

Policy Details

Directorate:	Organisational Services
Branch:	Corporate Governance
Responsible Manager:	Corporate Governance Manager
Date adopted:	04/12/2019 (minute number 188/2019)
Date for review:	2 years from the date of adoption or date of last review
Legislative basis:	<i>Local Government Act 2009</i> <i>Local Government Regulation 2009</i> <i>Public Sector Ethics Act 1994</i> Code of Conduct for Councillors in Queensland
Related Documents - forms and procedures	Councillor Expenses and Entitlements Procedure (DM: 13315213) Insurance and Indemnity for Councillor Policy (DM: 13347879) Staff Interaction Policy (DM: 13315443)

1. Policy Purpose

The purpose of this policy is to:

- Reimburse councillors for legitimate business expenses incurred while carrying out their civic duties as elected representatives of the City of Logan; and
- Establish entitlements that Logan City Council will provide to Councillors to assist them to fulfil their professional role for the community at an appropriate standard.

2. Scope

This policy applies to all Councillors.

The following exclusions apply to this policy:

- Spouses, partners or family members of Councillors are not entitled to reimbursement of expenses or to have access to entitlements provided to Councillors by Logan City Council ('Council').
- Council will not reimburse or provide funds, services or facilities solely or mainly for the purposes of campaigning activity by Councillors including advertising by, or self-promotion of Councillors.
- Councillors are not entitled to be reimbursed or provided with funds for the purchase of alcoholic beverages without the prior approval of the Chief Executive Officer.
- Councillors are not entitled to be reimbursed for expenses incurred for travel to internal meetings, informal policy discussions, party or political meetings between Councillors.

3. Policy Statement

Principles

Councillors are elected representatives of the community who set the strategic direction for the City of Logan. Council is committed to ensuring that its elected representatives are appropriately reimbursed for legitimate expenses incurred whilst carrying out Council business, and provided with suitable entitlements to enable them to discharge their duties and responsibilities as a Councillor.

The payment and/or reimbursement of expenses and the provision of entitlements for Councillors will be:

- Open and transparent;
- Financially responsible and accountable;
- Based on ensuring economy and efficiency;
- Subject to budget provisions; and
- In accordance with statutory requirements.

This policy does not provide for salaries or any other form of remuneration to Councillors.

Councillor Expenses and Entitlements Procedure

The Councillor Expenses and Entitlements Procedure sets out the expenses that Council will reimburse and the entitlements which Council will provide to Councillors (DM: 13315213).

4. Reporting

Council's Annual Report must contain the particulars enacted by this policy and the details of any expenses reimbursed to Councillors under this policy.

Quarterly reports on Councillor expenses and reimbursements will be provided to Councillors.

5. Definitions

TERM	DEFINITION
Councillors	all elected representatives including the Mayor
Employee	any person employed directly by Logan City Council regardless of their employment status, and contractors undertaking duties on behalf of Council

Document Control

File:	888737-1	Document Id:	13315199
Amendment History			
Version Number	Description of Change	Author / Branch	Date
1.0	Creation	Corporate Governance	4 December 2019
2.0	Amended related documents list	Corporate Governance	10 March 2020