



Croydon Shire Council

Councillors Reimbursement of Expenses and Provision of Facilities and Support Policy

Document Control

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CEO Approval:

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05/11/11	17 November 2011	New Policy
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04-05/2022	19 May 2022	Review

1. Purpose

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 Councillors and for the provision of facilities and support to Councillors for that purpose.

2. Scope

This policy applies to the Mayor and Councillors of Croydon Shire Council.

3. Background

In accordance with Division 2, Section 250 of the *Local Government Regulation 2012*, Council must adopt an expenses reimbursement policy. Council may, by resolution amend its policy at any time.

Expenses are payments made by Council to reimburse Councillors for their reasonable expenses incurred when discharging their duties and responsibilities as Councillors. These payments are not regarded as remuneration. The expenses may be either reimbursed to Councillors or paid directly by Council for a necessary cost or charge when performing their roles.

Facilities and support will be provided by Council to Councillors to enable them to effectively perform their duties and fulfil their role as Councillors for the community.

4. Legislation

Local Government Act 2009

Local Government Regulation 2012

Code of Conduct for Councillors in Queensland

5. Definitions

CEO refers to the Chief Executive Officer of Croydon Shire Council.

Council business is official business conducted on behalf of, and approved by, Council where a Councillor is required to attend conferences, training or meetings representing Croydon Shire Council.

6. Policy

Councillors should be reimbursed for reasonable expenses they incur in carrying out their duties and responsibilities and need reasonable facilities and support to undertake their responsibilities efficiently and effectively. Where Council reimburses expenses incurred or provides facilities and support, the payment or provision must be:

- in accordance with the law;
- prudent, responsible and acceptable to the community; and
- subject to budget provisions.

6.1 Reimbursement of Expenses

The CEO may approve claims for reasonable expenses incurred by Councillors in carrying out their duties and responsibilities.

Claims for expenses reimbursement is to be submitted to the CEO on the approved form.

All claims for reimbursement require a copy of the invoice/receipt to be attached. Where proof of purchase cannot be provided it is at the discretion of the CEO if the reimbursement will be made. Claims for staying with family/friends overnight allowance and daily incidental allowance do not require proof of purchase.

All reimbursements are to be claimed within the financial year they were incurred.

Council will not reimburse Councillors for expenses incurred by a partner or family member who may accompany a Councillor to an approved official event.

6.1.1 Travel

Where possible, Councillors should use a vehicle provided by Council for official business.

Councillors may use vehicles provided by Council for official business but no private use is allowed of a Council owned vehicle.

Where a Council vehicle is not available and a Councillor uses a private vehicle to conduct official business, reimbursement may be claimed based on log book substantiation of the travel which will be paid in accordance with the Queensland Local Government Industry Award – State 2017, motor vehicle allowance, currently 82c per kilometre.

All air travel bookings are to be made by Council prior to travel.

Any costs for car hire, taxi or public transport in order to attend Council business will be reimbursed by Council. This may include transport to and from the conference, meeting or training, accommodation and airport.

Any fines incurred while travelling in a council owned vehicle or a privately owned vehicle while attending to Council business will be the responsibility of the Councillor incurring the fine.

6.1.2 Accommodation, Meals and Incidental Expenses

Accommodation bookings will be made by Council prior to travel. Where possible, the provision of meals will be included in the accommodation booking where meals are not catered for within the conference, meeting or training.

Where a Councillor elects to stay with family or friends in lieu of using Council provided accommodation an overnight allowance of \$50 per night may be claimed.

Reimbursement of meals costs may be claimed where not catered for within the conference, meeting, training or during travel. Councillors should take care to ensure that meal costs are not excessive.

A daily allowance of \$20 will be paid to cover incidental costs such as tea and coffee, snacks, private phone calls and personal items while travelling on approved Council business.

6.2 Provision of Facilities and Support

Each Councillor will be provided with the following facilities and support, as determined appropriate by the CEO, to assist Councillors in their role:

- An iPad with protective cover and keyboard that can be used both at the Council Administration Office and at the Councillors home office. Each iPad will be loaded with the relevant Apps and software for Council business.
- A combination printer/scanner, printer ink and stationery for use at the Councillors home office, if required.
- Remote access to Council's network and the internet.
- IT support for the Council supplied iPad and peripheral devices through the Council Administration Office within business hours.
- Training in the use of the equipment/software provided by Council, if required.
- Uniforms with Council branding and any relevant personal protective equipment.
- Name badges and business cards, if required.

Councillors may request access to use the following Council facilities for Council business:

- Office space and boardroom for meetings.
- Access to printer, photocopier, facsimile and telephone.

Additional facilities for the Mayor include:

- A Corporate Credit Card for the purchase of fuel, payment of expenses on official business and/or hospitality in accordance with this policy.
- A smartphone.
- Administrative support at the Council Administration Office as required.

Councillors will be provided with insurance cover to indemnify or insure Councillors in the event of injury sustained while discharging their civic duties.

Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of council owned equipment that is supplied to Councillors for official business use.

All facilities provided to Councillors remain the property of Council and must be returned to Council when a Councillors term expires.

7. Related Documents

- Councillor Expenses Reimbursement Form
- Corporate Credit Card Policy
- Procurement Policy
- Vehicle Policy