

DETAILS

Council Admin

Effective from:	06 May 2020	
Contact officer:	Executive Officer, Office of the Chief Executive Officer	
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OBJECTIVES AND MEASURES

Objectives	<p>To provide a policy as required by section 250 of the <i>Local Government Regulation 2012</i> for the:</p> <ul style="list-style-type: none"> a) payment of reasonable expenses incurred, or to be incurred, by the Mayor and Councillors for discharging their duties and responsibilities as Councillors; and b) provision of facilities to Councillors for that purpose ensuring that statutory requirements and community expectations are met and that public funds are used in an effective and accountable way.
Performance measures	<ul style="list-style-type: none"> • Councillors have the facilities and equipment available to them to perform their duties • Expenses incurred by Councillors meet audit requirements and community expectations • Reporting is completed within required timeframes in accordance with the LGA, LGR and in accordance with this policy

POLICY STATEMENT

This policy aims to ensure that the payment and/or reimbursement of reasonable expenses incurred by Councillors discharging their duties and responsibilities as Councillors, and the provision of facilities for Councillors is consistent with the local government principles.

The Council is committed to ensuring that public resources are used in an effective and accountable way. This policy seeks to ensure:

- a) Councillors are provided with the facilities required to enable them to perform their duties;
- b) Councillors are not financially disadvantaged when carrying out the requirements of the role of Councillor; and
- c) reasonable expenses incurred by Councillors in the course of discharging their duties and responsibilities as Councillors are reimbursed.
- d) The annual report will contain the expenses incurred by, and the facilities provided to, each councillor during the financial year under Council's expenses reimbursement policy as required under section 186 of the *Local Government Regulation 2012*

The duties and responsibilities of Councillors and the Mayor are set out in section 12 of the *Local Government Act 2009*.

In accordance with sections 249 and 250 of the *Local Government Regulation 2012* this policy provides for the:

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

The standards that apply to the payment or reimbursement of Councillor expenses and the provision of facilities for Councillors, are those contained in *Attachment A: Standards*.

Spouses, partners and family members of Councillors are not entitled to reimbursement of expenses or to be provided with facilities allocated to Councillors. However, where the Mayor or Deputy Mayor has directly incurred an expense as a result of their partner/guest having been formally invited and accompanying them in the performance of a ceremonial or civic duty, those expenses will be reimbursed.

Failure to comply with this policy or misappropriation of expenses or facilities constitutes misconduct under the *Local Government Act 2009* and the Code of Conduct for Councillors in Queensland. Further, failure to comply with this policy or misappropriation of expenses or facilities may constitute corrupt conduct under the *Crime and Corruption Act 2001* and/or an offence under the *Criminal Code Act 1899*.

SCOPE

This policy provides for:

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

This policy does not provide for salaries or other forms of Councillor remuneration (see Councillor Remuneration Policy).

DEFINITIONS

Allowances – are the payments made for meals and incidentals when travelling on Council business as defined in Sections 3.15.1 and 3.15.2.

Authorising person – is the person with delegated authority to approve expenditure or reimbursement of Councillor expenses.

Caretaker period –

Section 90A of the Local Government Act defines the caretaker period as

(1) The 'caretaker period' for a local government is the period during an election for a local government that -

(a) starts on the day when public notice of the holding of the election is given under the Local Government Electoral Act section 25(1); and

(b) ends at the conclusion of the election.

(2) There is no caretaker period during a by-election or fresh election.

Council business – means official business conducted on behalf of, and/or approved by, Council, where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business outcomes for the Council. Council business should result in a benefit being achieved either for Council, the local government area or the community.

Council business includes functions that are a statutory requirement of a Councillor's role or are officially recorded in minutes or other public records. It might also include attending an event or function to perform official duties or as an official Council representative, such as:

- ceremonial openings of buildings or facilities;
- fetes and carnivals;
- annual or presentation dinners;
- public meetings;
- private meetings arranged through official Council channels (i.e. documented in official records or diary) for the purpose of conducting bona fide discussions of business of Council; and
- any other meeting, event or function described in the *Local Government Act 2009*, for example, attendance at:
 - meetings of the local government or its committees that the Councillor is entitled or asked to attend; and
 - meetings for a resident of the local government area; and
 - conferences, deputations, inspections and meetings at which the Councillor's attendance is permitted by the local government; and
 - official functions organised for the local government
- Gathering of information by a Councillor necessary to inform him or her of an issue of interest to Council or which properly falls within the responsibility of Council.

Council ceremonial event – an event organised and adopted by Council resolution.

Council – Council of the City of Gold Coast.

Councillors – includes Councillors, the Mayor and Deputy Mayor.

Civic duties – means Council business.

Election material – Section 90D of the *Local Government Act 2009*, defines election material as anything able to, or intended to:

- (a) influence an elector about voting at an election; or
- (b) affect the result of an election

Examples: a factsheet or newsletter that raises the profile of a councillor

Expenses – refers to expenses described in the Attachments.

Facilities – refers to facilities deemed necessary to assist Councillors in discharging their duties and responsibilities, as identified in in the Attachments.

Local Government principles – are

- transparent and effective processes, and decision-making in the public interest; and
- sustainable development and management of assets and infrastructure, and delivery of effective services; and
- democratic representation, social inclusion and meaningful community engagement; and
- good governance of, and by, local government; and
- ethical and legal behaviour of Councillors and local government employees.

Official capacity – refers to activities undertaken while on Council business.

Public record – is any record created, received or kept in an official capacity.

Reasonable business expenses – relate to the payment or reimbursement of reasonable expenses incurred by Councillors in discharging their duties and responsibilities as Councillors.

Representing Council – means a Councillor representing Council when Council resolves that the Councillor is to attend an event or function as a representative of Council.

RELATED POLICIES AND DELEGATIONS

Benefits and Gifts Policy
Community Grants Policy
Councillor Remuneration Policy
External Communications Policy
Event Ticket Allocation & Attendance Policy
Entertainment and Hospitality Expenditure Policy
Investigation (inappropriate conduct of councillors)
Local Area Works Program Policy
Procurement Policy and Contract Manual

DE01776 – CEO to approve domestic travel requests subject to all Councillors being advised

DE01798 – CEO to approve Councillor conference, training and seminars with domestic travel

LEGISLATION

Code of Conduct for Councillors in Queensland

Local Government Act 2009

Local Government Regulation 2012

Oaths Act 1867

Public Records Act 2002

(Commonwealth) Income Tax Assessment Act 1936

(Commonwealth) Income Tax Assessment Act 1997

(Commonwealth) Taxation Administration Act 1953

(Commonwealth) Fringe Benefits Tax Assessment Act 1986

(Commonwealth) A New Tax System (Goods and Services Tax) Act 1999

SUPPORTING DOCUMENTS

Attachment A – Standards

Attachment B – Councillor Travel and Accommodation Procedures

Attachment C – Terms and Conditions for Use of a Motor Vehicle

Attachment D – Reasonable Business Expenses

Attachment E – Printing and Postage Process for Mayor and Councillors

RESPONSIBILITIES

Sponsor	Chief Executive Officer
Owner	Executive Officer, Office of the Chief Executive Officer

VERSION CONTROL

Document	Date	Approved	Amendment
22839798 v23	06.05.20	GA20.0429.003/G20.0506.020	Council resolution
22839798 v22	07.12.18	G18.1207.028	Major amendments
22839798 v21	12.06.18	G18.0612.031	Changes to Attachment A & G18.0227.001
22839798 v20	13.06.17	G17.0613.001	Changes to 2.1.2 Support Staff
22839798 v19	06.08.17	COO #63455762. Effective 1 July 2017	Change of owner
22839798 v18	22.04.16	GA16.0420.005/G16.0422.026	Major change – policy revision by new Council
22839798 v17	01.12.15	GA15.1126.010/G15.1201.019	Major change caretaker period
22839798 v16	08.07.14	G14.0617.007	Major change
22839798 v15	08.02.13	GA13.0124.007/G13.0129.034	Minor change
22839798 v14	06.02.13	GA13.0124.001/G13.0129.034	Minor change
22839798 v13	06.02.13	GA13.0124.001/G13.0129.034	Minor change
22839798 v12	27.11.12	G12.0821.045	CEO delegated authority to approve domestic travel
22839798 v11	29.08.12	GA12.0802.002/G12.0807.015/G12.0821.045	
22839798 v10	14.08.11	GA11.0817.004	
22839798 v9	01.11.10	GA10.1013.005/G10.1101.004	
22839798 v8	04.11.10	G10.0913.019	#28835518
22839798 v7	22.09.10	#28036435	Addition of Appendix A
22839798 v6	28.06.10	#25271563 #28036435	Minor amendment
22839798 v5	30.04.09	G09.0209.019	Additional CEO amendment #25271563
22839798 v4	20.02.09	G08.0818.005	Minor amendment as per Council resolution
22839798 v3	29.09.08	G08.0818.005	Council resolution
22839798 v2	07.05.08	CEO	Minor amendment
22839798 v1	01.05.08	G08.0331.017	Additional minor CEO amendment under delegation

PURPOSE OF THIS DOCUMENT

The purpose of this document is to provide information about the payment or reimbursement of reasonable business expenses and the provision of facilities for Councillors, including the Mayor.

Councillor remuneration (i.e. salary) is not covered by this policy. Councillor remuneration is in accordance with the determination of the Local Government Remuneration and Discipline Tribunal, as reflected in the Councillor Remuneration Policy.

The payment or reimbursement of reasonable business expenses and the provision of facilities for Councillors is governed by the provisions of this policy and is not subject to further administrative approval.

Where a Councillor elects not to accept a pre-loaded debit card for the payment of reasonable business expenses (as set out in Section 1.7), expense claims are to be authorised by the Chief Executive Officer or delegated officer.

1. EXPENSES

The following expenses refer to actual expenses deemed necessary and reasonable for Council business. Councillors are only entitled to receive payment and/or reimbursement of the expenses contained in the categories listed below.

1.1. Council business

Where Councillors are attending to Council business in an official capacity, Council will pay for the approved expenses associated with that activity.

1.2. Representing Council at events

Councillors may be required to attend a range of events and functions as part of their role in attending to Council business. Councillors may, for example, be required to attend significant sporting and other community events in an official capacity.

Where Council resolves that a Councillor is required to attend an event or conference as a delegate of Council, Council will pay for expenses associated with attending that event.

Council will provide tickets to events for Councillors for the purpose of addressing Council's advocacy objectives and to provide support for community social and economic development activities pursuant to the Event Ticket Allocation and Attendance Policy.

1.3. Professional development

The payment of expenses for professional development requires Council approval for international attendance, or Chief Executive Officer approval for local, regional and national attendance.

The payment of expenses for professional development as part of, or connected to, tertiary studies that qualify for financial assistance such as HECS-HELP or other federal government 'fee help', (under-graduate or post-graduate courses through a registered university) is not considered expenditure that can be reimbursed.

1.4. Budget allocation

Council will determine the upper limit of funding of all forms of professional development, training and representation of Council and attendance at other forms of conferences, workshops and the like in its annual budget as determined from time to time.

Annual Allocation for Conference and Seminars and Associated Travel (\$)*	
Mayor	\$4,091
Councillor	\$4,091

*These figures are correct from 1 July 2020. They will increase annually thereafter in alignment with the March quarter Brisbane CPI.

1.5. Travel costs

Councillors may incur travel costs for a number of reasons including attendance at Council meetings, travelling to conferences, training or workshops. All Councillor travel arrangements must be in accordance with *Attachment B: Councillor Travel and Accommodation Procedures*.

Council may approve international travel for Councillors where Council considers it appropriate to promote or represent the Gold Coast for a local government purpose. The Chief Executive Officer may approve travel expenses associated with local, regional and national representation in accordance with Attachment B (e.g. flights and accommodation). Daily expenses (e.g. meals and incidentals) are not subject to Chief Executive Officer approval (refer Section 3.15.1 and 3.15.2).

In general, the most cost effective form of travel must be used. Councillors may request to travel using their own private vehicle for Council business purposes and claim a mileage allowance based on log book details to substantiate their claim (refer to Section 2.5).

1.6. Accommodation

When attending conferences, Councillors must take advantage of any costs savings available from any package provided by conference organisers as assessed by the Chief Executive Officer. Refer to *Attachment B: Councillor Travel and Accommodation Procedures* for further details.

1.7. Reasonable business expenses

Reasonable business expenses relate to the payment or reimbursement of reasonable expenses incurred by Councillors in discharging their duties and responsibilities as Councillors. *Attachment D: Reasonable Business Expenses* provides a non-exhaustive list of allowable reasonable business expenses as well as examples of expenditure that is not allowable.

Where an item is not specifically mentioned in *Attachment D: Reasonable Business Expenses*, a Councillor should consider whether the particular expense is reasonable and relates to the discharge of their duties and responsibilities as a Councillor, or more broadly to Council business. Expenses incurred for private use and/or private benefit cannot be claimed under this policy as a reasonable business expense, and are not reimbursable.

Reasonable business expenses may be paid in advance or reimbursed for each actual expense incurred. Where a Councillor elects to receive a payment for reasonable business expenses in advance, a pre-loaded debit card will be provided in the amount prescribed below. Any amount that is unspent at the end of the financial year will be returned to Council.

Records relating to reasonable business expenses (e.g. receipts, invoices etc.) are public records as defined in section 6 of the *Public Records Act 2002*. Business expenses may be subject to Fringe Benefits Tax or may include Goods and Services Tax input credits that can be claimed by Council. As such reasonable business expenses will be reviewed periodically by Council's Corporate Taxation Accountant.

Councillors must keep accurate records of all reasonable business expenses and supply an acquittal to the Executive Officer, Office of the CEO, on a quarterly basis. If a record/s relating to a particular expense cannot be supplied it will be necessary for the Councillor to provide a Statutory Declaration regarding the expenditure.

Council provides an allocation to Councillors for reasonable business expenses on the strict understanding that it will not reimburse Councillors any further monies which are not otherwise provided for under this policy. For example, a Councillor may not claim hospitality expenses from another source. Hospitality expenses related to official receptions and other functions organised by Council officers are to be met from relevant approved budgets.

The provisions for reasonable business expenses are as follows:

Reasonable business expenses (\$)*	
Mayor	\$23,819
Deputy Mayor	\$ 9,321
Committee Chairpersons	\$ 8,285
Councillor	\$ 5,696

* These figures are correct from 1 July 2020. They will be indexed annually thereafter in alignment with the March quarter Brisbane CPI.

A Councillor or Mayor will only receive the higher of the reasonable business expenses provision once, regardless of whether the Councillor is Chairperson of more than one committee or in addition to being Mayor or Deputy Mayor and a Chairperson. Deputy Chairpersons are not eligible for the higher business expenses allowance.

2. FACILITIES

Facilities provided for Councillors must be deemed necessary and required to assist Councillors to undertake Council business. Council may only provide Councillors with the facilities listed below.

Council determines the reasonable standard for facilities for Councillors. If a Councillor chooses a higher standard of facility than that prescribed by Council, any difference in cost must be met by the Councillor personally.

All facilities provided to Councillors, with the exception of Councillor uniforms (see section 2.4) remain the property of Council and must be accounted for during annual equipment audits. The facilities must be returned to Council when the Councillor's term ends, unless the Council CEO agrees to dispose of the facility in some other manner.

2.1 Administrative tools and office amenities

2.1.1 Office space and access to meeting rooms

Council provides office accommodation and access to meeting rooms for Councillors.

The standard of Councillor Office accommodation is as approved by Council. In general, rooms provided for Councillor contact with Divisional constituents will be located at Council owned or controlled premises such as libraries, community centres or branch offices.

Furniture and fittings for Councillor offices will comprise:

- Desk and return
- Chairs/couch
- Filing cabinets
- Credenza
- Hutch
- Coffee table
- Map table
- Bookcase
- Artwork (from the Council Art Gallery)

Allocation for office furniture (\$)*	
Councillor	\$5,444
Deputy Mayor	\$6,340
Mayor	\$8,544

* Upper limit per term (current at 1 July 2020), adjusted by the annual increase in the Brisbane CPI at 30 March each year.

2.1.2 Support staff

Council provides administrative support for each Councillor.

Councillors are provided with a full time Personal Assistant under Council's usual terms and conditions of employment. In addition, a Councillor may elect to also be provided with a full time Community Project Officer employed under Council's usual terms and conditions of employment.

A Councillor may request that the Council approves the provision of additional temporary support staff. All such requests shall be determined as part of Council's annual budget process (including budget reviews). Any such staff approved by the Council will be temporary in nature (e.g. for no longer than a Councillor's term, or for a specific project or purpose).

The Mayor is entitled to the following support staff employed under Council's usual terms and conditions of employment:-

- Chief of Staff to the Mayor
- Personal Assistant and Appointments Secretary
- Branch Finance Officer and Secretary to the Mayor
- Media Advisor
- Policy Advisor
- Communications and Advocacy Officer
- Communications and Engagement Officer
- Senior International Relations Officer
- Policy Implementation & Community Engagement Officer
- Community Engagement and Project Officer
- International Relations Admin Officer
- International Relations Project Officer

2.1.3 Computer for business use

Councillors are provided with a tablet device and a desktop or laptop computer for Council business use at the Councillor's office.

Where a Councillor is provided with a desktop computer at the Councillor's office, Council will approve a desktop computer for the Councillor's home office, along with any necessary audio visual equipment or licenses as approved by the Chief Executive Officer or delegated officer, if required.

Where a Councillor is provided with a laptop computer, Council will approve a docking station for the Councillor's home office, if required.

Council will provide the Mayor's office with a TV and associated audio/visual equipment.

2.1.4 Digital Cameras

Where requested, Council will provide a digital camera and associated software to the value of \$500 for use by the Mayor and Councillors for Council business purposes (e.g. Divisional inspections).

2.1.5 Land Line (Councillor offices)

Councillors are provided with a Council landline telephone and internet access for Council business use.

2.1.6 Multi-function Printer and paper shredder

Councillors are provided with a multi-function printer and paper shredder for Council business use at the Councillor's office.

2.1.7 Printing, stationery, postage and distribution

Councillors are provided with printing, stationery and postage and distribution costs for Mayoral and Councillor communications for official purposes only, including, but not limited to:

- Pens and pen sets
- Paper
- Note paper
- Letterhead
- Business cards
- Envelopes
- 'With Compliments' slips

Council stationery is not to be converted or modified in any way and may only be used for carrying out the functions of the roles Mayor and of Councillor respectively.

Stationery does not include any form of advertising by Council.

When undertaking external communication, particularly with respect to newsletters and/or factsheets, Councillors should construct the communication so as to be informative and not in a manner that can reasonably be considered to self-promoting or raising the profile of a Councillor, so as not to be seen as election material.

All outgoing correspondence, postage and postage must be managed in accordance with the Mayor and Councillor Printing, outgoing correspondence and postage guidelines (Attachment E).

Allocation for printing and stationery, postage and distribution(\$) *	
Mayor	\$59,838
Councillor	\$14,298

* These figures are correct from 1 July 2020. They will increase annually thereafter in alignment with the March quarter Brisbane CPI.

2.1.8 Publications

Where requested Councillors are provided copies of relevant legislation, books and journals considered necessary for undertaking their duties.

2.1.9 Other administrative necessities

Subject to Council approval, Councillors may be provided with any other administrative necessities to meet the business of Council.

2.1.10 Community consultation

Councillors may use printing, stationery, postage and distribution facilities provided at 2.1.7 above to correspond with community representatives for the purpose of clarifying issues that are relevant to their division or the city in general. Any such correspondence shall be conducted in accordance with the budget provided in 2.1.7.

Where a Councillor chooses to undertake further community consultation on a particular matter, in addition to that approved by Council, the Councillor is responsible for those costs.

2.2 Home office

Where requested, Councillors will be provided with home office equipment comprising a computer / laptop (see section 2.1.3), and multi-function printer, for Council business use only.

For home office telecommunication needs, refer to Section 2.6.

2.3 Maintenance costs of any Council owned equipment

Council will cover all ongoing maintenance costs associated with Council owned equipment to ensure it is operating for optimal professional use.

2.4 Name badge, safety related items and clothing and Councillor uniforms

Councillors will be provided with any safety equipment such as personal protective equipment including safety footwear, overalls, safety helmets or glasses etc, as required, in their role. Councillors may be provided with Council endorsed clothing sub-brands (e.g. active and healthy wear) by the CEO.

Councillors will be provided with a brief case, carry bag, carry trolley etc (or combination thereof) to a maximum value of \$400 per Council term.

The safety equipment and bags described above remain the property of the City and must be returned when no longer required or when the Councillor's term ends.

Councillors will be provided with uniforms, including slacks/skirt, two shirts/blouses, a formal Council jacket/blazer incorporating the City's insignia, and/or applicable Mayoral crest, and a name badge, if required. These items will be gifted once during each Council term at the beginning of the term (commencing from the 2020 local government elections) unless otherwise decided by Council.

2.5 Vehicles, fuel and parking

Councillors may either:

- be provided with a Council owned vehicle for official Council business, with access to private use of that vehicle, or use their own private vehicle for Council business purposes and claim a vehicle allowance for the business use of that vehicle. Mileage to be processed by quarterly odometer readings and calculated at 90% of the total mileage claimed. The rate of reimbursement for business kilometers used will be at the relevant ATO rate applicable to the Councillor's vehicle as determined for the year concerned.

2.5.1 Council vehicle (Voluntary Contribution and Selection)

Should a Councillor choose to be provided with a Council owned vehicle, the vehicle will:

- achieve a GVG greenhouse rating of 5 or better and a maximum fuel consumption of 10.8 litres per 100 kilometres or better;
- possess adequate safety features (ideally through the achievement of an 'ANCAP' safety rating of 5 stars); and
- be of a standard similar to that afforded to the Mayor and Councillors at comparable local governments.

Submissions for vehicles by Councillors will be approved by the Chief Executive Officer against the above criteria selection.

Refer to *Attachment C: (Terms and Conditions of Use of a Motor Vehicle)*.

2.5.2 Parking

Council will provide parking facilities for Councillors at Councillor Office locations. Where Council has adopted a paid parking scheme which applies to parking facilities provided to Councillors, Councillors will pay the relevant fee established by that scheme. Such payments may be claimed as reasonable business expenses.

2.6 Telecommunication needs

Councillors will be provided with a smart phone and/or similar devices (tablet and/or laptop), for which Council will pay all costs.

If a Councillor does not accept a Council supplied smart phone and/or similar device (tablet and/or laptop) and uses a personally owned device, Council will reimburse up to 50% of the costs incurred.

Where Council does not provide a smart phone or similar device, Council will provide a home landline at the Councillor's residence including connection cost, monthly rental and call costs up to 50% of the total calls made. Any international calls made from the home telephone can only be reimbursed if a receipt and certification is provided by the Councillor that the call was related to Council business.

2.7 Legal costs and insurance cover

For those matters not covered by insurance policies, Council may decide to cover costs incurred through any inquiry, investigation, hearing or legal proceedings into the conduct of a Councillor, or arising out of, or in connection with the Councillor's performance of his/her civic functions.

Councillors will be covered under Council insurance policies while discharging civic duties. Specifically, insurance cover will be provided for public liability, professional indemnity, Councillor's liability, personal accident and/or workers' compensation, international and domestic travel insurance.

2.8 Mayoral and Councillor digital communications

Council will provide optional official social media electronic communication accounts for the Mayor and Councillors to conduct Council business. These may include:

- (a) Facebook
- (b) Instagram
- (c) Twitter
- (d) LinkedIn

An appropriate tool will be provided to capture and store public records created on the official electronic communication accounts to ensure that all obligations under the *Public Records Act 2002* are met. Maintenance costs associated with these accounts will be met by Council.

In addition to the facilities mentioned above, Council will provide a Mayoral website to allow the Mayor to communicate Council's policies and decisions to residents.

The Mayor and Councillors will be subject to Council's External Communications Policy.

2.9 Caretaker period

Councillors may continue to use Council resources and emails as part of ongoing communication with their constituents about Council and Division related activities during the caretaker period provided they are not used for electioneering or political purposes, or contain election material.

Councillors must not use public funds or Council resources:

- (a) to purchase or distribute promotional items or giveaways during the caretaker period, regardless of when the items were ordered, paid for or received;
- (b) for electioneering or activities that could be perceived as being related to or supporting an electoral campaign.

2.10 Meals and refreshments

Councillors will be provided with a meal and refreshments at formal Council and Committee meetings. With the approval of the Chief Executive Officer, or delegate, a meal or refreshments may also be provided for workshops, training, induction sessions or other meetings where Councillor attendance is required.

3. TRAVEL

3.1 General conditions - Councillor accommodation and travel

All Councillor international air travel and accommodation requires prior approval by Council and authorisation by the Executive Officer, Office of the CEO Branch (the Authorising person).

All Councillor domestic air travel and accommodation requires prior approval by the Chief Executive Officer. All Councillors will be advised in writing from the Chief Executive Officer of any approved travel. All travel documentation to be forwarded and processed by the Executive Officer, Office of the CEO Branch.

All air travel and/or accommodation requirements will be coordinated through the Corporate Travel and Administration Officer, Chief Procurement Office, Organisational Services subject to authorisation.

Council is committed to ensuring that travel and related services and products are procured as cost effectively and efficiently as possible using the Council's preferred travel suppliers.

Travel related expenses that do not comply with policy provisions will not be reimbursed

Travel and accommodation arrangements will not be booked until the Corporate Travel and Administration Officer receives a completed Travel Request form with all required approvals and travel details.

All requests for travel (including associated registrations) should be made in sufficient time to take advantage of discounts and gain access to the widest range of accommodation and flights. Failure to do so will limit flight and accommodation options.

3.2 Responsibilities

Councillors are required to:

- process all travel related requests in a timely manner through the Corporate Travel and Administration Officer so that available discounts are taken;
- make bookings in a timely manner so that available discounts are taken;
- complete all necessary registration and travel request forms.

The Authorising person must:

- ensure the application complies with policy provisions;
- approve travel requests in a timely manner;
- implement systems of risk management to ensure that expenditure on travel is efficient, economic and appropriate.

The Corporate Travel and Administration Officer is responsible for:

- identifying 'best deals' and negotiating special rates with Council's preferred travel providers;
- providing advice to Councillors in relation to travel services, policies and procedures;
- coordinating all travel requests to ensure bookings are made in a timely manner and that all requests are processed in accordance with Council's policy;
- maintaining information on issues such as accommodation, airfares, car hire and other related costs for the purpose of reporting to Council, as required;
- providing reports to Council every three months on travel activities.

3.3 Preferred travel provider

Council has a preferred travel provider that processes all travel requests, negotiates discount air and accommodation rates and provides assistance to Councillors on all travel related matters.

All transport and related travel should be booked through this provider, however, where an alternative provides an overall saving to Council, this alternative may be used with the approval of the Corporate Travel and Administration Officer. Councillors must not negotiate travel rates directly with travel suppliers. All such requests must be processed through the Corporate Travel and Administration Officer.

3.4 Approval

All Councillor international travel requires the approval of Council. All international travel requests from a Councillor must be submitted to Council and should identify the relevance of such event to the Council and, as far as practicable, indicate the cost of attendance. Upon approval, the Councillor's personal assistant should ensure any necessary registration forms and the Travel Request Form are completed. A copy of the Council resolution must be attached to the Travel Request Form and forwarded, as soon as practicable, to the Executive Officer, Office of the CEO Branch to authorise the travel booking.

All Councillor domestic air travel and accommodation requires prior approval by the Chief Executive Officer. Upon approval, the Councillor's personal assistant should ensure any necessary registration forms and the Travel Request Form are completed. A copy of the CEO's approval must be attached to the travel documentation to be processed by the Executive Officer, Office of the CEO Branch.

Where time does not permit the presentation of a report to Council:

- the Chief Executive Officer may approve any requests for international travel by the Mayor subject to a report being submitted to the next available Events, Tourism and Governance Committee Meeting; and
- the Mayor may approve any Councillor's international travel subject to a report being submitted to the next available Events, Tourism and Governance Committee Meeting.

Where Councillors are appointed, by the Council, as Council's representative on State or Federal committees or Government associations, all travel and accommodation associated with the Councillor's fulfilment of that role is deemed as approved without the need for a further report to Council. This is to be documented on the Travel Request Form.

3.5 Processing travel requests

A complete Travel Request Form, accompanied by all of the following must be received before a booking is processed:

- Council's approval for international travel (including supporting committee agenda item together with full Council resolution) and CEO's approval for domestic travel, and
- Conference documentation and registration details, if applicable
- TD001 (Learning and Development) form, if applicable

Verbal or email notification of intention to travel will not be acted on and is not considered valid notice.

Except in genuine emergencies, the Corporate Travel and Administration Officer shall process all travel and accommodation arrangements, including associated registrations.

Unless specifically requested to the contrary, the Corporate Travel and Administration Officer will arrange bookings that best fit the preferred options and are most advantageous to Council.

All itineraries will be confirmed with the Councillor before bookings are confirmed.

No alterations will be accepted after confirmation of bookings, except under extenuating circumstances, as approved by the Authorising person.

Requests for travel and/or accommodation must be lodged with the Corporate Travel and Administration Officer within sufficient time to take advantage of 'early bird' and advance booking discounts. Confirmation of travel or accommodation cannot be guaranteed for late requests. As a guide, approved international travel requests should be received six (6) weeks prior to the date of departure, and approved domestic travel requests should be received four (4) weeks to the date of departure.

3.6 Air travel

The most cost effective form of air travel will be used.

Council's contracted travel services provider is required to offer the 'best fare' available at the time of booking, therefore, flights requested may not always be offered when asked to confirm the booking.

Electronic ticketing (ETicket) will be used for airline tickets.

3.7 Class of travel

With the exception of the Mayor, the standard of air travel for Councillors travelling on Council business is as follows:

- For domestic air travel of duration three (3) hours or less, the class of travel shall be economy;
- For domestic air travel of duration greater than three (3) hours, the class of travel shall be business; and
- For all international air travel, the class of travel shall be business.

Where available, Councillors may be required to travel Super/Premium Economy class instead of business class. Councillors may upgrade to a higher class of travel if there is no additional cost to Council.

3.8 Flexible tickets

Where flexibility is required for return times or connecting flights, a suitably flexible ticket may be purchased with the approval of the Authorising person.

3.9 Accommodation

Accommodation arrangements for Councillors must comply with the provisions of Attachment A of the policy. Conference accommodation packages are to be used where it is economically feasible to do so.

Council may approve alternative accommodation arrangements taking into account the total costs, location, value for money, convenience and traveller safety.

In determining accommodation locations and standards for all Councillors, every effort will be made to minimise the total cost associated with attendance at the event. Travel time to the event, transport costs, convenience and hotel services will be considered when booking accommodation. When practical and available, accommodation will be arranged within close proximity of the event venue.

Accommodation and associated expenses will not be paid for local events such as seminars, conferences etc. held at the Gold Coast, Brisbane City and adjoining local government areas where it is reasonable to expect the Councillor to travel to and from the event on the same day. However, the Authorising person may approve such costs giving consideration to the home location, driving times and participation requirements of the Councillor.

Wherever practical to do so, Council will book and pre-pay all accommodation before departure. Council will not pre-pay any charges against the room except for accommodation and taxes, where applicable.

All expenses incurred at the accommodation venue other than accommodation must be settled at the time of departure. Where the expense is related to an item listed in Section 3.18, this expense will be personally covered by the Councillor. Expenses relating to meals, incidentals etc. are to be covered by the allowances described in Section 3.15.1 or 3.15.2. If a legitimate business expense is incurred that is not covered by the allowances described in Section 3.15.1 or 3.15.2 (e.g. airport transfers, taxi or ride share costs etc.) a claim for reimbursement may be submitted for the approval of the CEO or delegated officer.

Accommodation meeting the general standards applicable for domestic travel will apply to international travel arrangements. Where a sister city relationship exists or international contacts with government or business agencies exist, the government or business agency may be contacted to assist with accommodation bookings to ensure suitability of location and standard.

Pre-payment of all accommodation is preferred; however, it is acknowledged that some countries do not permit this. In such cases, an increase to the daily travel advance may be made to meet accommodation costs. Any increase to cover accommodation costs will be determined by the Corporate Travel and Administration Officer and approved by the Chief Executive Officer.

3.10 Corporate Club (frequent flyer membership)

Corporate Club Memberships are available to the Mayor and Deputy Mayor. It is the responsibility of the Club Member to ensure membership is used appropriately with the activity monitored by the Corporate Travel and Administration Officer.

Councillors have the option to purchase corporate membership at the applicable rate available to Council at their own expense.

3.11 Use of a motor vehicle to attend events

Unless otherwise approved (e.g. for medical reasons), if a Councillor chooses not to use Council provided or arranged travel to attend an event, the Councillor is responsible for meeting all travel and accommodation expenses during the period of travel to the event via motor vehicle.

3.12 Hire cars

The requirement for a hire car should be identified at the time of seeking approval for attendance. Any subsequent need for a hire car must be approved by the Authorising person.

3.13 Taxi and cab charge vouchers

Cab charge vouchers are available from the Corporate Travel and Administration Officer. Councillors are encouraged to use this facility as an alternative to seeking reimbursement for taxi costs. Any unused vouchers must be returned to Council's Corporate Travel and Administration Officer immediately upon return to Council. Liability for any misuse or loss of vouchers rests with the traveller.

The use of cab charge vouchers for travel between Gold Coast and Brisbane is not permitted unless approved by the Authorising person in advance of the travel and shown to be more beneficial than other options available. Similarly, reimbursement of these fares will not be considered unless prior authorisation is given.

Cab charge must only be used to attend official Council functions. Incidental travel while attending an event must be met by the Councillor.

3.14 Limousine service

Where cost effective to do so, a limousine service will be arranged by the Corporate Travel and Administration Officer. Where practical, a limousine service will be arranged for the Mayor for all airport transfers.

3.15 Meals and incidentals

Daily allowances for meals and incidentals will be paid in accordance with the provisions of this policy as detailed in Sections 3.15.1 and 3.15.2.

3.15.1 Domestic travel

For domestic travel, a daily meal and incidental travel allowance will be paid to Councillors in lieu of actual cost reimbursement. The reimbursement of any other expense is subject to approval.

Where possible, payment will be paid into the Councillor's nominated bank account as part of the weekly pay cycle before departure.

Expenses Reimbursement and Provisions of Facilities for Mayor and Councillors Policy Attachment B – Councillor Travel and Accommodation Procedures

For domestic travel, the daily allowance will be calculated taking account of meals included in the event registration or provided in the travel package. Where a conference dinner or meal (including breakfast or lunch) is included in the registration, the respective allowance for that meal will be deducted from the total daily allowance. If the Councillor chooses not to attend a provided dinner/meal, then the full cost of the alternative meal shall be at the Councillor's expense.

Breakfast allowance is paid if the traveller is required to depart home prior to 6.00 am.
Dinner allowance is paid if the traveller returns home after 6.30 pm.

For conference and course attendance where an overnight stay is required, the following example will be used as a guide.

Example:

A Councillor travels to Sydney for a two-day conference commencing Monday morning and finishing Tuesday afternoon. Travel to Sydney on Monday morning is considered impractical. The Councillor leaves on Saturday and returns on Tuesday night. The conference registration includes dinner on Monday night and lunches for both conference days but no breakfasts. Travel home on Tuesday is on a late afternoon flight arriving home before 6.30 pm. The Councillor is required to pay for accommodation on Saturday night and the following allowance will be pre-paid:

- Sunday night dinner
- Incidentals for Monday and Tuesday
- Monday breakfast
- Tuesday breakfast
- No further claims for meals or incidentals will be accepted

A prior night's accommodation shall only be approved where travel to the event on the day of commencement is not practical.

Incidentals will be paid for each full day the Councillor is required to be away from home. This allowance will include such items as, laundry/dry cleaning, newspapers, phone calls, bus fares, stationery and other similar incidental travel related incidental expenses not specifically covered in this policy.

Daily allowances for domestic travel are set in accordance with Australian Tax Office (ATO) determinations (currently TD 2018/11). The current allowance is a set out in the table below and subject to periodic review as ATO determinations are updated.

Item	Daily Allowance
Breakfast	\$31
Lunch	\$43
Dinner	\$61
Incidentals	\$29

These allowances are subject to withholding tax and where a Councillor retains receipts they may be eligible to make a claim on their personal income tax return. Councillors are to seek their own advice about taxation matters. To be clear, these allowances are not subject to acquittal upon a Councillor's return from domestic travel.

Where a Councillor elects to not accept the daily allowance, out of pocket expense claims will not be permitted.

Where a Councillor is required to travel but no overnight accommodation is required, the Councillor is entitled to reimbursement for the reasonable cost of meals and expenses as determined above. A pre-paid allowance will not be made and all claims for part day travel expenses must be made on return from the event as an out of pocket expense claim, with receipts attached. Statutory Declarations will not be accepted in any circumstances.

3.15.2 International travel

For international travel, a travel allowance, per full day (as per ATO Taxation Determination 2018/11 and as updated from time to time by the ATO) will be paid for meals and incidentals in recognition of the increased out of pocket costs associated with overseas travel. Actual Council business related costs (not including meals and incidentals) will be reimbursed on presentation of original receipts.

Councillors must keep a diary of all Council business related expenses including original receipts. Claims without receipts will not be accepted. Foreign language receipts must be appropriately explained/ translated.

As with domestic travel, the allowance for international travel will be subject to withholding tax and acquittal is not required. Councillors should seek their own advice with regard to personal income tax assessment.

A corporate credit card may be issued in lieu of a travel allowance (see section 3.22 below).

3.16 Parking

Council will reimburse the cost of parking fees incurred in order to attend an event where Councillors attend in their official capacity. Supporting receipts are required for reimbursement. All claims may be submitted using an Out of Pocket Expense Claim form.

Where airport parking is used for the duration of an event, the cost of the parking shall be reimbursed upon presentation of receipts. Airport parking facilities shall only be used where it is economical to do so and after all other reasonable methods of transport to and from the airport have been considered.

Approved claims for reimbursement shall be presented to the Corporate Travel and Administration Officer for processing.

3.17 In-room internet connection for business purposes

Where in-room internet connection is required for undertaking Council business, reasonable connection costs may be claimed on completion of travel.

3.18 Expenses not subject to reimbursement

Expenses will not be reimbursed for personal items or costs unrelated to Council business; e.g.:

- Alcohol*;
- Babysitting fees;
- Kennel fees;
- Airline club fees;
- Toiletries;
- Barber or hair stylist;
- Traffic infringements;
- In flight and in house movies;
- Tourism related costs;
- Mini bar purchases;
- Personal telephone;
- Social events; and
- Reading materials

As a guide, expenses not normally reimbursed at home, will not be reimbursed when travelling.

*With the CEO's approval, limited reimbursement of alcohol expenses will be provided for the Mayor, or Deputy Mayor when acting as Mayor, where those expenses are reasonable and appropriate (e.g. the Mayor has a working dinner when travelling on official business and a modest amount of alcohol is consumed with the meal).

3.19 Expenses reimbursement process

Where practical, Council will pay all travel and accommodation expenses before departure, however, any claim for allowable expenses not covered by the allowance may be made at the completion of travel.

Reimbursement of legitimate business expenses not covered by the incidental allowance must be made on the Out of Pocket Expenses Claim Form with original receipts and submitted to the Chief Operating Officer for approval. Statutory Declarations will not be accepted in any circumstances. All claims must be submitted to the Corporate Travel and Administration Officer for processing.

3.20 Travel insurance

Council has travel insurance arrangements in place, including medical and luggage components that cover all employees and Councillors on authorised Council business, conferences, courses, etc. Details may be obtained from the City Solicitor.

3.21 Accompanying partners and personal travel arrangements

All travel and accommodation for partners of Councillors must be arranged by and paid by the Councillor. Personal arrangements may be booked through Council's contracted supplier, if desired. The supplier will invoice the Councillor prior to departure. Council will not pay for any private travel expenses.

The Corporate Travel and Administration Officer will not arrange private travel for Councillors or their partners.

3.22 Credit cards

A corporate credit card may be made available for Councillors to meet overseas travel and vehicle expenses. Credit card use for vehicles may, for example, include fuelling and other related expenses of Council supplied vehicles. Credit cards will be issued with the approval of the Chief Executive Officer. The credit card should only be used for extraordinary business expenses directly related to the Councillor's attendance at the event.

Examples of extraordinary costs are accommodation (where Council's pre-payment is not acknowledged or honoured by the hotel), missed flights (where contact with Council's travel services provider is not possible) or where specific instruction is received from Council's Corporate Travel and Administration Officer to use the card to meet business related expenses.

Personal expenses, including those covered by the daily allowance must not be charged to the card, e.g. meals, incidentals, gifts, clothing, tourism or other similar cost.

A Statement of Expenses form (including all receipts) must be used to reconcile all credit card expenditure. Foreign language receipts must be appropriately explained/translated. This must be approved by the Authorising person and provided to Council's Corporate Travel and Administration Officer within seven (7) days of completion of the travel.

3.23 Councillor reporting arrangements for Conferences and Courses

Councillors shall ensure on their return that a report be presented to the respective Council committee summarising the conference and course content and highlighting areas of interest and/or benefit to Council. The responsibility for submission of the report rests with the Councillor leading any delegation. The report must be submitted to Council within thirty (30) days of return from the conference/course attended (or to the next meeting thereafter).

4. USE OF MOTOR VEHICLES

4.1 Motor Vehicle Allocation - General

The Chief Executive Officer or delegate, may approve the private use of a Council vehicle by a Councillor, subject to contribution by the Councillor for the private use. The charge for private use shall be that set as the rate for limited private use charged to staff for private use of a Council vehicle in accordance with the following terms and conditions, or as otherwise determined by the Chief Executive Officer.

A Councillor may be allocated full private use of a vehicle seven (7) days per week. Council will provide the following for the vehicle:

- Service, maintenance, registration and insurance;
- Fuel costs (subject to below); and
- Breakdown service.

4.2 Suspension or termination of a vehicle allocation

The vehicle allocation will cease when the term of office of the Councillor finishes.

The Chief Executive Officer may suspend or terminate a vehicle allocation on the breach of any condition of the allocation, or under any circumstance not covered by the allocation terms and conditions.

4.3 Licence requirements

The Councillor must hold a valid driver's licence and present this licence for inspection prior to taking custody of the vehicle.

Any Councillor who drives, or allows another person to drive, a Council vehicle without a valid driver licence or learner permit shall have their vehicle allocation terminated immediately.

Any Councillor who loses their licence through disqualification or suspension, or fails to renew their licence, must report this to the Chief Executive Officer immediately and their vehicle allocation will be suspended for the period of the disqualification or until the licence is renewed.

4.4 Use of the vehicle

The vehicle shall not be used:

- for transportation of persons or goods for hire or reward;
- for any unauthorised or unlawful purpose;
- in any way that could adversely affect Council's image or conflicts with Council's interest;
- whilst it is in an unsafe or defective condition; or
- for any personal business venture.

Smoking is prohibited in all Council vehicles.

4.5 Maintenance and care of the vehicle

The Councillor is responsible for ensuring proper and adequate care, use and maintenance of the vehicle at all times during private use.

Proper and adequate care and maintenance of the vehicle includes:

- garaging (or suitable parking if garaging is not practical);
- locking the vehicle at all times while unattended;
- interior and exterior cleaning (may be claimed as a business expense – refer Attachment D);
- checking of normal running items frequently (oil, battery, radiator, tyre pressure, lights including brake lights, etc);
- ensuring servicing is completed when directed by sticker and/or workshop direction; and
- reporting of defects/problems as soon as possible to the workshops and ensuring repair.

If the vehicle is not cared for to the satisfaction of the Chief Executive Officer, it shall be regarded as a breach of these terms and conditions and may be grounds for the suspension or termination of the agreement

4.6 Fitting of accessories

Accessories such as roof racks and tow bars etc. are not to be fitted without the approval of the Manager Fleet.

Standard features such as front and rear mudflaps, headlight protectors, floor mats and a cargo barrier (wagons), will be fitted prior to delivery. Requests for any other accessories to be fitted are to be submitted to the Chief Executive Officer with reasons for the request. The Chief Executive Officer will determine whether the driver or the Council will bear the cost.

4.7 Liability of a Councillor

If the vehicle is involved in an accident and the claim is rejected by Council's insurers due to a breach of the insurance contract on the part of the Councillor or any person operating the vehicle with the consent of the Councillor, the Councillor shall pay such amount as rejected by Council's insurers.

Repayment of any debt arising from the above condition may be made through payroll deductions over a period of not more than twelve months.

Council will accept no responsibility for theft, loss or damage to personal property of the driver or passengers carried in the vehicle.

In the event of an accident, any unauthorised use of a vehicle will result in payment of costs by the Councillor.

4.8 Allocation and replacement of the vehicle

The type of vehicle allocated to the Councillor and the replacement of the vehicle will be in accordance with Council's policy (see 2.5) and fleet replacement program, as determined from time to time.

Council does not guarantee to immediately replace a vehicle that is being repaired due to a breakdown or accident.

When a vehicle is replaced, the Councillor must attend a handover of the vehicle by the Workshop Fleet Management Section, which includes a check of the Councillor's licence and completion of a checklist to ensure the Councillor is aware of the Terms and Conditions of use and Workplace Health and Safety requirements.

4.9 Accident or breakdown

In the event of an accident or breakdown, towing of the vehicle is to be restricted to RACQ or its agent(s) if Council assistance is unavailable. If the vehicle has been towed by RACQ to a service centre or holding yard, the Councillor is to advise the Workshop Fleet Management Section at the Carrara Depot immediately (if during working hours) or the next working day.

All accidents must be reported to the Workshop Fleet Management Section and appropriate documentation relating to the accident/breakdown endorsed. This total process must be completed within two (2) working days of the incident occurring.

Mechanical breakdowns must be reported to the Workshop Fleet Management Section at the Carrara Depot.

Should the accident or breakdown occur in an area remote from the City of Gold Coast, the driver may arrange urgent repairs and replacement parts, if necessary. All repairs are to be carried out only by recognised dealer service centres. Reimbursement will be made upon production of relevant receipts. The Councillor may be expected to assist in the return of the vehicle to Council in his/her own time.

4.10 Fines and penalties

The Councillor shall pay all fines or penalties resulting from their use of the vehicle including parking infringements, red light camera and speed camera infringements. The Councillor must report all known infringements immediately to the Manager, Fleet.

4.11 Unreasonable wear and tear

The Councillor shall reimburse Council for any costs incurred by Council in the cleaning or repairing of the vehicle in excess of Council's reasonable assessment of normal wear and tear, which arises from the allocated use of the vehicle.

4.12 Nominated drivers

The vehicle is to be used primarily by the Councillor. The Councillor may, at any time during the licence period, formally nominate other persons to drive the vehicle during periods of private use, subject to above conditions. The nominated persons shall be permitted to drive the vehicle unaccompanied by the Councillor, provided that person's use of the vehicle does not adversely affect Council's comprehensive insurance policy for that vehicle. The Councillor shall be held responsible for the actions of the nominated persons while in control of the vehicle.

Provided the Councillor is present in the vehicle, a person other than a nominated driver is permitted to drive the vehicle provided that driver holds a valid driver's licence or learner's permit.

Unless an emergency exists at the time, it is not permissible for any person, other than the Councillor or the Councillor's nominated driver to operate the vehicle without the Councillor being present in the vehicle.

REASONABLE BUSINESS EXPENSES

Reasonable business expenses relate to the payment or reimbursement of reasonable expenses incurred by Councillors in discharging their duties and responsibilities as Councillors. Below is a non-exhaustive list of allowable reasonable business expenses, as well as examples of expenditure that is not allowable.

Where an item is not specifically identified as an allowable reasonable business expense, a Councillor should consider whether the particular expense is reasonable and relates to the discharge of their duties and responsibilities as a Councillor, or more broadly to Council business. Expenses incurred for private use and/or private benefit cannot be claimed under this policy as a reasonable business expense, and are not reimbursable.

5.1 Allowable reasonable business expenses

The following items are considered reasonable business expenses:

- (a) Transport and motor vehicle expenses related to Council business, including:-
 - i. Parking fees (e.g. when attending to Council business or any fees incurred in relation to Section 2.5.2);
 - ii. Tolls;
 - iii. Use of taxis, ride-sharing services (e.g. Uber/Ola) or public transport;
 - iv. Cleaning of motor vehicle (e.g. purchase of cleaning materials, use of car wash facilities, cleaning services etc).
- (b) Working meals and/or refreshments whilst on Council business, where a meal is not otherwise provided.

For example, the cost of, or contribution towards a breakfast, lunch, dinner at a community organisation function where attending in an official capacity, conducting a divisional inspection or attending a meeting regarding Council business with members of the community, Councillors or officers of the City of Gold Coast.
- (c) Purchase of raffle tickets to a maximum of \$100 per event (\$200 per event for Mayor) per annum whilst attending a community function/event in an official capacity. Any other charitable donations purported to be made on behalf of Council must be made in accordance with the discretionary funds provisions contained in the Local Government Regulation 2012 and the Community Grants Policy.
- (d) In circumstances where the Mayor or Deputy Mayor has directly incurred a reasonable business expense as a result of their partner/guest having been formally invited and accompanying them in the performance of a ceremonial or civic duty, such reasonable business expenses will be reimbursed.
 - o Note: this will also apply to other Councillors if they are requested by the Mayor or Acting Mayor to perform a responsibility of the Mayor
- (e) Dry cleaning/laundry or repair of clothing relating to a Councillor's duties and responsibilities (this does not apply to approved domestic or international travel where an allowance is provided to cover incidental expenses such as dry cleaning – refer Section 3.15.1 and 3.15.2).
- (f) Condolences and recognition of significant milestones (e.g. minimum 50 year anniversary or one hundredth birthday) provided to members of the community.
- (g) Consumable office supplies including flowers, lollies, Christmas decorations, tea and coffee, milk, newspapers etc.
- (h) Local or community organisations annual membership fees relating to a Councillor's representative role.

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- (i) Professional memberships of organisations or associations that provide products, knowledge or information that assist a Councillor to carry out their duties and responsibilities (e.g. Local Government Managers' Association (QLD), Local Government Women's Association, Australian Institute of Company Directors etc).
 - (j) Presentations made in an official capacity.
For example, presenting a book, trophy, gift card or other suitable award on behalf of Council, to a student who achieved substantial recognition for community/school participation or academic achievement as part of the Councillor's formal role at a school's end of year assembly.
 - (k) Purchase of a maximum of two tickets per Councillor per event (e.g. Councillor and guest) or three tickets for the Mayor for charitable, business or community events held within the city.
 - (l) Books and other material (other than newspapers and magazines provided under office expenses above or those normally provided through Council Corporate Library) necessary to inform the Councillor on a matter relevant to Council.
 - (m) The proportion of home Internet service required for Council business (e.g. Chair and Deputy Chair of Gold Coast City Council Local Disaster Management Group, downloading of business papers, agendas, detailed attachments etc).

5.2 Expenditure that is not allowable

The following items are examples of expenses that are not reasonable business expenses:

- (a) Office related stationery and equipment (Provided as a Facility).
- (b) Donations to community or charitable organisations.
- (c) Gifts for staff, members of the public or any other person.
- (d) Provision of non-working (e.g. casual) meals or refreshments to staff members or members of the community.
- (e) Memberships of political parties, entry fees to political party functions, and/or any party political expenses.
- (f) Memberships of any trade union, entry fees to trade union functions, and/or any trade union related expenses.
- (g) Memberships, entry fees to functions, and/or related expenses in relation to any third party organisation which incurs electoral expenditure for a political activity or political purpose, relating to an election.
- (h) Passport acquisition or renewal.
- (i) Clothing (other than safety related clothing, Council sub-brands or Councillor uniforms which will be provided as a Facility).
- (j) Brief case, carry bag, trolley etc (Provided as a Facility).
- (k) Any expenses relating to a spouse, partner or family member of a Councillor with the exception of section 5.1(m) or circumstances where the Mayor or Deputy Mayor (or Councillor acting in their role) has directly incurred an expense relating to their spouse, partner or family member accompanying them on Council business.
- (l) Costs (i.e. marketing and boosting) associated with the official and private electronic communication channels of the Mayor and Councillors.
- (m) Expenses for which a travel allowance is provided under sections 3.15.1 and 3.15.2.

PRINTING, OUTGOING CORRESPONDENCE AND POSTAGE PROCESS

These guidelines seek to achieve a balance between the Councillors' need to directly inform and engage with their communities against the public expectation that City funded resources are being used reasonably and for the City's business only.

They apply to all printing and outgoing mail including parcels and boxes whether sent by regular mail, express post, registered post or courier.

1. Printing

All print requests are to be submitted using the [Mayor or Councillor Print Request online form](#).

Requests are received and managed through Service Now. When a request is received the Mayor and Councillor will be provided with a quote. If the quote is accepted the request is routed to the Executive Officer, Office of the CEO for approval.

If/when approval is received your print request will be completed within 48 hours.

2. Letters about Council activities or programs

Where a Council Resolution supports correspondence being issued by the Mayor or Divisional Councillor, the printing and postage cost will be funded by the business.

3. Recording of all outgoing correspondence

All outgoing correspondence, including mail merges, data sources and templates are to be saved to the relevant divisional councillor file within the City's records management system.

4. Outgoing mail register

All outgoing mail of less than 500 that is printed and prepared by a Councillor or an administrative support officer must be placed in the outgoing mail tray, located within each Divisional office. The mail will be collected by the Records Services daily, tagged and processed for postage the same day.

Records Services keep a register of outgoing mail postage for each divisional Councillor.

5. Print Room and Mail Room

All outgoing correspondence of 500 sheets or more must be sent to the City's internal print room for printing and mail room for processing. To allow time for printing and folding of the correspondence, is required before the postage deadline. Any request for printing and processing of bulk mail outs that are received less than 48 hours prior to the postage deadline are unlikely to be able to be processed on time.

6. Alternative postage options

Australia Post and other providers offer alternative service for large mail outs. This service provides for distribution of items direct and unaddressed to a letterbox and can include letters for target suburbs or postcodes.

The cost for these services is significantly lower than directly postage but does include specific timeframes, preparation work and additional paperwork.

Records Services can provide detailed advice and may assist with preparation, booking and lodgements for this service. It is the responsibility of the Divisional office to make arrangements for the lodgement of the relevant forms.

Where mail is to be distributed by hand the Divisional Office is to arrange for quote and raise a shopping cart through the City's SAP system. These must be charged to the appropriate postage account numbers. These can be provided by Records Services upon request. Same if a parcel/document is required to be couriered, it is the responsibility of the Divisional office to arrange. The account number can be provided by Records Services.

All of the costs for the use of any alternative postage or mail service provider will come out of the Councillor's annual postage allowance and will be reported in the Annual Report.