

# COUNCILLORS EXPENSES REIMBURSEMENT PROCEDURE

## OBJECTIVE

To provide Councillors with parameters on how to claim for reasonable expenses incurred, or to be incurred, for discharging their duties and responsibilities as Councillors.

## DEFINITIONS

Councillors	Includes the Mayor, Deputy Mayor and other Councillors of Banana Shire Council unless the text of the paragraph indicates otherwise.
Expenses	Costs reasonably incurred, or to be incurred, in connection with Councillors discharging their duties. The expenses may be either reimbursed to Councillors or paid direct by Council for something that is deemed a necessary cost or charge.  Expenses are not included as part of a Councillor's remuneration.
Facilities	Facilities provided to Councillors that are the 'tools of trade' and required to enable them to perform their duties with relative ease and at a standard appropriate to fulfil the community expectations for their role.
IT	The Information Technology section of Banana Shire Council.
LGAQ	Local Government Association of Queensland.
Mandatory Professional Development	Where a Councillor is required by a State Government directive or a Council policy or resolution to attend.
Private use of a Council Vehicle	Use of a Council Vehicle for other than official Council business is Private Use of a Council Vehicle.
Professional Development	Encompasses all types of facilitated learning opportunities for example, training provided by a Government Department (e.g. Department of Local Government), or Industry Body (e.g. LGAQ).
Reasonable	Council must make sound judgements and consider what is prudent, responsible and acceptable to the community when determining reasonable levels of facilities and expenditure.

## PROCEDURE

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### **Mandatory Professional Development**

Notification of Mandatory Professional Development function will be forwarded to Councillors with as much notice prior to the event as reasonably possible.

### **Discretionary Professional Development**

Applications by Councillors for approval to attend Discretionary Professional Development functions are to be submitted to the Chief Executive Officer, with as much notice prior to the event as reasonably possible, in the form approved by the Chief Executive Officer.

### **Applications for Registration**

Applications for registration at approved functions, accommodation and travel arrangements are to be submitted to the Chief Executive Officer, with as much notice prior to the event as reasonably possible, in the form approved by the Chief Executive Officer.

### **Internet Allowance**

Councillors are to consult with Council's IT section if a Council provided internet connection is not practicable at the Councillors usual place of residence. Subject to this consultation, the Councillor's Personal Internet Connection may be utilised.

Councillor is to be reimbursed the Internet Allowance monthly if applicable.

### **Mobile Phone Allowance**

Councillor is to advise of preference for:

1. Council Mobile Phone or
2. Councillor Personal Mobile Phone and payment of the mobile phone allowance.

Councillor is to be reimbursed Mobile Phone Allowance monthly if applicable.

### **Incidental Allowance**

Claims for Incidental Allowance are to be submitted, in the form approved by the Chief Executive Officer, for reimbursement as soon as practicable, but within 2 months of the relevant date or dates for inclusion in the next monthly reimbursement process.

### **Travel Expenses**

Claims for Travel expenses are to be submitted, in the form approved by the Chief Executive Officer, for reimbursement as soon as practicable, but within 2 months of incurring the expense for inclusion in the next monthly reimbursement process.

### **Out of Pocket Expenses**

Claims for reimbursement of Out of Pocket expenses are to be submitted, in the form approved by the Chief Executive Officer, for reimbursement as soon as practicable but within 2 months of incurring the expense for inclusion in the next monthly reimbursement process.

Originals or copies of the relevant tax invoices or other satisfactory documentary proof is to be provided.

#### Private Use of a Council Vehicle

Where relevant, the Chief Executive Officer is to be advised of any Private Use of a Council Vehicle as soon as practicable but within one month of the usage to facilitate reimbursement to Council.

#### CERTIFICATION

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CHIEF EXECUTIVE OFFICER  
BANANA SHIRE COUNCIL



DATE