council owned vehicles.

Section C - Payment of expenses incurred when conducting council official business.

Purpose

This is to ensure that all reasonable expenses incurred by Councillors whilst conducting business including are reimbursed.

Principle

Council will normally arrange direct payment of airfare, accommodation and breakfast.

In accordance with the Department of Local Government, Sport and Recreation Guidelines for Councils, Councillors may use vehicles provided by Council for official business.

If a councillor uses a private vehicle to conduct the business of Council, reimbursement may be claimed based on log book substantiation of the relevance of the travel to Council business paid in accordance with rates prescribed in the Queensland Local Government Officers Award (Federal).

In accordance with the guidelines, no private use is allowed of a Council owned vehicle.

The State's mandatory guidelines state "no private use is allowed of Council-owned vehicles unless Council, in its expenses reimbursement policy, permits a Councillor to reimburse Council for any private use.

It is understood that Council now wishes to explore this option. The following draft wording is proposed as an amendment to the General Policy.

If a Councillor uses a Council owned vehicle for private purposes, the Councillor must reimburse Council based on the vehicles log book record of use in accordance with rates prescribed in the Queensland Local Government Officers Award (Federal).

CONSIDERATIONS:

Statutory:

This report complies with Section 250 of the *Local Government Act 1993*, including the requirement that the matter must be considered in open session (s250AU).

Councillors who fail to comply with the policy or misappropriate expenses or facilities, may be committing an offence under the *Criminal Code 1899* and / or a breach of Council's Code of Conduct.

Policy:

The draft amended policy is attached to this report.

Financial:

There are no financial implications as any private usage will be fully reimbursed.

Social:

The principles used in determining the reimbursement of expenses for, and provision of support to, the Councillors is included in the draft policy.

CONSULTATION:

Section 250AR and 250AS states that the policy must be notified, as must any further amendments to the policy. Section 250AT states the local government must give public notice of the expenses reimbursement policy by publishing the policy in a newspaper circulating in the local government area and the guidelines indicate that this should be done as soon as practicable after adopting the expenses reimbursement policy.

Cairns Regional Council is also required to report in its annual report each year the contents of the reimbursement policy, any amendments to the policy, and the extent of Councillors overseas travel and hospitality and entertainment expenditure.

OPTIONS:

Council can choose to:

1. Proceed with the proposed amendment.
2. Make changes to the proposed amendment.
3. Take no further action at this stage.

CONCLUSION:

Council should resolve to re-adopt the General Policy *Remuneration, Provision of Support & Payment to Elected Representatives* with the change as proposed above.

ATTACHMENTS:

1. Doc #801852v4 - Draft Amended General Policy – Remuneration, Provision of Support and Payments to Elected Representatives
2. The Guidelines (version 3), including Table A (Actual expenses deemed necessary and required for the business of Council) and Table B (Facilities reasonably required) is attached to this report.

N P BRIGGS
Chief Executive Officer

Attachment No. 1

CAIRNS REGIONAL COUNCIL

NO. 1:02:04

General Policy

REMUNERATION LEVEL, PROVISION OF SUPPORT & PAYMENTS TO ELECTED REPRESENTATIVES

Intent To clarify the extent of remuneration, expense reimbursement and support provided to elected representatives of Cairns Regional Council.

Scope This policy applies to all duly elected representatives of Cairns Regional Council.

PROVISIONS

Pursuant to Section 236A. of the *Local Government Act 1993*, Council adopts the following basis for remuneration for the Mayor, Deputy Mayor and Councillors to commence from the first pay period after the adoption of the policy and to be effective for no longer than six (6) months following the 2012 general Council election.

Section A – Remuneration to be paid

1. Remuneration shall be paid to Cairns Regional Council Elected Members for their service as Elected Representatives, members of Council's Standing and Special Committees, and office bearers of the Local Government. Such remuneration shall be in accordance with the determination of Local Government Remuneration Tribunal. As at the 1 December 2007 Cairns Regional Council was deemed by the Tribunal to be a Category 6 Council. As a Category 6 Council, the remuneration is benchmarked to the remuneration paid to Members of the Queensland Legislative Assembly as follows:

Mayor	95 - 110% of MLA
Deputy Mayor	67.7 - 77.5% of MLA
Councillor	60 - 70% of MLA

The Tribunal recognised that an MLA's remuneration is usually varied with effect from 1 July each year following a determination by the Commonwealth Government Remuneration Tribunal and a flow on of such decision because of the effect of *Parliament of Queensland Act 2001*. It is the intention of the Tribunal that Councillor remuneration will increase at the same time as an MLA's remuneration is reviewed.

In addition, an amalgamation loading is payable as per the Tribunal Report. This is a fixed amount which will be phased out over a four year period. For the 08/09 financial year the amounts payable are:

Mayor	\$12,970
Deputy Mayor	\$9,180
Councillor	\$8,230.

2. The remuneration fixed above will be all inclusive and no additional remuneration will be payable for sick leave, annual leave, or any other benefits otherwise applicable to employees other than superannuation as provided for in Clause 4 hereunder.
3. The remuneration fixed above will be effective from the first pay period after the adoption of the policy and will be payable in 26 equal fortnightly instalments, subject to the provisions of Clause 5 hereunder.

4. Elected Members will be entitled to superannuation benefits on the same terms as Cairns Regional Council employees, subject to the provisions of the *Local Government Act 1993*.
5. Where a Councillor is aged 70 years or greater the remuneration paid will be grossed up by 12%, being the equivalent employer superannuation contribution that would have been payable to the Queensland Superannuation Board if the Councillor was aged less than 70 years.
6. In accordance with Section 252(1)(B), a person's office as a local government councillor is vacated if the person, without the local government's leave, is absent from 3 or more consecutive ordinary meetings of the local government over at least 3 months.

Section B - Principles for remuneration

That the reasons for adopting the above principles are:

1. Cairns Regional Council Elected Members are called upon by the demands of their office to attend civic duties requiring a commitment on their time equivalent, or average, to at least standard working hours.
2. The Council considers that the calling of local government councillors requires, by its very nature, extensive evening and weekend work to service the community's requirements.
3. Cairns Regional Council Elected Members are called upon by the demands of their office to attend to civic duties on up to a full-time basis.

Section C - Payment of expenses incurred when conducting council official business.

Purpose

This is to ensure that all reasonable expenses incurred by Councillors whilst conducting business including are reimbursed.

Principle

Council will normally arrange direct payment of airfare, accommodation and breakfast.

In accordance with the Department of Local Government, Sport and Recreation Guidelines for Councils, Councillors may use vehicles provided by Council for official business.

If a councillor uses a private vehicle to conduct the business of Council, reimbursement may be claimed based on log book substantiation of the relevance of the travel to Council business paid in accordance with rates prescribed in the Queensland Local Government Officers Award (Federal).

If a councillor uses a Council owned vehicle for private purposes, the councillor must reimburse Council based on the vehicles log book record of use in accordance with rates prescribed in the Queensland Local Government Officers Award (Federal).

In accordance with the guidelines, no private use is allowed of a Council owned vehicle.

Amount

1. Incidental Allowance: as per the guidelines, an allowance of \$20 will be paid to cover newspapers, magazines, snacks, tea and coffee, private phone calls, and personal items necessary for travel;
2. Cab charge facility or reimbursement for public transport will be paid for transport to official Council functions.
3. Council will reimburse 50% of the costs incurred by a Councillor for a home landline at the Councillor's residence, including connection cost, monthly rental and total local calls made. The cost of STD and international calls will be reimbursed on receipt of a declaration that the call related to Council business. 50% of home internet access including monthly access fee will be provided to Councillors. If a councillor uses a personally owned mobile device, Council will reimburse 50% of the costs incurred.

Section D - Other support for elected representatives**MANDATORY TRAINING AND DISCRETIONARY TRAINING**

Where Council resolves that all councillors are to attend training courses or workshops for skills development related to a councillor's role, council will reimburse the total costs of the course. In addition, where a Councillor identifies a need to attend a conference, workshop or training to improve skills relevant to their role as a Councillor, other than mandatory training as above, Council will allow for the expenses to be covered up to a limit of \$5,000 available to each councillor during their current term in office.

In addition to the above remuneration benefits, support will be provided to all elected representatives as follows:

1. Mayor:
 - Separate office accommodation which includes ablution facilities and private meeting room equipped with TV/Video facilities.
 - Secretarial support retained on contract for the term of the Council.
2. Deputy Mayor:
 - Separate office accommodation.
 - Secretarial/administrative support in accordance with the established staff structure.*
3. Councillors (Other than above):
 - Office accommodation.
 - Secretarial/administrative support in accordance with the established staff structure.*

Note *

The staff establishment allows for the employ of the equivalent of two (2) full time staff with the necessary skills to provide high level support and whom report to the Manager Corporate Performance.

Elected representatives apart from the Mayor are provided with fully maintained and serviced meeting/committee rooms, kitchen amenities and ablution facilities, which includes the supply and laundering of bath linen. Meeting/committee room usage is on a Councillor priority basis.

Each Councillor will be provided with a single standard laptop as defined by Council's Information Services Branch that can be used both at the Council work location and at the Councillor's home office. A docking station, keyboard, mouse and computer screen along with access to a networked combination/printer/fax will be provided at the Councillor's Council work location. An individual combination printer/scanner/fax will be provided for home office use if required.

Each laptop will be loaded with the Microsoft Office Suite and email software. Internet access will be provided for at the Council work location. It is the responsibility of each Councillor to arrange internet access from their home office if required.

Council supplied laptops may only be used for Council related work and only the standard laptop as defined by the Information Services Branch will be provided. All Council supplied devices are provided under Council's policies relating to computer use, security and internet and email usage. Support and management of supplied devices will be in accordance with Information Services asset management policy.

Support for the Council supplied Laptop and peripheral devices will be provided by the Information Services Branch through the Information Services call centre and within standard business hours. If rectification requires more than phone support the Council provided laptop or peripheral devices will be returned to Spence St by the Councillor during normal business hours for rectification work. The Mayor will be provided full 24 hour 7 day a week on site support for all Council provided technology installed at their residence.

Where required, training in the use of the equipment/software that has been provided by Council will be available.

Council will provide to each elected representative the necessary stationery and personalised letterhead, including postage costs, for the undertaking of duties directly associated with their position.



Policy Requirements:

That this policy remains in force for a period of no longer than six (6) months after the next quadrennial election.

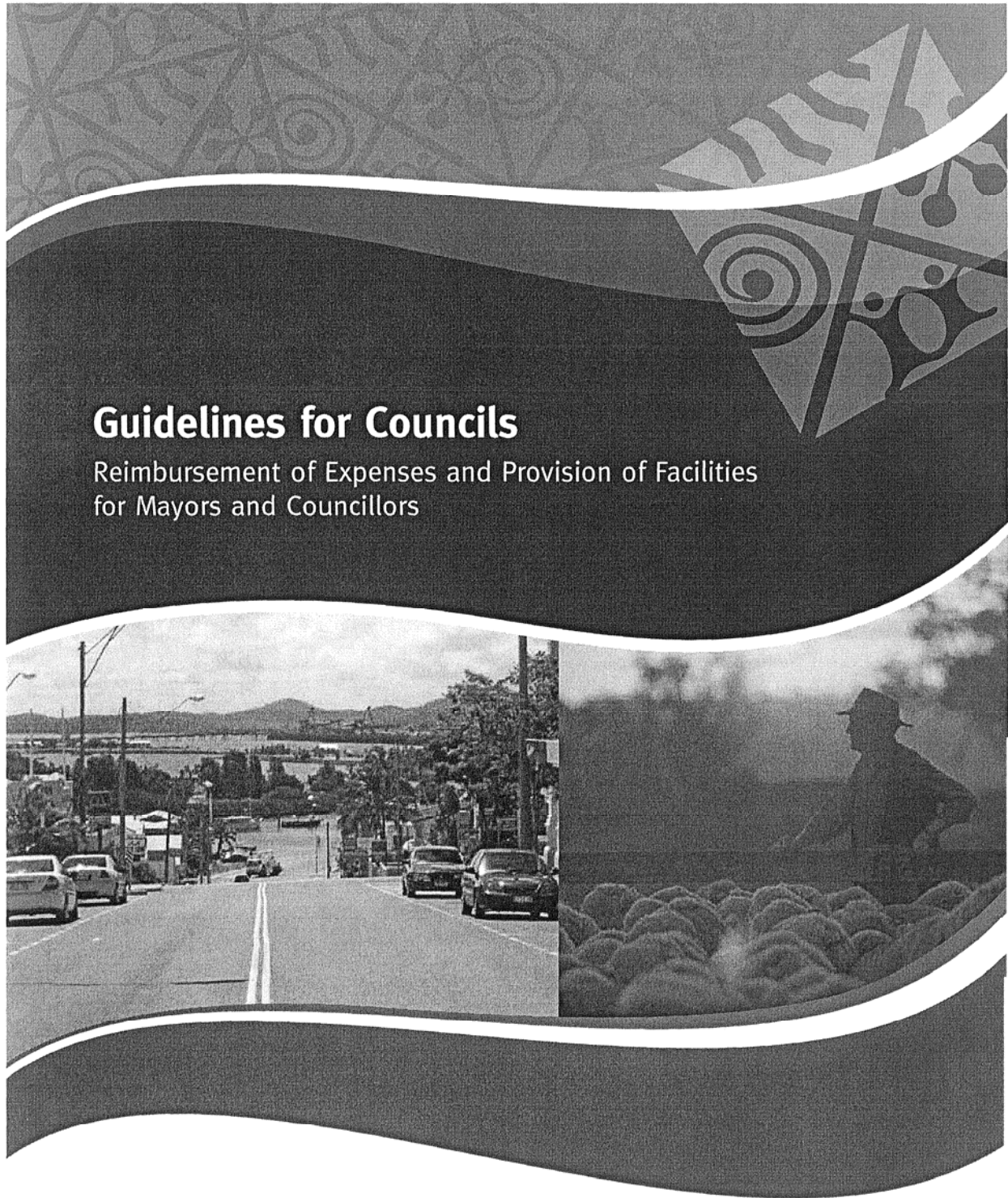
General Manager Responsible for Review: General Manager Corporate Services

CURRENT ADOPTION: 3/04/2008

DUE FOR REVISION: 24/04/2012

REVOKED/SUPERSEDED:

Attachment No. 2



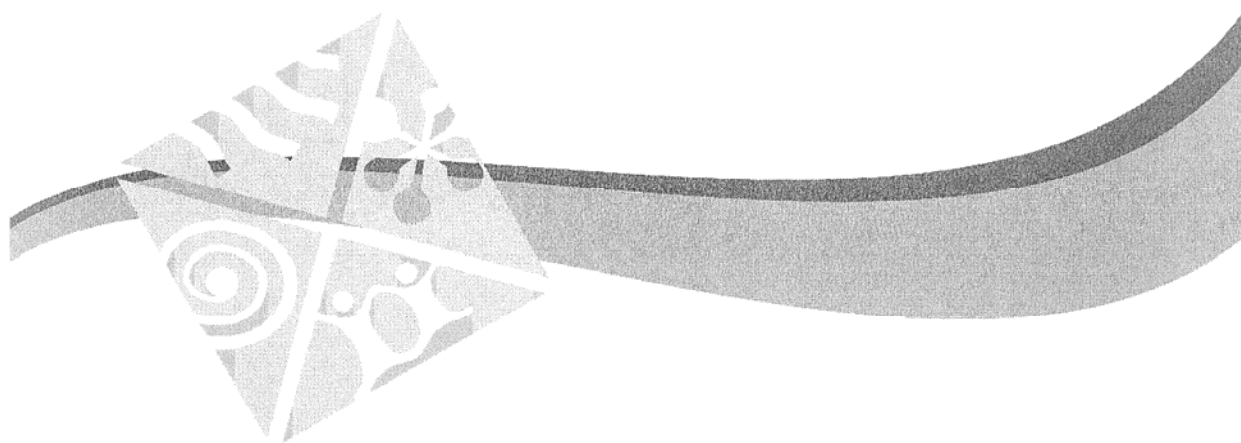


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Version Control	Date
Version 1 New expenses reimbursement policy guidelines	21 December 2007
Version 2 Guidelines amended post LGAQ and local government feedback.	21 January 2008
Version 3 Guidelines amended – amended provisions regarding: Definition added for “council business” Hospitality expenses limits	14 February 2008

Part 1 INTRODUCTION

PURPOSE

The document sets out mandatory guidelines for use by councils when developing an Expenses Reimbursement Policy to determine:

- reimbursement for councillors and mayors of legitimate expenses incurred, or to be incurred; and
- facilities to be provided for councillors and mayors,

while carrying out civic duties as elected representatives of their local communities.

DEFINITIONS

Council Business: This is official business conducted on behalf of, and approved by, council where a councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the council.

Council Business should result in a benefit being achieved either for the local government and/or the local government area.

Example: Council may decide that council business includes civic ceremony duties such as opening a school fete.

Participating in a community group event or being a representative on a board not associated with council is not regarded as Council Business.

Expense: Expenses are payments made by councils to reimburse councillors for their reasonable expenses incurred or to be incurred when discharging their duties as councillors. These payments are not regarded as remuneration. The expenses may be either reimbursed to councillors or paid direct by council for something that is deemed a necessary cost or charge when performing their roles.

Facility: Facilities provided by councils to councillors are the 'tools of trade' required to enable them to perform their duties with relative ease and at a standard appropriate to fulfil their professional role for the community.

Reasonable: Councils must make sound judgements and consider what is prudent, responsible and acceptable to their communities when determining reasonable levels of facilities and expenditure. The community expects limits and does not want to see excessive use or abuse of public funds.

SCOPE/BACKGROUND

Any expenses reimbursement policy adopted by Council must comply with these guidelines issued by the chief executive (Director-General) of the Department of Local Government, Sport and Recreation (the Department).

The guidelines deal only with expenses or facilities provided to councillors. This does not however, limit a council's ability to provide support to community organisations (such as Mayoress Committees).

These guidelines were developed following consultation with key stakeholders including local government chief executive officers, the Local Government Association Queensland, the Queensland Audit Office, the Crime and Misconduct Commission and the Queensland Ombudsman.

LEGISLATIVE CONTEXT

It is important to note section 250AK of the *Local Government Act 1993* (the Act) states that decisions regarding the payment of expenses and provision of facilities are separate from the decisions regarding the remuneration entitlements of councillors and mayors. The remuneration entitlements for councillors are set by the Local Government Remuneration Tribunal.

When developing their expenses reimbursement policies, local governments must comply with these guidelines issued by the chief executive of the Department and the relevant sections of the Act: sections 236B, 250AR, 250AS, 250AT and 250AU. A summary of these sections are set out below:

Adopting an Expenses Reimbursement Policy

A local government must adopt, by resolution, an expenses reimbursement policy that complies with the requirements of the Act and the guidelines issued by the chief executive of the Department.

Reasonable expenses

Local governments' *expenses reimbursement policies* must provide payments to councillors for reasonable expenses incurred, or to be incurred, for discharging their duties and responsibilities as councillors.

Provision of facilities

The expenses reimbursement policy must provide for the facilities that are to be provided to councillors for the purpose of discharging their civic duties.

Public accountability and transparency

The local government must give public notice of the expenses reimbursement policy by publishing the policy in a newspaper circulating in the local government area as soon as practicable after adopting the expenses reimbursement policy.

Annual reporting

A local government's annual report must contain a copy of the council's expenses reimbursement policy and a copy of any resolution made during the year authorising payment of expenses or provision of facilities to councillors of the local government.

Amending an expenses reimbursement policy

A local government may amend, by resolution, its expenses reimbursement policy ensuring the same public accountability and transparency requirements are followed.

STATEMENT OF PRINCIPLES

There are a number of underpinning principles that provide a context and framework for local governments developing their own expenses reimbursement policies.

These principles recognise local differences based on size, geography and demographics of each local government area and acknowledge a 'one size approach does not fit all'.

Reasonable expenses reimbursement to councillors

When developing an expenses reimbursement policy it is mandatory that councils consider what is reasonable and fair in the circumstances. Councillors should not be financially disadvantaged when carrying out the requirements of the role of councillor and should be fairly and reasonably compensated in this regard in accordance with community expectations. Councils should take into account considerations of economy and efficiency when developing their policies. Expenses are not to be used to supplement remuneration levels determined by the Local Government Remuneration Tribunal and should only cover actual costs.

Public accountability and transparency

Councils should consider the importance of public accountability and transparency when developing an expenses reimbursement policy. Council expenses reimbursement policies must ensure there is accountability and transparency in the reimbursement of expenses incurred, or to be incurred, by councillors. Policies must cover the specific expenses for which councillors are entitled to receive reimbursement and must be sufficiently clear in scope and easily understood by communities. Councillors can only receive reimbursement for expenses included in the policy.

Note: The Act provides that a council meeting at which a proposed expenses reimbursement policy is discussed cannot be a 'closed' meeting. The public must have access to the policy document. Councils are required to publish the policy document in the local newspaper as soon as the expenses reimbursement policy has been adopted.

Public perceptions and community expectations

Councils should consider public perceptions and community expectations when developing expenses reimbursement policies. It is important that the detail and range of expenses paid and facilities provided to councillors by council must be clearly and specifically stated, be fully transparent and be acceptable to the local community. The public should feel confident their needs and expectations have been considered by council in determining its expenses reimbursement policy.

No private benefit to be derived

Councillors incurring expenses should not gain personal funds as a result of their role servicing the community. All reimbursement of expenses or provision of facilities must be for legitimate business use only ie. to enable councillors to effectively and efficiently carry out their civic duties. Furthermore, facilities and resources provided to councillors are for the sole use of councillors in undertaking their duties and should be used responsibly and appropriately.

Spouses, partners and family members of councillors are not entitled to receive any reimbursement of expenses or provision of council facilities.

Equity and Participation

Councils' expenses reimbursement policies must be non-discriminatory and provide an opportunity for full participation by all councillors from a diverse range of backgrounds. The policy should account for individual differences and be sufficiently inclusive to ensure participation of under-represented groups. Councils should consider issues such as access and equity and develop policies that take account of any barriers to participation for councillors. This includes consideration of the needs of councillors with disabilities and caring responsibilities. Council policies should make reasonable provision in this regard.

Note: Councillors should be aware if they fail to comply with council's expenses reimbursement policy or misappropriate expenses or facilities, they may be committing an offence under the *Criminal Code 1899* and/or a breach of council's Code of Conduct.

Part 2

EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES

It is the responsibility of individual councils to use their discretion and decide what is required by councillors carrying out their civic responsibilities taking into account the role of the councillor, council's annual budget and community expectations.

Council must be mindful of the principles set out in these guidelines and the legislative requirements of the Act when determining legitimate types of expenses and facilities for councillors.

Councils can only include in their expenses reimbursement policy those expenses and facilities as set out in Tables A Expenses and B Facilities of these guidelines. Some of the expenses and facilities provided in the Tables may not be deemed necessary or relevant by all local governments. Each council is at liberty to consider what is necessary and relevant (from the Tables provided) for their councillors in the course of attending to the **actual business of council**, taking into account the principles in these guidelines and what is reasonable and justifiable.

The Department acknowledges a 'one size does not fit all' approach. Hence, the Department considers there should be a degree of flexibility for local governments in making their determinations.

Council may decide additional expenses and facilities are necessary and will be provided for a **mayor, deputy mayor or committee chairperson**. However, the extra benefits provided to mayors, deputy mayors or committee chairs can only be from the categories listed below in sections A and B and cannot exceed the limits set out in the guidelines.

In developing their expenses reimbursement policies councils may wish to consider including details about managing the procedural aspects of the policy. For example, council may decide receipts are required before reimbursement of some expenses can occur to a councillor; or council may want to set allowable time frames for claiming expenses; or council may decide to outline how and under what circumstances advance payments can be provided to a councillor; and who is responsible for monitoring and processing of expenses.

A. Expenses

<p>Actual expenses deemed necessary and required for the business of council. Council may only choose from the categories listed and subject to budget limitations and community expectations.</p>	
<p>Representing Council</p>	
<p>Where council resolves councillors are required to attend conferences or workshops to either deliver a paper or as a delegate of council; council may reimburse expenses associated with attending the event since participation is part of the business of council.</p>	
<p>Professional Development Needs</p>	<p>Meals</p>
<p>Mandatory training. Where Council resolves that all councillors are to attend training courses or workshops for skills development related to a councillor's role, the council may reimburse the total costs of the course. Some examples of this training are Councillor Induction, Code of Conduct, Meeting Procedures, Legislative Obligations.</p> <p>Discretionary training. Where a councillor identifies a need to attend a conference, workshop or training to improve skills relevant to their role as a councillor, other than mandatory training as above, council may allow for the expenses to be covered to a limit of \$5,000 available to each councillor during their current term in office.</p>	<p>As an alternative to reimbursement for each actual cost per meal, council may wish to set an allowance to cover three meals per day when councillors are travelling for business related reasons. Any meal allowance paid must not be more than:</p> <p>Breakfast \$19.60 Lunch \$20.05 Dinner \$34.55</p>
<p>Travel Costs</p>	<p>Hospitality Expenses</p>
<p>Councillors may incur travel costs for a number of reasons including attendance at council meetings, travelling to conferences, training or workshops. In some cases this may involve interstate and overseas travel.</p> <p>If councillors travel using their private vehicles a mileage allowance can be claimed based on log book details to substantiate the relevance of the travel to council business. The amount reimbursed will be the actual amount (or equivalent mileage) expended by the councillor.</p>	<p>Councillors may have occasion to incur hospitality expenses while conducting council business apart from official civic receptions organised by council. Mayors, in particular, may require additional reimbursement when entertaining dignitaries outside of official events. The maximum amount of hospitality expenses that may be reimbursed for councillors is \$500 per annum. The limit for hospitality expenses that may be reimbursed to mayors is as follows and is based on the local government categories as determined by the Local Government Remuneration Tribunal:</p> <ul style="list-style-type: none"> o Mayors of local governments categorised 6, 7, 8 or 9 by the Tribunal = \$6,000 per annum o Mayors of local governments categorised 3, 4 or 5 by the Tribunal = \$4,000 per annum o Mayors of local governments categorised by the Tribunal 1, 2 or Special = \$2,000 per annum
<p>Accommodation</p>	<p>Cab Charge facility or reimbursement for public transport tickets (rail, ferry, bus)</p>
<p>Councillors may need to stay away overnight while attending to council business. When attending conferences, councillors must take advantage of the package provided by conference organisers and therefore stay in the recommended accommodation unless prior approval has been granted by council. In all other cases council must decide what are legitimate accommodation costs that will be reimbursed.</p> <p>Council may consider paying a modest <i>Incidental Daily Allowance</i> of up to \$20.00 per day to cover additional incidental costs incurred while councillors are travelling and staying away from home overnight.</p>	<p>To attend official council functions only.</p>

B. Facilities

When determining the facilities to be provided, council must consider what are reasonable requirements and standards for an individual councillor in their council. If a councillor chooses a higher standard of facility than that prescribed by council, any difference in cost must be met by the councillor personally. Since the ownership of facilities vests in council, it is expected councils will have policies in place to cover

the use of council owned facilities.

All facilities provided to councillors remain the property of council and must be accounted for during annual equipment audits. The facilities must be returned to council when the councillor's term expires, unless council agree to dispose of the facility in some other manner.

Actual facilities deemed necessary and required to assist councillors in their role. Council may only choose from the categories listed and subject to budget limitations and community expectations.	
Administrative tools and access to council office amenities	Telecommunication Needs
<p>Councils may provide the following to councillors:</p> <ul style="list-style-type: none"> o Facilities such as office space and council meeting rooms. o Secretarial support for mayors and councillors. o Desktop and/or laptop computer. o Use of council landline telephone and internet access. o Fax and/or scanner. o Printer, photocopier, paper shredder. o Stationery. o Publications – copies of the Act and other legislation, books, journals considered necessary. o Any other administrative necessities which council consider necessary to meet the business of council. 	<ul style="list-style-type: none"> o Mobile telephones and/or a hand held PDA palm pilot device (eg.'Blackberry'): Where council provides a mobile telephone or hand held device to a councillor for official business use, council may pay for all associated costs. Any personal calls made by the councillor must be reimbursed to council. If a councillor uses a personally owned mobile device, council may reimburse up to 50% of the costs incurred. o Where council does not provide a mobile telephone or hand held device, council may provide: <ul style="list-style-type: none"> o A home landline at the councillor's residence, including connection cost, monthly rental and call costs up to 50% of the total calls made. However, any STD or international calls made from the home telephone can only be reimbursed if a receipt and certification is provided by the councillor that the call was related to council business; and o Home internet access including monthly access fee and up to 50% of the package costs.
Home Office	
Council may choose to provide a councillor with home office equipment, including computer, fax, copier, printer and internet access.	
Maintenance costs of any council owned equipment	Legal Costs and Insurance cover
Council may cover all ongoing maintenance costs associated with council owned equipment to ensure it is operating for optimal professional use.	<ul style="list-style-type: none"> o Council may decide to cover costs incurred through any inquiry, investigation, hearing or legal proceedings into the conduct of a councillor, or arising out of, or in connection with the councillor's performance of his/her civic functions. o Councillors may be covered under council insurance policies while discharging civic duties. Specifically, insurance cover may be provided for public liability, professional indemnity, councillor's liability, personal accident, international and domestic travel insurance.
Name badge for councillor and uniform	
This may include any safety equipment such as overalls, safety helmets or glasses as required by a councillor in their role.	
Vehicle	
Council may choose to provide a vehicle owned by council for official business. No private use is allowed of council-owned vehicles unless council, in its expenses reimbursement policy, permits a councillor to reimburse council for any private use.	Fuel costs
	For vehicles provided by council.
	Car parking amenities