



STATUTORY POLICY

MOUNT ISA CITY COUNCIL

Reimbursement of Expenses and Provision of Facilities for the Mayor and Councillors Policy

RESOLUTION NO. **OM26/11/19** VERSION **V7**

APPLIES TO STATUTORY POLICIES ONLY

This an official copy of the **Reimbursement of Expenses and Provision of Facilities for the Mayor and Councillors Policy**, made in accordance with the provisions of *Local Government Act Regulation 2012*.

Statutory Policies comply with a legislative requirement; the **Reimbursement of Expenses and Provision of Facilities for the Mayor and Councillors Policy** is approved by the Mount Isa City Council for the operations and procedures of Council.

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 Sharon Ibardolaza
Chief Executive Officer

DOCUMENT VERSION CONTROL			
Governance/Policies/Statutory Doc ID# 26641		POLICY TYPE	Statutory (Council)
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	02.04.2008	SM04/04/08	Responsible Officer - Chief Executive Officer
V2	25.06.2014	OM27/06/14	Responsible Officer - Chief Executive Officer
V3	15.06.2016	OM09/06/16	Responsible Officer - Chief Executive Officer
V4	28.06.2017	OM13/06/17	Responsible Officer - Chief Executive Officer
V5	22.11.2017	OM30/11/17	Responsible Officer - Acting Chief Executive Officer
V6	28.03.2018	OM23/03/18	Responsible Officer - Chief Executive Officer
V7	29.11.2019	OM26/11/19	Responsible Officer - Chief Executive Officer
		REVIEW DUE	09/2021

DISTRIBUTION AND DISSEMINATION			
Internal email to all employees	X	Section meetings / Toolbox talks	
Internal email to all Councillors	X	Included in employee inductions	
Staff noticeboards		Uploaded to Council website	X
Internal training to be provided		External training to be provided	
Registered in Magiq	X		



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1. PURPOSE

Under Chapter 8, Part 1, Division 2 of the *Local Government Regulation 2012* ("LG Reg"), Mount Isa City Council ("Council") must adopt an expenses reimbursement policy. As soon as practicable after Council adopts or amends its expenses reimbursement policy, a copy of the policy must be made available to the public at the administration office and published on Council's website.

2. COMMENCEMENT

This policy will commence on and from 29 November 2019. It replaces all other policies or arrangements governing reimbursements of expenses and provisions of facilities for the mayor and councillors (whether written or not).

3. APPLICATION

This policy applies to all Mount Isa City Council councillors, including the mayor.

4. The Reimbursement of Expenses and Provision of Facilities for the Mayor and Councillors Policy and provides for the following:

- a) payment of reasonable expenses incurred, or to be incurred, by councillors in discharging their duties and responsibilities as councillors; and
- b) provision of facilities for councillors for that purpose.

5. STATEMENT OF PRINCIPLES

The policy requires councillors and the mayor to be aware of:

- a) the requirement for reimbursement of reasonable expenses only;
- b) public accountability and transparency;
- c) public perceptions and community expectations; and
- d) that no private benefit to be derived.

5. PAYMENT OF EXPENSES

Expenses will be paid to the mayor and councillors through administrative processes approved by the Chief Executive Officer subject to the limits outlined in this policy.

6. EXPENSE CATEGORIES

6.1 Professional Development

6.1.1 The Council will reimburse expenses incurred for:

- a) mandatory professional development; and
- b) discretionary professional development deemed essential for the councillor's role.

6.2 Travel as required to represent Council

6.2.1 The Council may 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 the mayor and councillor are official representatives of Council.

The mayor and councillors are to travel via the most direct route, using the most economical and efficient mode of transport.

Council will pay for reasonable expenses incurred for overnight accommodation when a councillor is required to stay outside the local government's region.



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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.*

6.2.2 Travel bookings

All mayor and councillor 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 mayor or councillor's travel on Council business. They cannot be used to offset other unapproved expenses (e.g. cost of partner or spouse accompanying the mayor or councillor).

6.2.3 Travel transfer costs

Any travel transfer expenses associated with the mayor or councillor travelling for Council approved business will be reimbursed for example, train, taxi, uber, bus and ferry fares.

Cab charge vouchers may also be used if approved by Council.

6.2.4 Private vehicle usage

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

- a) claim for mileage is substantiated with log book details; and
- b) total travel claim does not exceed the cost of the same travel using economy flights plus the cost of taxi transfers.

6.2.5 Accommodation

All mayor and/or councillor accommodation for Council business will be booked and paid for by Council.

Where possible, the minimum standards for the Mayor and 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.

6.2.6 Meals and incidentals

Council will reimburse costs of meals and other incidentals up to \$130 per day where:

- a) the mayor and/or councillor incurs the cost personally; and
- b) the meal was not provided:
 - i. within the registration costs of the approved activity/event; or
 - ii. during an approved flight.

All reimbursements must be claimed by submitting all receipts and supporting documents and completing the relevant form.

7. ADDITIONAL EXPENSES FOR THE MAYOR

7.1 Hospitality



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The Council will pay the mayor an allowance of to \$1,000 per annum for hospitality expenses deemed necessary in the conduct of Council business. This will paid via payroll on a quarterly basis. There is no requirement to provide substantiation of expenses.

8. PROVISION OF FACILITIES

All facilities provided to the mayor and councillors remain the property of Council. Once the mayor or councillor no longer holds this office, all property must be returned to Council immediately.

9. PRIVATE USE OF COUNCIL OWNED FACILITIES

9.1 Based on the principle that *no private benefit is to be gained*, any facilities provided to the mayor and councillors by the Council are only to be used for Council business.

9.2 All private use shall be reimbursed to Council. This would apply for example; when councillors use a Council owned motor vehicle and/or mobile telecommunication devices for private use.

10. FACILITIES CATEGORIES

10.1 Administrative tools

Administrative tools should be provided as required to assist councillors in their official duties. Administrative tools include:

- a) office space and meeting rooms;
- b) computers, laptops, iPads;
- c) stationery;
- d) access to photocopiers;
- e) printers;
- f) facsimile machines;
- g) publications;
- h) use of Council issued mobile phones and landline telephones; and
- i) internet access in Council offices.

Secretarial support shall be provided if necessary, with the approval of the Chief Executive Officer.

10.2 Maintenance costs of Council owned equipment

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

10.3 Name badge and safety equipment for councillors

Council may provide councillors with:

- a) a name badge; and
- b) necessary safety equipment for use on official business e.g. safety helmet and boots.

10.4 Use of Council vehicles

Councillors may have access to a Council owned vehicle for official Council business only.

Private use of Council owned vehicles is permitted if prior approval has been granted by resolution of Council. Council will in its resolution authorise private use and set out the terms for the councillor to reimburse Council for any private use. Only councillors are permitted to drive the vehicle. Under no circumstances are family members or other persons allowed to drive the vehicle.

10.5 Telecommunication needs – mobile devices



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Mobile telecommunication devices including iPads and mobile phones may be used by councillors for official Council business use. Any private use shall be reimbursed to Council.

10.6 Insurance Cover

The Council will indemnify or insure councillors in the event of injury sustained while discharging their civic duties.

The Council will pay the excess for injury claims made by a councillor resulting from conducting official Council business.

10.7 Fuel costs

Fuel for a Council-owned vehicle used for official Council business, will be provided or paid for by Council.

10.8 Car parking amenities

Council provides councillors with:

- a) car parking at the Council office premises; and/or
- b) reimbursement of parking costs paid by councillors while attending to official Council business.

11. ADDITIONAL FACILITIES FOR THE MAYOR

11.1 Use of a Council vehicle

11.1.1 The Council may provide the mayor with a Council owned vehicle. All operating costs will be met by Council.

11.1.2 Reasonable private use is permitted. The Mayor and their spouse are permitted to drive the vehicle.

12. RESPONSIBILITIES

The mayor and councillors are bound to act within this policy.

13. VARIATION

13.1 Council reserves the right to vary or replace this policy from time to time by resolution, however in accordance with s252 of the LG Reg, a meeting at which this policy is amended cannot be closed.

14. BREACH OF POLICY

14.1 Where the mayor or councillor breaches this policy, the matter may be dealt with under the Code of Conduct for Councillors.

15. COMMUNICATION AND DISTRIBUTION

15.1 Council will make available to the public, the Reimbursement of Expenses and Provision of Facilities for the Mayor and Councillors Policy on our website and ensure a copy of the policy may be inspected and purchased by the public at the administration office.

16. DEFINITIONS

- a) **Council business** – means business conducted on behalf of, and/or approved by Council, the mayor or Chief Executive Officer.

ASSOCIATED LEGISLATION AND POLICIES

- *Local Government Act 2009*



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- *Local Government Regulation 2012*
- Entertainment and Hospitality Policy
- Procurement Policy
- Councillor Code of Conduct
- Caretaker Period Policy