

# POLICY



**Date adopted:** 30/05/2017  
**File no:** 888737-1  
**Minute number:** 148/2017

**Policy title:** **EXPENSES REIMBURSEMENT**

**Directorate:** ORGANISATIONAL SERVICES

**Branch:** CORPORATE GOVERNANCE

**Policy objective:** To meet the requirements of section 250 (requirement to adopt expenses reimbursement policy or amendment) of the Local Government Regulation 2012 that requires Council to have an expenses reimbursement policy for its councillors.

**Policy scope:**

This policy is the Council's expenses reimbursement policy as required by the Local Government Regulation 2012 and is consistent with section 4 (Local government principles underpin this Act) and section 104 (financial management systems) contained in the *Local Government Act 2009*.

This policy excludes councillors cash remuneration which is determined by the Local Government Remuneration and Discipline Tribunal.

**Definitions:**

TERM	DEFINITION
Council business	Business conducted on behalf of Council and/or approved by Council. Council business includes attending an event or function to perform official duties or as an official Council representative at an industry, corporate or civic event.
Councillors	Includes the Mayor and 12 councillors of the Logan City Council.

**Policy statement:**

The following are the arrangements in place for expenses reimbursement for the councillors of Logan City Council.

**1. Conferences 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.

Further information is provided for in the following Council adopted policies:

- (a) corporate travel and accommodation
- (b) councillor conferences and professional development
- (c) conference and seminar attendance.

**2. Training and professional development**

Each year, Council will make an allocation for councillors to undertake professional development courses relevant to their role as a local government councillor.

**3. Civic allowance**

Council currently has an existing policy titled 'Mayor's and Councillors' Civic Allowance'.

This policy allows the reimbursement of civic related expenses while a councillor is conducting Council business.

Further information is contained in the policy titled 'Mayor's and Councillors' Civic Allowance'.

**4. Daily meals and refreshments**

Councillors have access to meals and refreshments provided by Council's canteen provider at no cost.

**5. Facilities**

All facilities provided to councillors remain the property of Council. Such facilities must be accounted for when a councillor leaves office and councillors are expected to responsibly look after all publicly funded facilities and assets provided to them.

The following are the facilities that Council considers necessary for councillors to undertake their role as local government councillors:

(a) Office accommodation, office based equipment and executive support.

(b) Office space and access to meeting rooms

Council provides an office, office furniture and access to corporate meeting rooms and kitchenettes for Council business.

(c) Executive support

Council provides permanent executive and administration support staff to the Mayor and councillors for Council business purposes only.

(d) Computer and internet

Councillors are provided with a desktop computer with internet access for Council business use.

(e) Smart phones and tablets

Councillors are provided with a Council landline telephone in the Council Administration Centre and a smart phone.

Smart phones are provided to assist councillors undertake their roles and responsibilities under the *Local Government Act 2009*, however, Council's smart phone plans are capped for calls and data, and any call or data usage over and above the allocated limit may be required to be reimbursed by the councillor.

Tablets are available to the councillor in accordance with the management directive titled 'Portable Personal Computing Devices'.

(f) Fax and/or scanner

Councillors are provided with access to a facsimile and scanner for business use.

(g) Printer, photocopier, paper shredder

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

(h) Stationery

Councillors are provided with stationery for Council business purposes only, including, but not limited to:

- (i) pens
- (ii) paper
- (iii) note paper
- (iv) letterhead
- (v) business cards
- (vi) envelopes
- (vii) 'With Compliments' slips
- (viii) councillor magnetic decals for their Council vehicle.

Council stationery is not to be converted or modified in any way without approval of the Chief Executive Officer and can only be used for carrying out the functions of the role of councillor.

(i) Publications and newspapers

Councillors are provided with copies of relevant legislation, daily newspapers, books and journals considered necessary for undertaking their duties.

(j) Other administrative necessities

Subject to Council approval and inclusion in this policy, councillors may be provided with any other administrative necessities to meet the business of Council.

Bulk mail arrangements are managed under the bulk mail guidelines approved from time to time by the City Leadership and Cabinet (CLC) and issued by the Corporate Governance Manager.

Council will provide councillors a copy of the electoral roll for their division in hard copy or electronically. The Corporate Governance Manager will provide six (6) monthly updates or as necessary. The Mayor is provided with the entire city voters roll.

Blue Cards will be arranged upon request of the councillor.

6. **Safety equipment and Council uniforms**

Councillors will be provided with personal protective equipment when required for a relevant site inspection.

Councillors will be provided a uniform allowance of \$165 per annum for any Council approved uniforms. Councillors will be provided with a name badge.

7. **Vehicles**

Councillors are provided with a Council owned and maintained vehicle for full and unrestricted use.

Fuel cards and an E-toll transponder are also provided. Further terms and conditions are provided for in the vehicle lease agreement which outlines the councillor's obligations in terms of ensuring the vehicle is appropriately used and maintained.

Individual car parking allocations are provided at the City Administration Centre for councillor vehicles.

**8. Insurance cover and legal costs**

Councillors may be covered under Council's insurance policies while they are undertaking Council business. Insurance cover will be taken out for public liability, professional indemnity, councillor's liability, personal accident, group salary continuance (where eligible), international and domestic travel insurance.

Council may decide to provide legal indemnity, pursuant to section 107 (Insurance) of the *Local Government Act 2009*, 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 their civic functions.

Refer to the 'Insurance and Indemnity for Councillors' policy in the related documents table for more information.

**9. Superannuation**

As Council has resolved to be treated as an "eligible governing body" in accordance with the *Taxation and Administration Act 1953*, councillors can be recognised as employees for superannuation purposes and the superannuation guarantee contributions of 12% can be paid.

**Related policies/legislation/other documents:**

DOC ID	DOCUMENT TYPE	DOCUMENT NAME
<a href="#">6290313</a>	Policy	Corporate Travel and Accommodation
<a href="#">6288459</a>	Policy	Councillor Conferences and Professional Development
<a href="#">6577300</a>	Policy	Conference and Seminar Attendance
<a href="#">8226663</a>	Policy	Insurance and Indemnity for Councillors
<a href="#">5985245</a>	Policy	Mayor's & Councillor's Civic Allowance
<a href="#">7080047</a>	Management Directive	Portable Personal Computing Devices
<a href="#">6694453</a>	Administration	Vehicle Leasing Scheme Terms and Conditions
<a href="#">8248376</a>	Management Directive	Vehicle Leasing Scheme