

# Doomadgee Aboriginal Shire Council Policy



<b>Policy Name:</b>	Expense Reimbursement – Councillors Policy
<b>Policy Number:</b>	9
<b>Policy Type:</b>	Statutory
<b>Link to Corporate Plan</b>	
<b>Date Approved:</b>	23/05/2019
<b>Resolution Number:</b>	9 – 5/19
<b>Approving Officer:</b>	Council / CEO

## **Section 1 - Introduction**

### **Context**

The purpose of this policy is to meet the requirements of the Local Government Act 2009 and ensure that clear and concise instruction is available for the reimbursement of Councillor expenses.

### **Purpose**

The aim of this Policy is to ensure that Councillors (including Mayors) can receive reimbursement of reasonable expenses and be provided with necessary facilities in performance of their role

### **Scope**

This policy applies to all Councillors, including the Mayor of the Doomadgee Shire Council

## **Section 2 – Policy**

### **Policy**

Council will meet or reimburse the cost of, or pay allowances to cover the cost of expenses and facilities provision which are necessary and required by elected members for conducting the business of Council. Allowable expenses and facilities to be provided by Council are limited to those contained within Section 3 of this Policy.

## **Section 3 – Procedure**

### **3.1 KEY PRINCIPLES**

To ensure that all Councillors have the facilities and other support necessary to perform their civic duties and that they are reimbursed for expenses in accordance with this policy.

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## Considerations

To ensure compliance with community expectations and statutory requirements relating to the payment or reimbursement of legitimate expenses and provision of facilities for Councillors while carrying out their duties and responsibilities as elected representatives of the Doomadgee Shire Council.

## 3.2 SPECIFIC AND STANDARD

### Expense Categories

#### 3.2.1 Conferences, Meetings and Workshops

- ) Where Council resolves Councillors are required to attend conferences or workshops, Council will meet the cost or reimburse expenses associated with attending the event since participation is part of the business of Council.

#### 3.2.2 Mandatory Training

- ) Where Council resolves that all Councillors are to attend training courses or workshops for skills development related to a Councillor's role, Council will meet the cost or reimburse the total costs of the course.
- ) Note: Some examples of this training are Councillor Induction, Code of Conduct, Meeting Procedures and Legislative Obligations.

#### 3.2.3 Discretionary Training

- ) Where Council gives approval for a Councillor to attend a conference, workshop or training to improve skills relevant to their role as a Councillor, other than mandatory training as above, Council will allow for all expenses to be covered within the approved budget.
- ) A discretionary training expense limit which does not exceed the Guidelines for Councils – Reimbursement of Expenses and
- ) Provision of Facilities, will be set by Council resolution from time to time, as required.

#### 3.2.4 Travel Expenses (including taxi and public transport)

- ) Councillors may incur travel costs for a number of reasons including attendance at Council meetings, travelling to conferences, training or workshops. In some cases this may involve interstate and overseas travel. If Councillors travel using their private vehicles a mileage allowance can be claimed based on log book details to substantiate the relevance of the travel to Council business.
- ) The amount reimbursed will be the actual amount (or equivalent mileage) expended by the Councillor.
- ) The mileage allowance will be set by Council resolution from time to time as required. Council will base its determination on the RACQ vehicle operating costs as recorded on its web site. <http://www.racq.com.au/cars-and-driving/cars/owning-and-maintaining-a-car/car-running-costs>

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## 3.2.5 Hospitality Expenses

- J Elected members may have occasion to incur hospitality expenses while conducting Council business apart from official civic receptions organised by Council. The Mayor, in particular, may require additional reimbursement when entertaining dignitaries outside of official events.
- J Council will meet the cost of or reimburse reasonable hospitality expenses to a set maximum per annum.
- J Hospitality expense allowances which do not exceed the Guidelines for Councils – Reimbursement of Expenses and Provision of Facilities, will be set by Council resolution from time to time as required.

## 3.2.6 Accommodation

- J Elected members may need to stay away overnight while attending to Council business. When attending conferences, Councillors must take advantage of the package provided by conference organisers and therefore stay in the recommended accommodation unless prior approval has been granted by Council.
- J In all other cases the Chief Executive Officer will authorise reasonable accommodation arrangements. In these instances, Council will meet the cost of or reimburse legitimate accommodation costs.

## 3.2.7 Meals and Incidental Expenses

- J Subject to approval, Councillors may charge costs to Council issued credit card.
- J Alternatively, Councillors may be paid a daily meal allowance and incidental expenses based on the Australian Tax Office standards for reasonable travel expenses.
- J Allowances which do not exceed the Guidelines for Councils – Reimbursement of Expenses and Provision of Facilities, will be set by Council resolution from time to time, as required.

## 3.3 Making Claims

3.3.1 When seeking reimbursement for expenses, elected members must complete and sign a Fees and Expenses Claim form and provide receipts for allowable expenses together with details of the Council business that the expenses relate to.

3.3.2 Expenses claims or reimbursement requests which comply with the requirements of this policy should be forwarded to the CEO. Any Expenses claims or reimbursement requests which do not comply with the requirements of this policy should be referred to the Chief Executive Officer for determination.

3.3.3 Councillors are responsible for ensuring that they do not make claims in excess of allowable limits.

3.3.4 Provision of Facilities

3.3.5 Council will provide and meet operational costs of facilities which are deemed necessary and required to assist Councillors in their role.

3.3.6 When determining the facilities to be provided, Council has considered what are reasonable requirements and standards for an individual Councillor. If a Councillor chooses a higher standard of facility than that prescribed by Council, any difference in cost must be met by the Councillor personally. Ownership of any facilities provided remains with Council.

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## 3.3.7 Administrative Tools and Access to Council Office Amenities

- J Council will provide the following to Councillors in its office as required:
  - a) Facilities such as office space and Council meeting rooms;
  - b) Secretarial support for Mayors and Councillors;
  - c) Computer;
  - d) Use of Council landline telephone and internet access;
  - e) Multi-function printer;
  - f) Stationery;
  - g) Publications – copies of the Act and other legislation, books, journals considered necessary; and
  - h) Any other administrative necessities which Council considers necessary to meet the business of Council.

## 3.3.8 Home Office

- J If Council determines that it is necessary, it will provide a councillor with home office equipment, including tablet, laptop and mobile phone (with a CEO approved Plan),. Any loss of each or all of these items must be reported to the CEO immediately upon it becoming known. Councillors will be liable for any breakage to these items apart from normal wear and tear.

## 3.3.9 Maintenance Costs of any Council Owned Equipment

- J Council will cover all ongoing maintenance costs associated with Council owned equipment to ensure it is operating for optimal professional use.

## 3.3.10 Name Badge for Councillor and Uniform

- J Council will provide each elected member with a name badge and Councillor uniform. This may include any safety equipment such as overalls, safety helmets or glasses as required by a Councillor in their role.

## 3.3.11 Vehicle

- J Council will provide a vehicle owned by Council for official business as required from time to time. Elected members are authorised reasonable private use of Council-owned vehicles when on Council business, With the CEO Approval, a fuel card will be issued for Council business only when travelling out of the Community. The CEO will approve the use of the vehicle then booked through the Procurement Manager, who will advise the Workshop Manager.

## 3.3.12 Fuel Costs

- J Council will provide fuel, meet the cost of fuel or reimburse the cost of fuel for vehicles provided by Council.



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### 3.3.13 Telecommunication Needs

- ) Mobile communication device:
  - a) Where Council resolves to provide a mobile communications device to a Councillor for official business use, Council will pay for all associated costs. Any personal calls made by the Councillor must be reimbursed to Council.
  - b) If a Councillor uses a personally owned mobile device, Council will provide credit vouchers to approved limit (\$40 per month).

### 3.3.14 Legal Costs and Insurance Cover

- ) Council may by resolution, agree 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 his/her civic functions.
- ) Councillors are to be covered under Council insurance policies while discharging civic duties. Specifically, insurance cover will be provided for public liability, professional indemnity, Councillor's liability, personal accident, international and domestic travel insurance.

## **Section 4 – Reference and Supporting Information**

### **Supporting documentation**

<b>Links to supporting documentation</b>	

## **Section 5 – Governance**

### **Policy is governed by the following legislation**

<b>Name</b>	<b>Link</b>
Local Government Regulation 2012 – Section 250	

### **Responsibility**

<b>Responsible Department:</b>	Corporate Services
<b>Policy Administrator:</b>	Chief Executive Officer

### **Review**

<b>Review Period:</b>	12 months
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# **Doomadgee Aboriginal Shire Council Policy**

## **Privacy Provision**

Council respects and protects people's privacy and collects, stores, uses and discloses personal information responsibly and transparently when delivering Council services and business.

## **Change History**

<b>Review Date</b>	<b>Revision Number</b>	<b>File Reference:</b>	<b>Approval Date</b>	<b>Change:</b>	<b>Date of Next Review</b>