

GENERAL POLICY REVIEW – EXPENSE REIMBURSEMENT AND SUPPORT FOR ELECTED MEMBERS

POP | 65/9/1-01 | #7671766

RECOMMENDATION:

That Council adopts the Expense Reimbursement and Support for Elected Members General Policy

INTERESTED PARTIES:

nil

EXECUTIVE SUMMARY:

Council Officers have undertaken a review of the Expense Reimbursement and Support for Elected Members General Policy and have updated it to ensure both legislative compliance and transparency.

Section 249-251 of the *Local Government Regulations 2012* state that Council must adopt an Expense Reimbursement Policy.

BACKGROUND:

The purpose of this policy is to set the parameters to authorise payment of reasonable expenses incurred, or to be incurred, by Councillors and provide resources including administrative support to assist Councillors to discharge their duties and responsibilities.

This policy ensures that the Council's reimbursement of business expenses and the provision of appropriate facilities is consistent with the local government principles and financial sustainability criteria as defined in the *Local Government Act 2009*.

The revised policy includes principles that underpin the policy, clearer definitions and approval process to assist both Councillors and Council Officers when applying and administering this policy.

OPTIONS:

Option 1: That Council adopts the Expense Reimbursement and Support for Elected Members General Policy.

Option 2: That Council does not adopt the Expense Reimbursement and Support for Elected Members General Policy.

CONSIDERATIONS:

Corporate and Operational Plans:

Focus Five – Being a Leader in Local Government

Statutory:

Section 249-251 of the *Local Government Regulations 2012* state that Council must adopt an Expense Reimbursement Policy.

ATTACHMENTS:

Attachment 1 - Expenses Reimbursement and Support for Elected Representatives
General Policy doc [#7660134](#)

A handwritten signature in blue ink, appearing to read 'C. Posgate'.

Christine Posgate
Director People and Organisational Performance

EXPENSE REIMBURSEMENT AND SUPPORT FOR ELECTED MEMBERS GENERAL POLICY

- Intent** The purpose of this policy is to set the parameters to authorise payment of reasonable expenses incurred, or to be incurred, by Councillors and provide resources including administrative support to assist Councillors to discharge their duties and responsibilities.
- Scope** This policy applies to the Mayor and Councillors and is made pursuant to section 250 of *the Local Government Regulation 2012*.

1. POLICY SUMMARY

- 1.1. Council is responsible for providing support to Councillors in carrying out their roles and to fairly compensate Councillors in accordance with statutory requirements and community expectations.
- 1.2. As a general principle, Councillors should not be required to bear additional costs reasonably incurred in the performance of their roles and responsibilities.
- 1.3. This policy ensures that the Council's reimbursement of business expenses and the provision of appropriate facilities is consistent with the local government principles and financial sustainability criteria as defined in the *Local Government Act 2009*.
- 1.4. The policy sets out the maximum amounts council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.
- 1.5. Reports of Councillor Expenses and Reimbursements will be published in the Annual Report at the end of the financial year. In addition, reports on the provision of expenses and facilities to councillors will be publicly tabled at a council meeting every six months and published on Council transparency portal. These reports will include expenditure summarised by individual councillor and as a total for all Councillors.

2. PRINCIPLES

- 2.1. The principles that underpin this policy are:
 - The use of public monies in the public interest by responsible budgeting and accounting;
 - Fair and reasonable allocation of Council resources (allowances, facilities and other benefits) to enable all Councillors to conduct the duties of their office;
 - Transparent decision-making by public disclosure of policy and resolutions; and,
 - Accountability for expenditure and use of facilities through full justification and acquittal.

3. DEFINITIONS

- 3.1. **Official Council business** – means the official business of a Councillor as generally described in section 12 of the *Local Government Act 2009*. Official Council business are activities conducted on behalf of Council where a Councillor is required to undertake certain tasks to satisfy a legislative requirement, perform ceremonial activities or achieve business objectives of Council. Official Council

duties should result in a benefit being achieved either for the Local Government and/or the local community. This includes but is not limited to:

- Preparing, attending and participating in Council meetings, committee meetings, workshops, strategic briefings, deputations and inspections;
- Undertaking professional development opportunities;
- Attending civic functions or events representing Council;
- Attending public/community meetings, presentation dinners, annual general meetings and the like where invited as a Councillor;
- Attending community events as a Councillor (eg. School fetes, community group awards and presentations, fundraisers); and
- Attending networking events and business meetings when attending as a Councillor

Participating in an event without formal invitation as a Councillor or being a representative on a board not associated with Council, is not regarded as official Council duties.

- 3.2. **Council Representation** - where a Councillor is appointed by Council to represent it on nominated organisations or committees.
- 3.3. **Entertainment and hospitality** – means the cost to Council of providing entertainment or hospitality as outlined in Council’s Entertainment and Hospitality Expenditure Policy.
- 3.4. **Facilities** – means the amenities and tools necessary for Councillors to perform their duties efficiently and effectively.
- 3.5. **Professional development** – includes study opportunities, attendance at industry workshops, courses, seminars and conferences that improves a Councillor’s skills and knowledge relevant to their responsibilities as Councillor.
- 3.6. **Training** – means any facilitated learning activity organised by Council and is considered by Council to be a requirement for Councillors to discharge their duties and responsibilities as Councillors.
- 3.7. **Reasonable** – means what would be perceived as prudent, responsible and acceptable to the community.

4. EXPENSES and REIMBURSEMENT

- 4.1. Councillors are entitled to be reimbursed for reasonable and legitimate expenses incurred while undertaking Official Council business.
- 4.2. An entitlement budget will be allocated for each Councillor and the Mayor each financial year for reasonable expenses incurred under this policy, including, but not limited to, expenses as described below.
- 4.3. Budget allocations are available for one financial year only. Unspent funds in a single financial year will not be carried over to the next financial year.

Council Representation

- 4.4. Where a Councillor is appointed by Council to represent it on nominated organisations or committees (including exercising Councils voting rights at LGAQ conferences), Council will meet the reasonable expenses of doing so., this includes registration fees, travel, accommodation and meals.
- 4.5. The Mayor will have an annual budget to meet reasonable expenses associated with official representative duties and advocacy responsibilities of the role.
- 4.6. A Councillor attending a conference where they will be required to vote on behalf of Council must be approved by Council and is considered Council representation.

- 4.7. Reimbursement of Council representation expenses under this section is separate, and in addition, to professional Development allocations in 4.8 and 4.14.

Professional Development

- 4.8. Council will set aside \$4,000 per annum for each councillor and \$6,500 per annum for the Mayor to facilitate professional development of councillors through conferences, seminars, programs, education courses and membership of professional bodies.
- 4.9. In the first year of a new council term, Council will provide a comprehensive induction program for all councillors which considers any guidelines issued by the Department of Local Government. The cost of the induction program will be in addition to the ongoing professional development funding.
- 4.10. Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the councillor's civic duties, the councillor actively participates in the body and the cost of membership is likely to achieve savings from attending events as a member.
- 4.11. Approval for professional development activities is subject to a prior written request to the Chief Executive Officer (or delegate) outlining the:
- a) details of the proposed professional development;
 - b) relevance to council priorities and business;
 - c) relevance to the exercise of the councillor's civic duties; and
 - d) cost of the professional development in relation to the total remaining budget
- 4.12. In assessing a councillor request for a professional development activity, the Chief Executive Officer must consider the factors set out in Clause 4.11 as well as the cost of the professional development in relation to the councillor's remaining budget.
- 4.13. Councillors requesting expenditure above the budgeted amount requires a Council resolution for approval.

Travel & Accommodation Expenses

- 4.14. Council will pay for or reimburse Councillors for all associated reasonable travel costs (including flights, meals, accommodation, public transport) when undertaking professional development in accordance with this policy. Each Councillor will be allocated \$3,000 per annum and the Mayor \$5,000 per annum for travel expenses.
- 4.15. All Councillor travel and accommodation under this policy will be booked via Council's preferred supplier and paid for by Council. Economy class is to be used where possible and airline tickets will not be transferable.
- Requests for travel should be made in sufficient time to take advantage of discounts and gain access to the widest range of flights;
 - Councillors are to travel via the most direct route, using the most economical and efficient mode of transport;
 - Accommodation offered as part of a conference package will be booked where practical;
 - Where a councillor chooses to stay with family or friends, no accommodation expenses will be paid.
 - All fines incurred while travelling in either Council or privately owned vehicles when attending to Council business, will be the responsibility of the Councillor incurring the fine; and
 - Councillors will be responsible for all associated private costs (e.g. applying for or renewing their passports or where a spouse of family member accompanies the Councillor).
 - Should the Councillor seek an upgrade, any additional cost will be the responsibility of the Councillor.
- 4.16. Councillors requesting expenditure above the budgeted amount requires a Council resolution for approval.

International Travel

4.17. All international travel for Councillors must be pre-approved via Council resolution.

4.18. All overseas travel is reported to Council and recorded in the Annual Report.

Meals

4.19. Councillors are entitled to be reimbursed for the cost of a meal when travelling or attending to Council business outside the region, provided:

- the Councillor incurs the cost personally; and
- the meal was not provided as part of the registration costs of the activity/event or part of a funded flight.

4.20. Meal expenses incurred when undertaking professional development will be deducted from the allowance in 4.14.

4.21. No alcohol will be paid by Council.

Hospitality

4.22. Councillors may incur hospitality expenses while conducting official Council business, apart from civic receptions organised by Council. The Mayor particularly, may require additional reimbursement when entertaining dignitaries outside of official events.

4.23. Each Councillor will be allocated \$500 per annum, and the Mayor in accordance with an annual budget. All expense reimbursements must be in accordance with Councils Entertainment and Hospitality Expenditure Policy.

4.24. To claim, the Mayor or Councillors must provide a written statement of whom they entertained and receipt of costs in accordance with Clause 4.31.

Mobile Office

4.25. Councillors are encouraged to engage with the community to fulfil their duties and by doing so may incur expenses to have a presence at shopping centres, markets etc. An allowance of \$1,000 per annum will be payable for this purpose. The allowance will be paid at the start of each financial year.

Credit Card

4.26. The Mayor may be provided with a corporate credit card for incurring expenses in accordance with this policy and subject to adhering to Councils Procurement Policy.

Vehicles

4.27. The use of a Councillors private vehicle for Council business will be reimbursed by Council. Councillors shall receive an annual payment, paid fortnightly as reimbursement for the use of private vehicles for Council business as per below table.

Division 1	\$19,500
Division 2, 3, 4, 5, 6, 7	\$7,150
Division 8	\$10,400
Division 9	\$16,900

4.28. The Mayor will be provided with a fully maintained Council vehicle.

- 4.29. Councillors are provided with parking exemption for Council regulated parking zones for their private vehicle used for official Council business. Councillors must be aware of the conditions of use.
- 4.30. The Mayor and Councillors will have access to Council's preferred salary packaging provider. Should the Mayor or a Councillor wish to consider salary packaging, they must seek their own independent financial advice regarding this allowance and any taxation implications. The costs of seeking any such financial advice will not be paid for by Council. It is acknowledged that the transportation allowance can be used toward the cost of public transport, taxis, ride-share, and other transport mechanisms to facilitate travel costs associated with legitimate Council business.

Approval

- 4.31. All approvals for expenses or reimbursement in accordance with this policy must be sought in writing from the Chief Executive Officer (or delegate). As a matter of practice, approvals should be sought and gained prior to expenses being incurred. It is expected all claims for reimbursement comply with Australian Taxation Office requirements such as requirements to produce tax invoices, receipts and where this is not possible, a signed Statutory Declaration detailing the expenditure and amount to be reimbursed.

Reporting

- 4.32. Reports of Councillor Expenses and Reimbursements will be published in the Annual Report at the end of the financial year. All Councillor related expenses, allowances and reimbursements are published on the Transparency and Integrity Hub on a six-monthly basis.

5. PROVISION OF RESOURCES & SUPPORT

Operational Support

- 5.1. Facilities provided for Councillors must be deemed necessary and required to assist Councillors in their official duties.
- 5.2. Facilities provided to Councillors remain Council's property and must be accounted for during annual equipment audits. The facilities must be returned to Council when the Councillor's term expires, unless Council agrees to dispose of the facility in some other manner.

Administrative Tools and Office Amenities

- 5.3. Council provides Councillors with the facilities listed below:

5.3.1 Office Space and Access to Meeting Rooms

The Mayor and Deputy Mayor are provided with a dedicated office in the Cairns Regional Council Administrative Building.

Council provides access to office accommodation and meeting rooms for Councillors to meet with constituents and the public.

5.3.2 Support

The Mayor is provided with an Executive Assistant to assist with administration duties.

The Deputy Mayor and Councillors are provided with a shared administrative support officer as determined by the CEO.

5.3.3 Computer

Councillors are provided with a laptop / tablet computer for official Council business use. Councillors must not transact or conduct Council related businesses on private electronic devices or utilising private mail or messaging accounts.

5.3.4 Stationery

Councillors are provided stationery for official purposes only.

Council stationery is not to be converted or modified in any way and may only be used for carrying out the functions of the role of Councillor.

Stationery does not include any form of advertising by Council.

5.3.5 Telecommunication Needs

Councillors are provided with a smartphone as designated by the CEO. Councillors must not transact or conduct Council related businesses on private electronic devices or utilising private mail or messaging accounts.

Council will provide Councillors with an @cairns.qld.gov.au domain email address. This is the only email address that will be used by Council for communication with Councillors in their civic role.

Councillors traveling overseas will be provided with a Telstra International Day pass for each day of travel. Any costs incurred for use that exceeds the International Day pass allowance, or in Country's where a Telstra International Day pass is not offered, is at the Councillors personal expense.

5.3.6 Advertising / Marketing

Council does not reimburse or provide funds, services or facilities for the purposes of advertising for Councillors.

5.3.7 Community Consultation

Councillors may use Council provided facilities to correspond with community representatives for the purpose of clarifying issues relevant to their division or the region in general. If a Councillor chooses to undertake community consultation exceeding the consultation approved by Council, the Councillor must pay the costs of the further consultation.

5.3.8 Personal Protective Equipment, Uniforms and Name Badge

Councillors are provided with any personal protective equipment such as high vis vests, safety shoes, safety helmets or glasses, as required.

Councillors may be provided with corporate uniform allowance of \$350 per annum and a name badge if required.

5.3.9 Employee Assistant Program

Councillors may access the Employee Assistance Services available to Council employees.

5.3.10 Maintenance

Council covers ongoing maintenance costs associated with fair wear and tear of Council owned equipment to ensure it is operating for optimal professional use.

Return of Equipment

5.4. Councillors are responsible for all funded facilities and equipment provided to them. All facilities / equipment must be returned to Council:

- Prior to the completion of the Councillor's term or at a date and time agreed to by the CEO; or
- Immediately if a Councillor is suspended or removed from office; or
- If replaced as part of an asset replacement program.

Insurance Cover

- 5.5. Councillors will be covered under relevant Council insurance policies while on Council business. Specifically, insurance cover will be provided for public liability, professional indemnity, Councillors liability and personal accident and domestic and overseas travel.
- 5.6. Council will pay the excess (deductible) on all insurance claims, made in accordance with Legal Assistance for Councillors and Employees Policy.
- 5.7. Council will cover any costs incurred through injury, investigation, hearings or legal proceedings into the conduct of a Councillor where arising out of, or in connection with, the Councillor's performance of their Councillor functions. Where it has been found that the Councillor breached the provisions of the *Local Government Act 2009* or other legislation, then there will be no cover provided to the Councillor and the Councillor must reimburse Council all associated costs incurred by Council.

6. EXCLUSIONS

- 6.1. Councillors shall not be reimbursed for expenses incurred for spouses, partners or other family members. The exception is the Mayor's partner when performing an official duty on behalf of Council.
- 6.2. Alcohol is excluded from reimbursement.
- 6.3. Councillors must not use council-provided resources such as vehicles, phones, email accounts or printers for campaigning. This applies at any time, not just during the official election period / caretaker period.

Acceptance of third-party hospitality

- 6.4. Councillors accepting third party hospitality must be conscious of conflict of interest requirements and the need to declare in accordance with legislative requirements and the Code of Conduct.
- 6.5. Council will not meet travel and accommodation expenses for the primary purpose of accepting third party hospitality. This does not prevent the Councillor from attending hospitality while traveling on other Official Council Business.



This policy is to remain in force until otherwise determined by Council.

Director responsible for Review:

People and Organisational Performance

ORIGINALLY ADOPTED: 13/11/2001

CURRENT ADOPTION: {Enter Date}

DUE FOR REVISION: {Enter Date}

REVOKED/SUPERSEDED: {Enter Date}

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Ken Gouldthorp
CHIEF EXECUTIVE OFFICER

Policy to be rescinded when new policy approved:

CAIRNS REGIONAL COUNCIL



General Policy

EXPENSES REIMBURSEMENT AND SUPPORT FOR ELECTED REPRESENTATIVES

Intent The purpose of this policy is to set the parameters to authorise payment of reasonable expenses incurred, or to be incurred, by Councillors and provide resources including administrative support to assist Councillors to discharge their duties and responsibilities.

Scope This policy applies to the Mayor and Councillors and is made pursuant to section 250 of *the Local Government Regulation 2012*.

PROVISIONS

Councillors are entitled to be reimbursed reasonable expenses incurred while undertaking official Council business and are to be provided with the appropriate support to assist them in undertaking their duties. A budget will be allocated each financial year for reasonable expenses to be incurred in accordance with this policy.

Resources provided to Councillors are for the sole use of Councillors while undertaking their duties and must be used responsibly and appropriately.

DEFINITION

Official Council Business/ Duties

Official Council duties are activities conducted on behalf of Council where a Councillor is required to undertake certain tasks to satisfy a legislative requirement, perform ceremonial activities or achieve business objectives of Council. Official Council duties should result in a benefit being achieved either for the Local Government and/or the local community.

This includes but is not limited to:

- Preparing, attending and participating in Council meetings, committee meetings, workshops, strategic briefings, deputations and inspections;
- Undertaking professional development opportunities;
- Attending civic functions or events;
- Attending public/community meetings, presentation dinners, annual general meetings and the like where invited as a Councillor;
- Attending community events (eg. School fetes, community group awards and presentations, fundraisers); and
- Attending networking events and business meetings when attending as a Councillor.

Participating in a event without formal invitation as a Councillor or being a representative on a board not associated with Council, is not regarded as official Council duties.

REIMBURSEMENT OF EXPENSES

Conference and External Meetings

A Councillors travelling overseas in an official capacity or a Councillor attending a conference where they will be required to vote on behalf of Council must be approved by a full Council.

If a Councillor wants to attend a conference or external workshop/seminar they must submit a request to the Mayor for approval. The conference or external workshop/seminar must have a direct relationship to an

operational area of Council and the Councillor should be able to demonstrate a benefit to the ratepayers of Cairns. Prior to attending the conference or external workshop/seminar the Chief Executive Officer (CEO) may provide input on relevance to the organisation.

Councillors are required to prepare and table a report at the relevant committee meeting or workshop immediately following return from the conference, external workshops/seminars and the report should include summary and outcomes / learnings.

Expenses covered when attending conference / external workshop/seminars include:

Conference registration fees

Where Councillors have received approval to attend a conference, workshop/seminar, Council will make payment on behalf of the Councillor and/or reimburse any reasonable expenses incurred by the Councillor associated with their attendance.

Economy / Discount airfare

All Councillor travel will be booked and paid for by Council. Economy class is to be used where possible although upgrade may be approved in certain conditions or at the Councillors expense. Airline tickets will not be transferable, but flight insurance will be paid to cover Councillors travelling for official Council business.

Accommodation

Councillors will be entitled to stay at hotel accommodation when it is considered necessary to attend to official Council business, or where it is not practical for the Councillor to attend an early morning commitment or return home for the night.

Meals

Councillors are entitled to be reimbursed for the cost of a meal when travelling or attending to official Council business outside the region. Provided the Councillor incurs the cost personally, and the meal was not provided as part of the registration costs of the activity / event or during a funded flight and receipts are able to be presented.

Incidental Expenses

Councillors are eligible for the following incidental expenses:

- An allowance of \$20 will be paid to cover newspapers, magazines, snacks, tea and coffee, private phone calls, and personal items whilst travelling on official Council business;
- Cab charge facility or reimbursement for public transport will be paid for Council approved Conferences and / External Meetings.

Training and Professional Development

Where the Mayor or CEO invite Councillors to attend training courses or workshops/seminars related to a Councillor's role, Council will reimburse the total costs of the course. There is no requirement for a Council resolution to approve these attendances.

Expenses covered for Training and Professional Development is identical as that detailed in Conference and External Meetings.

Discretionary Professional Development

Each Councillor can request to attend, workshops, courses, seminars and conferences that improve their skills relevant to the role of Councillor subject to budget considerations. Requests will be considered on a case-by-case basis by the Mayor and CEO.

There is no requirement for a Council resolution to approve these attendances. Councillor must submit a request in writing, with all the relevant documentation to Mayor at least 14 days prior to the commencement date.

Vehicles

The use of a Councillors private vehicle for Council business will be reimbursed by Council, with Councillors electing one of the following two options;

- a) Councillors accept an annual payment, paid fortnightly as reimbursement for the use of private vehicles for Council business as per below table; or
- b) Reimbursement claimed based on logbook substantiation of the relevance of the travel for Council business. The amount reimbursed will be based upon the published Australian Taxation Office business use of a motor vehicle cents per kilometre rate applicable at the time of travel. Claims must be submitted on the prescribed form and submitted on a monthly basis.

Councillors must advise the Payroll which option they are selecting. Councillors may opt to change reimbursement method at the start of each financial year.

The annual vehicle allowance is as follows and will be paid fortnightly:

Division 1	\$15,000
Division 2, 3, 4, 5, 6, 7	\$5,500
Division 8	\$8,000
Division 9	\$13,000

The Mayor will be provided with a fully maintained Council vehicle.

Definitions for use of a private vehicle:

- Official Council business – to or from official Council business to another location for official Council business
- Council private – to or from home, a private appointment or other non-Council business to a location for official Council Business
- Private – to or from home to a private appointment or a location for other non-Council business

Councillors are provided with parking exemption for Council regulated parking zones for their private vehicle used for official Council business. Councillors must be aware of the conditions of use.

Administrative Supports and Access to Council Office Facilities

Council is responsible for the provision of appropriate administrative support and facilities to ensure all Councillors are able to perform their duties and undertake Council business. Administrative support and resources are provided to Councillors for the sole purpose of legitimate Council business and should be used responsibly and appropriately.

Councillors will be provided with the following:

- Access to workstations within the Administration Building as well as kitchen amenities and restrooms;
- Council meeting rooms for usage as required and when available;
- Administrative support for Council related business;
- Use of Council landline telephone and internet access;
- Each Councillor will be provided with a mobile phone to assist Councillor in undertaking their role;
- Laptop / computer as defined by Council;
- Access to printer, photocopies, paper shredder, and/or scanner;
- Stationary and personalised letterhead including postage costs, for undertaking duties associated with their position (not campaign related); and
- Any other administrative necessities, which Council resolves, are necessary to meet the business of Council.

In addition to the above, the Mayor will be provided with a separate office and dedicated officer for administrative support.

Councillors are expected to comply with the same conditions of use, guidelines and processes for business and communication tools that apply to employees. Support for the Council supplied laptops and peripheral devices will be provided through Council's IS Service Desk (within standard business hours). If rectification requires more than phone support the Council provided laptop or peripheral devices will be returned to Spence Street office by the Councillor.

Upon receipt of a claim with relevant receipts, a maximum amount of \$600, per annum, will be reimbursed to Councillors for home communication expenditure.

Personal Protective Equipment (PPE)

Council will provide to Councillors necessary PPE and other equipment for use on official Council business as and when required.

Insurance Cover

Councillors will be covered under relevant Council insurance policies while on Council business. Specifically, insurance cover will be provided for public liability, professional indemnity, Councillors liability and personal accident and domestic and overseas travel.

Council will pay the excess (deductible) on all insurance claims, made in accordance with Legal Assistance for Councillors and Employees Policy.

Council will cover any costs incurred through injury, investigation, hearings or legal proceedings into the conduct of a Councillor where arising out of, or in connection with, the Councillor's performance of their Councillor functions. Where it has been found that the Councillor breached the provisions of the *Local Government Act 2009* or other legislation, then there will be no cover provided to the Councillor and the Councillor must reimburse Council all associated costs incurred by Council.

Hospitality

Councillors may incur hospitality expenses while conducting official Council business, apart from civic receptions organised by Council. The Mayor particularly, may require additional reimbursement when entertaining dignitaries outside of official events.

To allow of this expense, the following amounts can be claimed:

Councillors	Up to \$500 per annum
Mayor	As per budget

To claim, the Mayor or Councillors must provide a written statement of whom they entertained and receipt of costs. Claims must be presented within 3 months of incurring the expense.

Mobile Office

Councillors are encouraged to engage with the community to fulfil their duties and by doing so may incur expenses to have a presence at shopping centres, markets etc. An allowance of \$1,000 per annum will be payable for this purpose. The allowance will be paid at the start of each financial year.

EXCLUSIONS

Councillors shall not be reimbursed for expenses incurred for spouses, partners or other family members. The exception is the Mayor's partner when performing an official duty on behalf of Council.

Alcohol is excluded from reimbursement.

Participating in a community group event without formal invitation as a Councillor or being a representative on a Board not associated with Council, is not regarded as Council business.

Councillors must not use council-provided resources such as vehicles, phones, email accounts or printers for campaigning. This applies at any time, not just during the official election period / caretaker period.

SUMMARY OF POLICY PROVISIONS

Heading	Description
Conferences / Seminars	Acceptance of costs, including travel and accommodation, associated with attending Council approved conferences or external workshops/seminars.
Discretionary Professional Development	Payment for Councillor to undertake professional development course or similar, including associated travel

Heading	Description
	and accommodation expenses if applicable subject to budget considerations.
Travel as required by represent Council	Acceptance of costs associated with travel on behalf of and representing Council.
Vehicles	Annual allowance or reimbursement of mileage for use of private vehicle for official Council business.
Administrative Support / Access to Council Office Facilities	Provision within Council of office space, carparking, laptop/IT needs, printer, copier etc
Insurance Cover	Insurance coverage for public liability, professional indemnity, personal accident.
Council Memberships	Ability for Councillors at their own expense to access staff offered benefits membership such as Fitness Passport.
Support Resources	Dedicated support via Executive Support Officer - Councillors and Personal Assistant to Mayor.
Legal Assistance	Acceptance of legal assistance costs as required in support of actions against Councillors in undertaking their role.
Telecommunications	Maximum amount of \$600, per annum, will be reimbursed to Councillors for home communication expenditure.
Hospitality	Acceptance of hospitality costs in hosting dignitaries etc outside of formal Council events: Councillors - \$500 per annum Mayor – as per budget
Mobile Office Reimbursement	Allowance of \$1,000 per annum for Councillors to off-set costs associated with operating a mobile office in shopping centres, markets or similar.

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

Director Responsible for Review:

People and Organisational Performance

ORIGINALLY ADOPTED: 13/11/2001

CURRENT ADOPTION: 19/6/2024

DUE FOR REVISION: 19/06/2029

REVOKED/SUPERSEDED:



John Andrejic
Acting Chief Executive Officer