



STATUTORY POLICY

**MOUNT ISA CITY COUNCIL**

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

RESOLUTION NO. **OM04/06/23** VERSION **9**

**APPLIES TO STATUTORY POLICIES ONLY**

This is 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 2009 and Local Government 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 the Council.

.....  
Dale Dickson  
**Chief Executive Officer**

DOCUMENT VERSION CONTROL			
Governance/Policies/Statutory Doc ID# 26641		<b>POLICY TYPE</b>	Statutory (Council)
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	02.04.2008	SM04/04/08	<b>Responsible Officer</b> - Chief Executive Officer
V2	25.06.2014	OM27/06/14	<b>Responsible Officer</b> - Chief Executive Officer
V3	15.06.2016	OM09/06/16	<b>Responsible Officer</b> - Chief Executive Officer
V4	28.06.2017	OM13/06/17	<b>Responsible Officer</b> - Chief Executive Officer
V5	22.11.2017	OM30/11/17	<b>Responsible Officer</b> - Acting Chief Executive Officer
V6	28.03.2018	OM23/03/18	<b>Responsible Officer</b> - Chief Executive Officer
V7	29.11.2019	OM26/11/19	<b>Responsible Officer</b> - Chief Executive Officer
V8	09.12.2020	OM08/12/20	<b>Responsible Officer</b> - Interim Chief Executive Officer
V9	21.06.2023	OM04/06/23	<b>Responsible Officer</b> - Chief Executive Officer
		<b>REVIEW DUE</b>	09/2025

DISTRIBUTION AND DISSEMINATION			
Internal email to all employees	<b>X</b>	Section meetings / Toolbox talks	
Internal email to all councillors	<b>X</b>	Included in employee inductions	
Employee noticeboards		Uploaded to Council website	<b>X</b>
Internal training to be provided		External training to be provided	
Registered in magiQ	<b>X</b>		



**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 21 June 2023. 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.

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

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

**4. STATEMENT OF PRINCIPLES**

The policy requires the Mayor and Councillors to be aware of:

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

**5. REIMBURSEMENT OF EXPENSES**

Reimbursement of 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 pay expenses incurred for:

- a) mandatory professional development
- b) discretionary professional development deemed essential for the Mayor’s or Councillor’s role

**6.2 Travel as required to represent Council**

6.2.1 Council may reimburse local and in some cases interstate and overseas travel expenses (eg flights, car, accommodation, meals and associated registration fees) deemed necessary to achieve the business of Council where the Mayor or Councillor are official representatives of Council, subject however to clause 6.2.2 and clause 6.2.5.

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 where the Mayor or Councillor is required to stay outside the local government’s region.



**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 Mayor or Councillor incurring the fine.*

#### **6.2.2 Travel bookings**

All Mayor and Councillor travel for Council business will be booked and paid for by Council unless otherwise authorised by the CEO.

Economy class is to be used unless approved by the CEO,

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 (eg 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 where approved by the CEO.

#### **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
- 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 or Councillor accommodation for Council business will be booked and paid for by Council, unless authorised by the CEO.

The minimum standard for the Mayor and Councillors' accommodation will be 4 star. Where particular accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical and convenient for 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 or Councillor incurs the cost personally
- 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. PROVISION OF FACILITIES**

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



**8. PRIVATE USE OF COUNCIL OWNED FACILITIES**

8.1 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. FACILITIES CATEGORIES**

**9.1 Administrative tools**

Administrative tools should be provided as required to assist the Mayor and Councillors in their official duties. Administrative tools include:

- a) office space and meeting rooms
- b) computers, laptops, tablets
- c) stationery
- d) access to photocopiers
- e) printers
- f) publications
- g) use of Council issued mobile phones and landline telephones and
- h) internet access in Council offices
- i) Council jackets or other corporate uniform items and protective safety clothing and equipment

Administrative support shall be provided in accordance with Council's Councillor Acceptable Request Guidelines.

**9.2 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 Council use.

**9.3 Name badge and safety equipment for councillors**

Council may provide Mayor and Councillors with:

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

**9.4 Use of Council vehicles**

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

**9.5 Telecommunication needs – mobile devices**

Council issued mobile telecommunication devices including tablets and mobile phones may be used by the Mayor and Councillors for official Council business use only.

**9.6 Insurance Cover**

The Council will indemnify or insure the Mayor and Councillors in the event of injury sustained while discharging their official Council duties.

The Council will pay the excess for injury claims made by the Mayor or Councillor resulting from conducting official Council business.

**9.7 Fuel costs**

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



**9.8 Car parking amenities**

Council provides the Mayor and Councillors with:

- a) car parking at the Council office premises
- b) reimbursement of parking costs paid by the Mayor and Councillors while attending to official Council business

**10. ADDITIONAL FACILITIES FOR THE MAYOR**

**10.1 Use of a Council vehicle**

10.1.1 The Council may provide the Mayor with a Council-owned vehicle. All operating costs will be met by Council.

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

**11. RESPONSIBILITIES**

The Mayor and Councillors are bound to act within this policy.

**12. VARIATION**

12.1 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.

**13. BREACH OF POLICY**

13.1 Where the Mayor or Councillor breaches this policy, the matter may be dealt with under the Code of Conduct for Councillors.

**14. COMMUNICATION AND DISTRIBUTION**

14.1 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.

**15. DEFINITIONS**

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

**ASSOCIATED LEGISLATION AND POLICIES**

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- Entertainment and Hospitality Policy
- Procurement Policy
- Councillor Code of Conduct
- Caretaker Period Policy
- Councillor Acceptable Request Guidelines