

EXPENSES REIMBURSEMENT AND SUPPORT FOR ELECTED REPRESENTATIVES

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

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

PROVISIONS

In accordance with section 249 of the *Local Government Regulation 2012*, Council must prepare and adopt by resolution, an Expenses Reimbursement policy. The Council meeting at which the policy is discussed must be in open session.

This policy must provide for:

- Payment of reasonable expenses incurred, or to be incurred, by Councillors discharging their duties and responsibilities as Councillors
- Provision of facilities to the Councillors for that purpose

As soon as practicable after Council adopts or amends its policy, Council must ensure a copy of the policy can be inspected by the public at its offices and published on Council's website in accordance with section 251 of the *Local Government Regulation 2012*.

REIMBURSEMENT OF EXPENSES**Conference and Seminars**

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

Councillors' reimbursement for expenses in relation to attendance at conferences and workshops shall be in accordance with the Conference/External Meeting Attendance – Councillors General Policy (#814372).

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. Airline tickets will not be transferable, but flight insurance will be paid to cover Councillors travelling for official Council business.

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

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 during a funded flight and receipts are able to be presented.

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 approved 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 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.

Vehicles

Councillors may use vehicles provided by Council for official business. 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). The log book detailing the private use must be submitted within one (1) month of use and reimbursement is to occur within (3) months of use.

If a Councillor uses a private vehicle for official Council business, reimbursement may be claimed based on log book substantiation of the relevance of the travel to Council.

Office Facilities

Councillors will be provided with the following facilities and support:

- Mayor: Separate office accommodation with Secretarial and Executive Assistant Support.
- Deputy Mayor: Separate office accommodation and secretarial/administrative support in accordance with the established staff structure.
- Other Councillors: Office accommodation and secretarial/administrative support in accordance with the established staff structure in the Cairns and office.

Councillors are provided with access to a facsimile, scanner, printer, photocopier and paper shredder for business use.

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

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

Technology

Councillors are provided with a council landline telephone in the Council Administration building and a mobile telephone. Mobile telephones are provided to assist Councillors in undertaking their roles and responsibilities under the *Local Government Act 2009*.

Each Councillor will be provided with a single standard laptop/computer and an iPad, 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. Each laptop and iPad will be provided with appropriate hardware and software applicable to enable Councillors to perform their role. Council supplied laptops, iPads and mobile telephones may only be used for Council related work.

Support for the Council supplied laptops, iPads and peripheral devices will be provided through the Information Services call centre (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.

COUNCILLOR REMUNERATION AND SUPPORT

In accordance with section 183 of the *Local Government Act 2009*, the Local Government Remuneration and Discipline Tribunal is responsible for deciding the maximum amount of remuneration that is payable to Councillors. The Tribunal must annually decide and publish the maximum amount of remuneration payable from 1 July of the following year to a Mayor, Deputy Mayor or a Councillor of a local government.

As required by section 246 of the regulation the Local Government Remuneration and Discipline Tribunal have prepared a remuneration schedule for the 2016/17 Financial Year:

Position	Remuneration amount effective 1 July 2016
Mayor	\$168,617
Deputy Mayor	\$114,966
Councillor	\$ 99,638

For the period between the 2016 Statutory Meeting and the commencement of the above 2016/17 remuneration schedule the following shall apply:

Position	Remuneration amount effective 1 July 2015
Mayor	\$165,311
Deputy Mayor	\$112,712
Councillor	\$ 97,684

The remuneration fixed above is all inclusive and no additional remuneration is payable for sick leave, annual leave, or any other benefits otherwise applicable to employees other than superannuation. Remuneration payments are made in fortnightly instalments.

Superannuation

Additionally, Councillors are entitled to superannuation benefits on the same terms as Cairns Regional Council employees, subject to the provisions of the *Local Government Act 2009*. Where a Councillor is aged 75 years or greater the remuneration paid will be grossed up by 12%, being the equivalent employee superannuation contribution that would have been payable to the Queensland Superannuation Board if the Councillor was aged less than 75 years.

REIMBURSEMENT OF EXPENSES

It is important to note that any expenses incurred through Council provided facilities that do not relate to the discharge of the Councillor's duties are to be reimbursed. All claims for reimbursement will be made in the approved format and submitted with original receipts to the Finance Department. Claims must be presented within 3 months of incurring the expense.

INSURANCE COVER

Councillors will be covered under relevant Council insurance policies while discharging civic duties. Specifically, insurance cover will be provided for public liability, professional indemnity, Councillors liability and personal accident.

RELATED POLICIES

Conference / External Meeting Attendance – Councillors (#814372)
Entertainment and Hospitality Expenditure (#1032479)

◆◆◆◆◆

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:


Human Resources and Organisational Change

ORIGINALLY ADOPTED: 13/11/2001

CURRENT ADOPTION: 22/06/2016

DUE FOR REVISION: 22/06/2020

REVOKED/SUPERSEDED:



**Peter Tabulo
Chief Executive Officer**