



**Policy Title:**                    **REIMBURSEMENT OF COUNCILLOR EXPENSES AND PROVISION OF FACILITIES POLICY**

**Policy Type:**                    **STATUTORY**  
(Statutory, Financial, Administrative, Human Resources)

**Policy Number:**            **S012**

Approved by Council	Last Review	Current Review	Next Review
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<b>Approved by CEO/Director:</b>	<b>Bernie McCarthy – CEO</b>	 ..... Signature	
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<b>Implementation Department</b>		<b>Officer Position</b>	
Chief Executive Office		Chief Executive Officer	
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<b>3.0</b>	<b>01-03-S012</b>		

## 1. POLICY BACKGROUND/SCOPE

This policy applies to the reimbursement of all Councillor Expenses reasonably incurred in carrying out the duties of a Councillor having regard to local circumstances.

The Policy applies to the Mayor, Deputy Mayor and Councillors.

This policy is not to be confused with the Councillor Remuneration Policy

## 2. POLICY PROVISIONS

Council will provide reimbursement of reasonable expenses incurred, or to be incurred, by Councillors and provide facilities, including staff resources to assist Councillors in discharging their duties and responsibilities as set out in this policy.

If a Councillor suffers a disability or impairment, they can make a request to the Chief Executive Officer to provide accessible furniture, building access etc. to assist them perform their duties.

Councillors cannot receive any gain or personal benefit for undertaking their duties and only cost incurred in approved activities will be reimbursed.

### **Duties**

Councillor duties are those duties that are endorsed by council or have been approved as part of an Aurukun Shire Councillor role. Voluntarily attending a community event, community group meeting or sitting as a board member on a Community Board is not considered to be part of a Councillor's role although it may be expected by the Community that a Councillor would attend these events.

If a Councillor is appointed as Council's representative on a Board, to attend an event etc., then any related expenses incurred by that Councillor may be claimed.

### **Councillor Duties may include**

- Participating in a Council meeting or undertaking activities associated with the Council meeting.
- Attending official functions organised by the council to which the Councillor has been invited or is expected to attend
- Attending conferences, deputations, inspections and meetings at which the Councillors attendance has been approved by Council
- Attending training organised or approved by the Council
- Attending meeting and engagement activities for local residents that have been organised by Council
- Attending civic functions and community group meetings where the Councillor is representing Council

- Attending private meetings with constituents (residents, Community Groups developers, etc.) where arranged through official Council channels and detailed discussions are documented in official records or diaries.

### **Expenses**

Expenses are payments reasonably incurred by the Councillor in connection with the discharge of their duties e.g. food and non-alcoholic drinks, fares, incidental expenses.

Expenses are not considered to be remuneration.

Councillors accept full responsibility for the correctness of each claim submitted

### **Council will provide**

#### Facilities

Councillors are entitled to use the following facilities:-

- Desk, shared office space and meeting rooms in any of the Council Office Buildings including Cairns Office
- Shared access to office equipment, including multi-purpose photocopier/scanner/printer
- Secretarial Support with approval from the CEO
- May include phones (smartphones) with or without a hands-free kit.
- Laptop Computer, iPad, or tablet with internet access if provided.
- Any other reasonable item that would allow a Councillor to perform their duties in an efficient manner at a level to meet the community's expectations.

(Note: - Facilities are not to be used for private or political purposes and use of internet facilities must be in accordance with Council's *Internet, Email and Computer use Policy and Use of Mobile Phones Policy*

#### Professional Development:

Council will pay reasonable expenses for the Professional Development of Councillors. The Professional Development must be approved by Council and provided for in the Budget.

#### Phones

Council provides a smartphone to the Mayor for his use in that role. The smartphone use is subject to the terms of Council's *Use of Mobile Phones Policy*.

#### Motor Vehicle

Council will provide a 4WD vehicle to the Mayor for Council and private use. This vehicle is to be made available to other Councillors for use on Council business. If this vehicle is not available, Council will provide another vehicle for use by Councillors to attend approved activities. The use of Council Vehicles will be in accordance with Council's *Use of Work Vehicles & Plant Including Council Owned Boats, Barges & Trailers Policy*.

Councillors will be reimbursed for any fuel or operational costs incurred whilst discharging their duties. Tax Receipts or any other acceptable evidence of payment must be presented to claim the amount.

Where approved by Council, the Councillor may use their own vehicle for Council business and claim an allowance for the Kilometres travelled. Such allowance will be based on the Australian Taxation office rates set for vehicle usage and based on log book records maintained by the councillor for each business trip.

Travel and Accommodation Costs:

All travel and Accommodation will be arranged by the Administration office and will be made in accordance with Council's *Travel Policy*.

Any additional meal or incidental travel costs will be reimbursed to Councillors in accordance with the *Travel Policy*

Councillors will be entitled to stay at a motel (3 or 4 Star) when it is necessary to attend Council business and it is impractical to return to their residence.

All expenses will be reimbursed on production of a Tax Receipt.

If a Councillor, without reasonable excuse  **Cancels**  travel or accommodation previously planned or booked by the Council, then the Councillor will be required to reimburse to the Council, all cost that are not recoverable through travel insurance.

Councillors accept full responsibility for the correctness of each claim submitted

Maintenance Costs:

Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of Council owned equipment supplied to a Councillor for official business use. This includes the replacement of any facilities that fall under Council's Asset Replacement programme.eg vehicles.

Personal Protective Equipment:

Councillors will be provided, as required, all the necessary safety equipment equivalent to employee standard. Councillors are expected to observe appropriate Work Health and safety standards at any workplace.

Uniform/Identification:

Councillors will be provided with all the necessary identification cards, access cards, name badges and be eligible to participate in the same Corporate wardrobe scheme as the rest of the employees.

Insurance:

Councillors are covered by Council's Professional Indemnity Insurance

### **3. RELATED DOCUMENTATION**

*Local Government Regulation 2012 – Sect 249-252*

*Internet, Email and Computer use Policy*

*Use of Mobile Phones Policy*

*Use of Work Vehicles & Plant Including Council Owned Boats, Barges & Trailers Policy*

*Travel Policy*