

Expenses reimbursement
policy Councillors



Wujal Wujal
Aboriginal
Shire Council

WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

POLICY STATEMENT

SUBJECT:	Expenses Reimbursement for Councillors
AUTHORITY:	Council of the Whole.
PURPOSE	The purpose of the policy is to ensure that councillors can receive reimbursement of reasonable expenses and be provided with necessary facilities in performance of their role.
STATEMENT OF PRINCIPLES	<p>The policy complies with the following principles:</p> <ul style="list-style-type: none">• Reasonable expenses reimbursement to councillors• Public accountability and transparency• Public perceptions and community expectations• No private benefit to be derived• Equity and participation
PAYMENT OF EXPENSES	<p>Expenses will be paid to a councillor through administrative processes approved by the Chief Executive Officer subject to:</p> <ul style="list-style-type: none">• the limits outlined in this policy and• council endorsement by resolution.
EXPENSE CATEGORIES PROFESSIONAL DEVELOPMENT	<p>Council will reimburse expenses incurred for:</p> <ul style="list-style-type: none">• mandatory professional development and• discretionary professional development deemed essential for the councillor's role.
TRAVEL AS REQUIRED TO REPRESENT COUNCIL	<p>A councillor may be reimburse local and in some cases interstate and overseas travel expenses (e.g. flights, car, accommodation, meals and associated registration fees) deemed necessary to achieve the business of council where:</p> <ul style="list-style-type: none">• a councillor is an official representative of council and• the activity/event and travel have been endorsed by resolution of council. <p>Councillors are to travel via the most direct route, using the most economical and efficient mode of transport.</p> <p>Council will pay for reasonable expenses incurred for overnight accommodation when a councillor is required to stay outside the local government's region.</p> <p>NOTE: Any fines incurred while travelling in council-owned vehicles or privately owned vehicles when attending to council business, will be the responsibility of the councillor incurring the fine.</p>

Expenses Reimbursement for Councillors

Travel bookings

All councillors travel approved by council will be booked and paid for by council.

Economy class is to be used where possible although council may approve business class in certain circumstances.

Airline tickets are not transferable and can only be procured for the councillors travel on council business. They cannot be used to offset other unapproved expenses. (e.g. cost of partner or spouse accompanying the councillor.)

Travel transfer costs

Any travel transfer expenses associated with councillors travelling for council approved business will be reimbursed.

Example: Trains, taxis, buses and ferry fares

Cab charge vouchers may also be used if approved by council where councillors are required to undertake duties relating to the business of council.

Private vehicle usage

Councillors private vehicle usage may be reimbursed by council if the:

- travel has been endorsed by council resolution
- claim for mileage is substantiated with log book details and
- total travel claim does not exceed the cost of the same travel using economy flights plus the cost of taxi transfers.
- evidence of comprehensive insurance cover
- reimbursement at \$0.80c per km

Accommodation

All councillor accommodation for council business will be booked and paid for by council. Council will pay for the most economical deal available. Where possible, the minimum standards for councillors' accommodation should be three or four star rating.

Where particular accommodation is recommended by conference organisers, council will take advantage of the package deal that is the most economical and convenient to the event.

Meals

Council will reimburse costs of meals for a councillor when:

- the councillor incurs the cost personally and
- the meal was not provided:
 - within the registration costs of the approved activity/event
 - during an approved flight.
 - absence from home is at least 12 hours

HOSPITALITY	<p>The following limits apply to the amount council will reimburse for meals:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"></th> <th style="text-align: left;">Brisbane or other capital cities</th> <th style="text-align: left;">all other</th> </tr> </thead> <tbody> <tr> <td>+ Breakfast</td> <td>\$23.65</td> <td>\$21.15</td> </tr> <tr> <td>+ Lunch</td> <td>\$26.55</td> <td>\$24.20</td> </tr> <tr> <td>+ Dinner</td> <td>\$45.60</td> <td>\$41.65</td> </tr> </tbody> </table> <p>No alcohol will be paid for by council.</p> <ul style="list-style-type: none"> • Incidental allowance <p>\$17.30 per day will be paid by Council to cover any incidental costs incurred by councillors required to travel, and who are away from home overnight, for official council business.</p> <p>Council may reimburse the Mayor up to \$1,000 per annum for hospitality expenses deemed necessary in the conduct of council business.</p> <p>Provision of Facilities</p> <p>All facilities provided to councillors remain the property of council and must be returned to council when a councillors term expires.</p> <p>Private use of council owned facilities</p> <p>Based on the principle that <i>no private benefit is to be gained</i> the facilities provided to councillors by Council are to be used only for council business unless prior approval has been granted by resolution of council.</p> <p>The council resolution authorising private use of council owned facilities will set out the terms under which the councillor will reimburse council for the percentage of private use. This would apply when councillors have private use of council owned motor vehicles and /or mobile telecommunication devices.</p> <p>Facilities Categories</p> <p>Administrative tools</p> <p>Administrative tools may be provide to councillors as required to assist councillors in their role.</p> <p>Administrative tools include:</p> <ul style="list-style-type: none"> • office space and meeting rooms • computers • stationery • access to photocopiers • printers • facsimile machines • publications • use of council landline telephones and internet access in council offices 		Brisbane or other capital cities	all other	+ Breakfast	\$23.65	\$21.15	+ Lunch	\$26.55	\$24.20	+ Dinner	\$45.60	\$41.65
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<p>MAINTENANCE COSTS OF COUNCIL OWNED EQUIPMENT</p>	<p>Secretarial support may also be provided for the mayor and councillors. Council may provide a councillor with home office equipment including computer, internet access if necessary.</p> <p>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</p> <p>This includes the replacement of any facilities which fall under council's asset replacement program.</p> <p>Council may provide councillors with:</p>
<p>NAME BADGE</p>	<ul style="list-style-type: none"> • a name badge
<p>SAFETY EQUIPMENT FOR COUNCILLORS</p>	<ul style="list-style-type: none"> • the necessary safety equipment for use on official business, e.g. safety helmet/boots
<p>UNIFORMS</p>	<ul style="list-style-type: none"> • uniforms as decided from time to time
<p>TELECOMMUNICATION NEEDS – MOBILE DEVICES</p>	<p>Councillors may have access to a council owned vehicle if prior approval has been granted by resolution of council 0.80c per km. Council will, in its resolution, authorise private use and set out the terms for the councillor to reimburse council for the private use</p> <p>Council calls made on private mobile phones of councillors will be reimbursed on production of a receipt to the CEO.</p> <p>The Mayor will be provided with a council mobile phone for business use.</p>
<p>INSURANCE COVER</p>	<p>Council will indemnify or insure councillors in the event of injury sustained while discharging their civic duties</p> <p>Council will pay the excess for injury claims made by a councillor resulting from conducting official council business.</p>
<p>FUEL COSTS</p>	<p>Fuel for a council-owned vehicle used for official council business, will be provided or paid for by council</p>
<p>CAR AMENITIES PARKING</p>	<p>Councils are to provide councillors with:</p> <ul style="list-style-type: none"> • car parking at the local government office premises and / or • attending to official council business