

Councillor Expenses and Facilities Policy



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1. Purpose

1.1 Overview

Councillors play a vital role in representing the community and making decisions that shape the future of Logan City. To perform these responsibilities effectively, they require appropriate resources and support. This policy ensures that Councillors can discharge their duties in a way that is transparent, accountable, and consistent with legislative requirements.

The purpose of this policy is to:

- Provide for payment of reasonable expenses incurred, or to be incurred, by Councillors for discharging their duties and responsibilities as elected representatives of the Council
- Outline the facilities and resources that Council will provide to Councillors for that purpose.

This policy applies to all Councillors, Councillor Advisors, and all Council staff responsible for the administration of this policy. It does not provide for salaries or any other form of remuneration to Councillors, as that is determined by the Local Government Remuneration Commission. A breach of this policy by a Councillor may be misconduct as per section 150L of the *Local Government Act 2009*.

1.2 Legislative context

This policy aligns with:

- The *Local Government Act 2009* (Qld)
- Section 250 of the *Local Government Regulation 2012* (Qld).

It is consistent with Council's commitment to good governance, transparency, and accountability.

2. Principles

Councillor expenses and facilities are managed in a consistent manner that is guided by the following principles:

2.1 Transparency and Accountability

Council is committed to open and transparent management of public resources. All expenses and facilities provided to Councillors are subject to clear reporting, public scrutiny, and regular review. This ensures that the community can have confidence that public funds are used responsibly and in the public interest, with all decisions and reimbursements made in accordance with statutory requirements and Council's values.

2.2 Enabling Effective Representation

Councillors are entrusted with representing the current and future interests of the Logan community. Council reimburses reasonable expenses and provides facilities and resources to ensure that no Councillor is financially disadvantaged in carrying out their official duties. This support enables Councillors to fully participate in civic life, engage with residents, and fulfil their responsibilities as elected representatives.

2.3 Ethical Conduct and Good Governance

All actions under this policy are guided by the principles of ethical behaviour, legal compliance, and good governance. Councillors and staff must act with integrity, avoid conflicts of interest, and ensure that all claims and use of facilities are for legitimate Council business. This approach upholds public trust and reinforces Council's commitment to high standards of conduct and decision-making.

3. Our Approach to Councillor Expenses and Facilities

Council's approach to the provision of expenses and facilities is designed to support Councillors in fulfilling their civic duties, ensuring equitable access to resources and enabling effective representation of the community.

Appendix 1 to this policy sets out the expenses that Council will reimburse and the facilities and

resources which Council will provide to Councillors.

Except as otherwise provided, some expenses are not eligible for reimbursement under this policy, including:

- expenses incurred on behalf of a Councillor's spouse, partner, or family members
- expenses incurred on election material
- alcoholic beverages
- travel to internal meetings
- membership of political parties, entry fees to political party events, or any other expenses of a Political Nature where the primary activity is not related to Council business
- where a Councillor stands to personally gain a financial benefit
- meals, beverages, or other food from a Council facility
- any expense if reimbursed or facility if provided that would be additional remuneration conferring a private benefit or gain on the Councillor.

4. Reporting

Council's Annual Report will include details of expenses incurred by each Councillor during the financial year, as required by section 186 of the *Local Government Regulation 2012*.

Regular reports on Councillor expenses will be provided to all Councillors including quarterly reports outlining expenditure incurred under this policy for the Mayor and each divisional Councillor which will be presented to the Governance and Transformation Committee.

5. Definitions

Councillors: All elected representatives including the Mayor.

Council business: Includes, but is not limited to:

- Ceremonial openings of buildings or facilities
- Community events including but not limited to sporting events, fetes and carnivals
- Annual or presentation dinners
- Meetings with stakeholders including individuals, community groups, Councillors and staff
- Gathering of information by a Councillor necessary to inform him or her of an issue of interest to Council or which properly falls within the responsibility of Council
- Meetings of the Council or its Committees that the Councillor is entitled or asked to attend; and
- Conferences, deputations, inspections and meetings at which the Councillor's attendance is permitted by the *Local Government Act 2009*.

Election material: As defined by section 90D (2) of the *Local Government Act 2009*, anything able to, or intended to, influence an elector about voting at an election or affect the result of an election.

Political Nature: Includes references to political parties or affiliations, election support, use of colour specifically aligned to a political party, or expressing views of a political party. (Except where this colour is also a Corporate Brand Colour of Logan City Council as stipulated in The City of Logan Brand manual).

6. Document Control

Version Control	File Number	Document Number	Council Min No.	Description of Change	Effective Date
1.0	888737-1	13315199		Creation.	04/12/2019
2.0	888737-1	13315199		Amended related documents list.	10/03/2020
3.0	888737-1	13315199	110/2022	Amendment (including re-branding).	23/11/2022
4.0	888737-1	13315199	27/2026	Updated policy adopted by Council.	10/04/2026
5.0	888737-1	13315199	49/2026	Minor Amendment	20/05/2026

Appendix 1 – Councillor Expenses and Facilities

Councillor Expenses

Divisional Expense Budget

Councillors may request payment or reimbursement of reasonable expenses incurred, or to be incurred, by them while undertaking their official duties and responsibilities for Council business.

In deciding on a claim for payment or reimbursement of expenses, Council must act in the public interest and consider whether the expense meets the community's expectations. Council is required to be accountable and transparent in considering a request for reimbursement of expenses.

The following table is intended to provide examples of what is considered to be reasonable expenses and any applicable limits that will apply to such expenses.

Reasonable Expenses	Reasonable Limits
Airline lounge membership – 1 only.	Restricted to the Mayor and Deputy Mayor.
Attendance of spouse or partner accompanying a Councillor at an event.	Restricted to the Mayor and Deputy Mayor.
Donations for community events e.g. raffle prizes, trophies and food.	No alcohol or cash.
Hosting community events e.g. morning teas.	
Mobile Office materials (e.g. table, chair, tablecloth, tear drop banners, Corflute sign with stand, marquee) and space rental costs.	These materials will be designed and branded in line with corporate brand guidelines and may include approved photo, division number and contact details.
Networking events and business meetings related to Council business.	
Parking costs associated with attendance at meetings or events related to Council business (including valet parking where reasonable).	
* Postage and distribution e.g. letters, flyers, Calendar cards and Christmas cards. Note: a separate budget for "Newsletters and communications" is provided under the Corporate Governance Budget to be spent in accordance with Section 197 of the Local Government Regulation 2012.	
*Printing e.g. letters, flyers, Calendar Cards, Christmas Cards, Certificate templates and Stationery items.	

Promotional materials e.g. water bottles, pens, bags, note pads.	Materials will be designed and branded in line with corporate brand guidelines and may include name, approved corporate photo (where appropriate and where space permits), division number and contact details.
Signage	<p>Councillors and the Mayor may fund the production of promotional signage for the purpose of Councillor representation using their allocated divisional budget. All signage must comply with Council’s Advertising Policy, any relevant legislative obligations that apply to the location where the signage is installed, and align with Council’s corporate brand guidelines.</p> <p>Elected Officials are responsible for coordinating the installation, placement, and removal of any signage, including obtaining permission from property owners where applicable and any ongoing associated costs. Councillors are also accountable for ensuring that all signage is managed appropriately throughout its use, maintained in good condition, and removed in a timely manner should it become damaged, non-compliant, or no longer required.</p>
Sponsorship Activities	<p>Allowable sponsorship activities are limited to low-value, community-focused contributions that support local events, initiatives or engagement activities directly related to Council business. Sponsorships may include modest, non-political items such as raffle prizes, trophies, refreshments, and basic event support, provided they do not include alcohol or cash, do not promote the personal profile or achievements of the Councillor, and comply with Council’s branding, advertising and approval requirements. All sponsorship must be purely for community benefit and must not provide any personal, electoral or reputational advantage to the Councillor.</p>
Reference materials e.g. news subscription.	
Refreshments for community members e.g. mobile office, meetings.	
Social media accounts e.g. Instagram, Facebook etc. and corporate website.	<p>Elected officials manage their own social media and Council has no role in creating or managing these platforms.</p> <p>Restricted to social media accounts used exclusively for carrying out responsibilities as an elected official Councillor (excluding personal accounts). Content on the Corporate website is managed by the General</p>

	Manager Corporate Communications. The Mayor and Councillors receive one page under the 'About Council/Your Council' tab. Information includes contact information, register of interests, code of conduct and consultation dates. Only corporate photos and corporate information can be displayed on these pages.
Tickets for community events e.g. fundraising dinners.	Councillor attendance per event up to a limit of \$1,000. If the cost exceeds \$1,000, Council resolution is required.
*Council uniform and PPE items including name tags.	Excludes any repairs or cleaning expenses.
Wreaths for commemorative services e.g. ANZAC Day.	Where two Councillors are attending the same commemorative service, they are strongly encouraged to share the cost of a single wreath.

* Some expenses related to these items will be met by the organisation, in accordance with other provisions of this policy.

Travel and Conferences

Councillors are entitled to undertake travel on approved Council business, both domestically and internationally, in accordance with the following provisions:

Approval of Travel

Councillors are entitled to undertake travel on approved Council business, both domestically and internationally, in accordance with the following requirements:

- Where possible, Mayor and Councillor domestic and international travel is encouraged to be planned in advance and included in an annual, Council approved forward travel plan. The forward plan will outline the purpose of travel, destination and estimated costs, and is approved by Council prior to travel related expenditure being incurred.
- It is recognised that from time-to-time valuable travel opportunities may arise outside the approved forward plan. In these circumstances, proposed international travel will be brought to Council for approval and domestic travel will be approved by the Chief Executive Officer.
- Any official representation or attendance undertaken by a Councillor in connection with Council business, whether funded by Council or personally funded, must be endorsed by Council prior to the activity.

Travel Arrangements

- All travel arrangements for Councillors can be self-arranged or arranged by the organisation.
- A Travel Proposal form must be completed and approved prior to any travel being undertaken.
- Where changes to travel bookings are arranged after initial approval, such changes must be authorised by the delegated officer who approved the original arrangements.

Allowable Expenditure

- Councillors travelling on Council business may incur reasonable and appropriate expenditure necessarily ancillary to their travel, including:
 - a) Conference registration fees
 - b) Accommodation charges
 - c) Principal transport fares, including airfares
 - d) Reasonable transportation costs between airports, venues, and accommodation (including valet parking where reasonable)
- Prior arrangements must be made for the following major expenses:
 - a) conference registration fees
 - b) accommodation charges
 - c) principle transport fares, including airfares.
- All air travel is to be economy class, except for flights greater than 5 hours, where business class or premium economy class travel may be used.
- Reasonable expenses may be incurred for overnight accommodation when it is not reasonable to return to the primary residence.
- Councillors required to travel intra-state, interstate or overseas as part of their official duties shall be paid a daily incidental expense for each day of travel ending with an overnight stay including, but not limited to, meals and refreshments not provided as part of the approved itinerary, dry cleaning, and passenger transport services.
- The daily travel incidental expense rates for the 2025-2026 financial year are as follows:
 - i. International travel: \$60.00 per day
 - ii. Intra-state and interstate travel: \$35.00 per day
 - iii. These incidental expenses are not required to be acquitted upon return.
- These amounts will be indexed annually in accordance with the Consumer Price Index rate.
- All costs associated with guests accompanying Councillors (including partners) are to be personally met by the Councillor.
- Where absence from home exceeds 5 days, reasonable costs for dry-cleaning and/or laundry are permissible.
- All other incidental costs (e.g. mini-bar, in-house movies, personal internet, tours, entertainment) are at the Councillor's expense.

Hosting

Councillors may host a meal or refreshment for conference delegates, sponsors or business guests up to a maximum value of \$200 per event at their discretion.

Supporting Documentation and Reimbursement

- Councillors must obtain and include documentation evidencing all expenditure claimed for reimbursement.

- Requests for out-of-pocket expenses not covered by the incidental allowance are to be submitted by the Councillor upon their return.
- Councillors using their own credit cards for out-of-pocket expenses should complete a miscellaneous payment form for reimbursement.

Personal Travel in Conjunction with Business Travel

- Where official travel is extended for personal reasons, reimbursement will only cover expenses that would have been incurred if the private element was not undertaken.

Reward and Loyalty Program Points

- Councillors may accrue reward and loyalty program points associated with travel at no extra cost to Council. Council does not require recording or reimbursement of such points.

Insurance

- Council will provide travel insurance for Councillors while on official Council business.
 - i. Councillors intending to travel overseas must provide travel details to the Corporate Governance branch to ensure coverage and obtain emergency contact information.
 - ii. If travel includes private charter flights, Corporate Governance must be notified prior to booking.
 - iii. Council will not provide travel insurance for personal/private travel or accompanying persons.

Reporting Requirements

- Councillors must present a verbal or tabled presentation on their travel, including period of travel, places visited, objectives, and benefits gained.
- Presentations must be presented within the next 3 Council meetings via a verbal or tabled report during General Business.
- The Finance Manager will keep a register of international travel for Councillors, including:
 - i. Name of the Councillor
 - ii. Destination, purpose, and cost of travel
 - iii. Council adoption date and minute number approving the travel
 - iv. Benefits arising from overseas travel

Peak Body Conferences

- Following each quadrennial election, Council elects Councillor representatives for each of the peak industry bodies such as the Australian Local Government Association, Local Government Association of Queensland, and Australian Local Government Women's Association annual conferences.
- Those Councillor representatives are supported to attend the conferences and meetings of those bodies through payment of registration fees, travel, and accommodation costs, with the cost to be met from budget other than the Councillor's divisional budget.
- If any other Councillor wishes to attend the annual conference, that will need to be determined by resolution of Council.

Other Conferences and Seminars

- Council supports the professional development of Councillors through attendance at conferences and seminars that are relevant to their roles and responsibilities. When attending such events, Councillors must abide by the following provisions:

Approval and Registration

- All Councillors must obtain CEO approval prior to attending conferences or seminars.
- Overseas conference attendance requires Council resolution and notification to the Chief Executive Officer.
- A completed Travel Proposal and Approval to Attend Conference form must accompany all requests and any associated payments.
- All conference and seminar attendance costs must be met by the divisional budget, and sufficient budget allocation must be confirmed prior to approval.

Participation and Expenditure

- Councillors may incur reasonable expenses directly related to conference or seminar attendance in accordance with this policy.
- Purchase of conference proceedings or materials is permitted provided these are made available for wider access through Council's information systems.

Reporting and Knowledge Sharing

- Councillors must present a verbal presentation on the conference or seminar attended. Presentations are to be provided to all Councillors and, for overseas events, referred to the appropriate standing committee within the next 3 meetings.
- Key learnings should be shared with Council and, where relevant, considered for application in Council's strategic or operational activities.

Presenting at Conferences

- Councillors must obtain Council endorsement before presenting papers at conferences or seminars. Any fees or honorariums received for presentations must be remitted to Council.

Professional Memberships

It is considered that where certain professional memberships provide value and support councillors undertaking their responsibilities, membership fees will be reimbursed. This includes membership of the Australian Institute of Company Directors.

Training and Development

Councillors are encouraged to undertake relevant training and professional development, which is represented by formalised study and courses.

Training and development expenses are categorised as:

- Core – Council, in consultation with Councillors, will organise a program of professional development activities that are learning opportunities desirable for Councillors in discharging their duties and responsibilities. Councillors can participate in these courses at their discretion.

- Elective – Where there is additional training, not including tertiary education, which the Chief Executive Officer agrees will assist the Councillor in being able to undertake their responsibilities and provide a direct benefit to the community and the organisation. In this case the training will be reported as an expense of the Councillor undertaking that qualification, with the cost to be met from the Councillor’s divisional budget.

It is considered reasonable that Councillors may wish to undertake a company directors’ course, e.g. as currently provided by the Australian Institute of Company Directors. In recognition of the benefit that will provide, the costs of that course will be reimbursed if it is completed within the first 2½ years following a quadrennial election. That cost will be reported as an expense of the Councillor undertaking that qualification, with the cost to be met from budget other than the Councillor’s divisional budget.

Any other costs of training or professional development directed at personal pursuits, campaigning or for personal development that is not directly related to their responsibilities as a Councillor at Council, or Council business, are not eligible for reimbursement.

Facilities and Other Support

Office Accommodation

The Mayor will be provided with a separate office in the City Administration Centre at 150 Wembley Road, Logan Central.

All other Councillors will be provided with an office located in a designated Councillor office area in the City Administration Centre at 150 Wembley Road, Logan Central. Councillor access will be restricted to the basement, levels 4, 5, and the relevant meeting rooms of South Wing level 3 of the City Administration Centre.

Councillors and Councillor Advisors will be granted 24-hour access to the City Administration Centre to reflect the 24/7 nature of the roles. To facilitate these arrangements:

- (a) Councillors share responsibility with Council for their own and Councillor Advisors’ health and safety, including working alone and fatigue management
- (b) Councillors should exercise their discretion in permitting third parties to accompany them into the City Administration Centre after hours
- (c) Councillors are responsible for persons who accompany them to the City Administration Centre after hours, including the confidentiality of material in the workplace and any physical damage to Council property.

Meetings with Council employees are to be coordinated by the administrative support staff or Councillor Advisors, and held in the dedicated Councillor meeting room, the Woodridge room, the Logan room, Councillor offices, or other available room deemed appropriate by the relevant Branch Manager.

All other access to Branch work locations is to be arranged by the relevant Branch Manager.

Staff

Councillor Advisors will be assigned to the Mayor and Councillors based on the amounts as provisioned in the annual budget.

Car Parking

Councillors will be provided with one (1) undercover car parking space at the City Administration Centre located at 150 Wembley Road, Logan Central.

Councillors will be provided with a carpark access card which will give the Councillor 24-hour access to the car park designated for use. Councillors must not allow any other person to use the carpark access card which has been provided to them. The car park must only be used for Council business.

Technology Support

Councillors will each be provided with the following corporate devices:

- 1 x mobile telephone (In the event that a Councillor elects not to have a corporate mobile telephone, they can be reimbursed a maximum monthly amount for use of their personal mobile device),
- 1 x laptop computer and charger,
- 1 x docking station,
- 2 x monitors,
- 1 x wireless keyboard,
- 1 x wireless mouse,
- 1 x headset, and
- 1 x tablet device.

Councillors will have access to a standard suite of software products.

Decisions made by the Chief Executive Officer and the General Manager Information Technology Services regarding Council's information technology portfolio will be guided by relevant policies and will apply to Councillors.

The following standards will apply to Councillors in respect of their use of Councillor's computing technology:

- The technology supplied by Council to Councillors is predominantly for Council business use and must be operated in a responsible and ethical manner, and in accordance with any Work Health and Safety regulations relating to home or teleworking. Councillors must sign the Acceptable Use Standard and the Councillor's Equipment Form.
- Where a Councillor requires support with maintenance, troubleshooting problems or upgrades to technology supplied by Council, these will only be carried out by Council's IT staff.

Devices will have the following software installed:

- Operating system,
- Council supplied applications,
- An internet browser,
- Security profile (for mobile devices and tablets),
- Anti-malware software (if required),
- Firewall (if required), and
- Printing software
- Other software as approved by the General Manager Information Technology Services.

Councillors must not install any other software. Applications may be downloaded onto mobile devices from an approved online application store (e.g. Apple's App Store, Google's Google Play or Microsoft store).

All equipment is to be returned to Council when the term of the Councillor ends or if required for replacement or upgrading.

Councillors must not use their personal email address for Council business.

An email account is supplied for Council business use and should not be used to subscribe to receive any personal notification messages or used to subscribe to any service.

Uniforms

Councillors and Councillor Advisors are eligible to access items from the corporate uniform scheme; however, these costs will be recorded as an expense of the individual Councillor's divisional budget. Any costs of alterations and dry-cleaning (excluding during international travel) are not eligible for reimbursement.

Councillors will be provided with necessary personal protective equipment if and when required, in the fulfilment of their duties.

Stationery

Councillors will be provided with a generic stationery item bundle for use for Council business. The generic stationery bundle will not contain the Council logo and will not contain the Councillor's image or name.

Councillors can request corporate stationery which may include an approved corporate image, name, title, division number and contact details. These items may include:

- letterhead,
- Standard size and large size name badges,
- with compliments slips (printed and stickers),
- business cards (printed, magnet and e-cards) and
- Giant promotional cheque.

Personalised electronic media is also available to Councillors including:

- personalised electronic letterhead for use for legitimate Council business, using a standard design format
- Tapt digital business card
- QR codes
- personalised email footers and signature blocks, using a standard design format
- 1 x Council email address, using a standard design format, and
- digital Councillor Christmas card and Christmas message for Council business, using a standard design format. Printed Christmas Cards are also available as a divisional expense

Advertising and sponsorship

All advertising must be for the provision of information or to educate the public regarding Council activities, events and operations and must be undertaken in accordance with guidance provided to Councillors by the Corporate Communications Manager as per section 197 of the *Local Government Regulation 2012*.

Councillors must not use Council funds, resources, or branding for advertising that references themselves, their image or their personal achievements. Council-funded advertising must be strictly limited to the provision of

information or education regarding Council activities, events, and operations, and must not in any way promote individual Councillors.

Any advertising in support of sponsorship undertaken by Councillors must:

- Be directly related to Council business, activities, or services
- May include a Councillor's name and image
- Not include a personal reference or messages that promote the Councillor
- Comply with the Advertising Policy and guidance provided by the General Manager Corporate Communications.

Standard 'supported by' advertising blocks, including Councillor name, image and Council logo are produced by Corporate Communications. Where Councillor involvement or support is to be acknowledged in Council communications, the standard wording must include: "*Proudly supported by the City of Logan.*" Any advertising or communication that does not comply with these requirements is not eligible for Council funding or support and must be personally funded by the Councillor.

Signage

Project Signage

Councillors may request to place signage on a project site during construction, subject to the following conditions:

- All costs for the sign are to be covered as a divisional expense and cannot be paid from the Local Infrastructure Program budget.
- Only one sign is allowed per project site, with a maximum size of 600 x 900 mm.
- The sign must use corporate branding and may only state: "This project is proudly funded by Logan City Council and supported by Cr [name]." It can include a photo of the divisional Councillor and their contact details.
- Signs are not permitted on projects that receive state or federal funding, are delivered on state land where Council is the trustee (such as reserves), or where Council does not manage the site.
- Written approval from the relevant branch manager is required, taking into account any contractual or work health and safety considerations.
- The sign must be removed within one week after the project is completed.

Acknowledgement Signage and Plaques

Consistent with the provisions of the *Local Government Act 2009*, which requires that Councillors make decisions in the interests of the city as a whole, no asset, (including barbeques, playgrounds, sporting equipment) will bear reference to the internal source of Council funding, a specific Council division or the name of a Councillor. Official opening or naming plaques will only contain the name of the Mayor, Deputy Mayor, Chairperson or Divisional Councillor officially opening the facility.

Printing, postage, and distribution

Council will be responsible for the printing, postage and distribution costs associated with:

- Key business papers including agendas, budget papers etc.,

- Letters to residents about Council activities or programs (including any attachments), where the content is approved by the relevant General Manager and there is sufficient branch funding to meet these costs.

Any other expenses than those listed above must be met by the Councillor from their divisional budget.

Councillors will have access to a printer and photocopier on Level 5. This printer is for smaller print jobs and any print jobs in excess of 200 sheets should be referred to the Print Room.

Asset ownership, maintenance, and return

All facilities, equipment and resources provided to Councillors to undertake their duties as a Councillor remain the property of Council and must be accounted for during Council's audits. Councillors are expected to look after all facilities, equipment and resources provided to them responsibly and be mindful that these are publicly funded.

All information stored on facilities, equipment and resources provided to Councillors, remains the property of Council at all times.

Council will cover all ongoing maintenance costs associated with Council facilities, equipment, and resources to ensure that it is operating for optimal professional use, subject to proper usage and standards of care.

Vehicle Allowance

Councillors will be provided with a vehicle allowance which is to be used towards vehicle costs and usage directly related to legitimate Council business.

Vehicle allowance amounts can be set through a budget process. As part of this, the vehicle allowance may be adjusted for particular Councillors for geographical reasons.

The vehicle allowance:

- is provided to facilitate the costs of procuring, maintaining, and running a vehicle (including but not limited to fuel, registration, insurance, repairs, depreciation, finance costs etc.), and
- is adjusted for particular Councillors to reflect additional duties and responsibilities required by the role or the distance of particular divisions from the City Administration Centre.

Vehicle costs incurred are not required to be acquitted to receive the vehicle allowance.

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 should 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 vehicle 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.

Vehicle signage can be produced using the Councillor's Divisional budget provided they include Corporate branding including Council's logo, approved Corporate photo, Councillor name and Division. Any other vehicle signage, not in-line with Council's branding, must be personally funded by the Councillor.