

Councillors Reimbursement of Expenses and Provision of Facilities Policy

Policy Type:	Statutory
Functional Group:	City Administration
Policy Owner:	General Manager Governance and Executive Services
Responsible Manager:	General Manager Governance and Executive Services
Corporate Plan link:	Our Engaged Council
Approved By:	Council resolution
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Objective

It is a requirement under Section 250 of the *Local Government Regulation 2012* (Qld) that Council adopts an expenses reimbursement policy. The objective of this policy is to provide set guidelines for expenditure and reimbursement of legitimate business expenses incurred or to be incurred by a Councillor while carrying out their civic duties as elected representatives of their local communities.

Statement

City of Moreton Bay (Council), through its Corporate Plan, is committed to providing services that deliver our community's shared vision: *Our Moreton Bay. Amazing places. Natural spaces.*

This policy supports the Organisational Excellence Strategy 2042, particularly *We are good leaders in governance and sustainably manage our finances and assets.*

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

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

Reimbursement of Expenses

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

Claims must be submitted to the CEO in the approved form. Claims must be approved by the CEO before they are paid. The CEO must have regard to the Law and all relevant facts and circumstances when considering whether to approve a claim.

Provision of Facilities

The Council will provide each Councillor with the following facilities, as determined appropriate by the CEO, for use in undertaking their responsibilities as Councillors:

- An office with access to a shared multi-functional device.
- Administrative support (in accordance with Operational Directive 2180-059 Chief Executive Officer Guidelines for the Provision of Councillor Administrative Support Staff).
- A smartphone and earphones (wireless).
- A portable computer with a docking station, keyboard, mouse and monitor.
- TV screen for office use (standard level with HDMI / wireless wifi ability - not network enabled).
- A docking station, keyboard, mouse and monitor for Council business at home.

- Remote access to Council's network and the internet.
- A printer for Council business at home.
- Stationery.
- Publications, copies of relevant legislation, books and journals related to Council's business operations and local government generally.
- Clothing with City of Moreton Bay corporate branding.
- Name badges and any safety equipment.
- A marquee and an A-frame sign with City of Moreton Bay corporate branding for community activities.
- A professional development allowance of \$3,000 per annum.
- A motor vehicle allowance (commencing 1 July 2024) of \$32,250 per annum for Councillors, or \$39,050 per annum for the Mayor, increased by CPI from 1 July each year, or a fully maintained motor vehicle subject to Council's Motor Vehicles (Councillors) Policy. The motor vehicle allowance includes all private-plated motor vehicle related expenses incurred whilst undertaking Councillor Business within the city including insurance, fuel, tolls or applicable electric vehicle charging fees. 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.

Application

This policy applies to City of Moreton Bay Mayor and Councillors.

Related Documents

Relevant legislation

- *Local Government Act 2009*
- *Local Government Regulation 2012*

Council documents

- Motor Vehicles (Council) Policy
- Councillor Attendance at Conferences and Training Policy
- Councillor Attendance at Conferences and Training Procedure
- CEO Guidelines for the Provision of Administrative Support to Councillors

Definitions

Term	Definition
Council	City of Moreton Bay / Moreton Bay City Council
Councillor	The Mayor and all Councillors of City of Moreton Bay
City	Moreton Bay City Council Local Government Area
CEO	Chief Executive Officer of Moreton Bay City Council
Claim	A claim for reimbursement of expenses incurred by a councillor
CPI	Consumer Price Index for the March quarter

Document Control

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Version 3	Coordination (P.12/1123)	17.7.2012	Version of PDF
Version 4	Legislation update	8.8.2013	Version of PDF
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	(incorporating reference to 2180-059 Operational Directive - CEO Guidelines for the Provision of Administrative Support to Councillors)		
Version 8	Administrative amendments only: <i>'Formatting, review date and position titles'</i> <i>Approved by Director Finance & Corporate Services 2.10.2020</i>	22.12.2020	A20900564
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