

## Councillor Expenses Reimbursement and Provision of Facilities and Support Policy

### Direct comparison between existing policy and new

This table sets out every provision side by side for the purposes of examining all proposed changes to the policy.

Section	New Policy	Current Policy	Comments
<b>Title</b>	Councillor expenses reimbursement and provision of facilities and support	Councillors' Expenses Reimbursement and Provision of Facilities	Expanded title
<b>Policy statement</b>	Councillors of Sunshine Coast Council (SCC) are provided with reasonable reimbursement of expenses and provision of facilities and support to enable them to perform their official duties efficiently and effectively, in accordance with the principles outlined in the Local Government Act 2009 (the Act) and the requirements of the Local Government Regulation 2012 (the Regulation).	The purpose of this policy is to set the parameters to authorise the payment of reasonable expenses incurred or to be incurred, by councillors; and provide facilities, including administrative support staff, to assist councillors to discharge their duties and responsibilities, having regard to local circumstances.	Re-word, intent unchanged, formerly 'policy purpose'.
<b>Policy scope</b>	This policy applies to the Mayor, Deputy Mayor and Councillors, having regard to their roles and responsibilities at regional, divisional and portfolio levels. Councillors' remuneration is addressed via the Local Government Remuneration Commission and as such falls outside the scope of this policy.	This policy applies to the Mayor, Deputy Mayor and Councillors and is made pursuant to section 250 of the Local Government Regulation (the Regulation). Councillors' remuneration falls outside the scope of this policy.	Re-word only, meaning unchanged.
<b>Principles</b>	This policy ensures that public resources are utilised in a transparent, effective and accountable way in the public interest and is compliant with the principles underpinning the Act, which are: (principles from LGA).	Lists principles from LGA	Re-word of intro only, otherwise principles from LGA unchanged

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<b>Policy commitment</b>	Councillors commit to consistently demonstrate and uphold the intent, objectives and principles of this policy. Nothing in this policy requires or authorises a Councillor to act in any way that is contrary to law. Any instances of non-compliance will be managed in accordance with any relevant codes of conduct, policies and legislation dealing with conduct and/or disciplinary action. It is expected that the provisions for expenses, resources and support detailed in this policy is for official purposes only and not for personal use.	N/A	New section
<b>Budget Provisions</b>	Councillors are entitled to be reimbursed for reasonable expenses incurred while undertaking Council business. An entitlement budget will be allocated each financial year for reasonable expenses incurred under this policy, including, but not limited to, expenses as described below. Budget allocations are available for one financial year only. Unspent funds in a single financial year will not be carried over to the next financial year.	Councillors are entitled to be reimbursed for reasonable expenses incurred while undertaking Council business. Councillors will be provided with appropriate facilities to assist them in undertaking their duties. Entitlement: an entitlement budget will be allocated each financial year for reasonable expenses incurred, including, but not limited to expenses described below.	Formerly "general entitlement", now states that funds will not be carried over (as is current practice and in line with other councillor budgets)
<b>Professional development</b>	Councillors are encouraged to undertake relevant professional development and will be reimbursed or entitled to the cost of reasonable expenses incurred for professional development providing that sufficient funding remains in the approved entitlement budget. Professional development must be directly related to their official duties as an elected representative.	Councillors are encouraged to undertake relevant professional development as defined in this policy and will be reimbursed or entitled to the cost of reasonable expenses incurred for professional development on provision that sufficient funding remains in the approved entitlement budget.	Re-worded for robustness, overall meaning unchanged.

Section	New Policy	Current Policy	Comments
<b>Travel expenses</b>	<p>Councillors are entitled to be reimbursed for reasonable travel expenses (including flights, meals, accommodation, parking costs, tolls and public transport) when undertaking professional development or Council business. To remove any doubt, reimbursement will not apply for travel expenses incurred to travel to a Council workplace within the local government area.</p> <p>Reimbursement of travel expenses is contingent on the following conditions:</p> <ul style="list-style-type: none"> <li>• Council will book and pay for all travel under this policy;</li> <li>• economy class travel is the standard, unless otherwise approved;</li> <li>• travel is undertaken via the most direct route;</li> <li>• requests for travel should be made in sufficient time to take advantage of discounts and gain access to the widest range of flights;</li> <li>• travel tickets are not transferable;</li> <li>• travel insurance is provided for all Councillors on Council business.</li> </ul>	<p>Councillors are entitled to be reimbursed for travel costs when undertaking professional development or council business, in accordance with the following conditions:</p> <ol style="list-style-type: none"> <li>a. Council will book and pay for all travel under this policy;</li> <li>b. Economy class travel is the standard, unless otherwise approved;</li> <li>c. Travel is undertaken via the most direct route;</li> <li>d. Requests for travel should be made in sufficient time to take advantage of discounts and gain access to the widest range of flights;</li> <li>e. Travel tickets are not transferable;</li> <li>f. Travel insurance is provided for all Councillors on Council business.</li> </ol> <p>Councillors may be reimbursed for parking as well as costs associated with travel via public transport where such costs are incurred in the course of undertaking professional development or council business. Any fines or infringements issued while undertaking such activities are the personal responsibility of the Councillor incurring the fine. Council will cover the reasonable costs for tolls and other charges associated with toll roads. The CEO may seek to recover the cost of tolls and other charges from Councillors from time to time should it become apparent that the costs incurred are not reasonable.</p>	<p>Re-worded, separated parking tolls, public transport into separate section.</p>
<b>Parking, tolls and public transport</b>	<p>Councillors may be reimbursed for parking as well as costs associated with travel via public transport where such costs are incurred in the course of</p>	<p>Per above</p>	<p>New section based on previous "Travel Costs"</p>

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	undertaking professional development or Council business. Any fines or infringements issued while undertaking such activities are the personal responsibility of the Councillor incurring the fine. Council will cover reasonable costs for tolls and other charges associated with toll roads. The CEO may seek to recover the cost of tolls and other charges from Councillors from time to time should it become apparent that the costs incurred are not reasonable or a significant portion of the costs incurred are not associated with Council business.		
<b>Accommodation</b>	<p>Councillors are entitled to stay in accommodation to a standard of 4 stars or equivalent unless otherwise approved by the Chief Executive Officer when undertaking professional development or other council business where it is not reasonable for the councillor to return home for the night, in accordance with the following conditions:</p> <ul style="list-style-type: none"> <li>• Council will book and pay for all accommodation under this policy;</li> <li>• accommodation offered as part of a conference package will be booked where practicable; and</li> <li>• where a Councillor chooses to stay with friends or family, no accommodation expenses will be paid.</li> </ul>	<p>Councillors are entitled to stay in accommodation to a standard of 4 stars or equivalent where possible when undertaking professional development or other council business where it is not reasonable for the councillor to return home for the night, in accordance with the following conditions:</p> <ul style="list-style-type: none"> <li>• Council will book and pay for all accommodation under this policy;</li> <li>• accommodation offered as part of a conference package will be booked where practicable; and</li> <li>• where a Councillor chooses to stay with friends or family, no accommodation expenses will be paid.</li> </ul> <p>Councillors may be reimbursed for reasonable incidentals in accordance with this policy.</p>	Removed reimbursement for incidentals – these are not claimed in practice, internet, news services etc are provided to Councillors' mobile devices under this policy.
<b>Meals</b>	Councillors are entitled to be reimbursed for the cost of meals in accordance with the Australian Tax Office's (ATO's) Taxation Determination ruling <i>Income Tax: what are the reasonable travel and</i>	Councillors are entitled to be reimbursed for the cost of meals in accordance with the Australian Tax Office's (ATO's) Taxation Determination ruling <i>Income Tax: what are the reasonable travel and</i>	Exclusion of reimbursement for tips added.

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	<p><i>overtime meal allowance expense amounts</i> for the relevant income year, when undertaking professional development or Council business within the following conditions:</p> <ul style="list-style-type: none"> <li>the costs are incurred personally;</li> <li>the meal was not provided as part of the registration costs of the activity, event or included in the travel booking;</li> <li>tips and gratuities are not reimbursable unless the meal is undertaken in a foreign country, the Councillor is travelling for professional development or for Council business <u>and</u> there is a recognised cultural expectation that a tip will be provided. Approval for the Councillor to provide tips when consuming a meal when travelling overseas for professional development or for Council business must be obtained from the Chief Executive Officer prior to undertaking the overseas travel.</li> </ul>	<p><i>overtime meal allowance expense amounts</i> for the relevant income year, when undertaking professional development or Council business within the following conditions:</p> <ul style="list-style-type: none"> <li>the costs are incurred personally;</li> <li>the meal was not provided as part of the registration costs of the activity, event or included in the travel booking.</li> </ul>	
<b>Hospitality</b>	<p>Councillors are entitled to reimbursement of reasonable costs for providing hospitality as defined within this policy provided sufficient funding remains in the approved entitlement budget. The costs associated with the provision of meals will be reimbursed (per person) at the rates specified in the ATO's Taxation Determination ruling <i>Income Tax: What are the reasonable travel and overtime meal allowance expense amounts</i> for the relevant income year.</p> <p>Where exceptional circumstances exist, the CEO may grant approval for the provision of hospitality</p>	<p>Councillors are entitled to reimbursement of reasonable costs for providing hospitality as defined within this policy provided sufficient funding remains in the approved entitlement budget.</p>	<p>Reworded for clarity as to entitlement (aligns with practice)</p>

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	above the limits specified in the ATO's Taxation Determination. Councillors may seek guidance on the application of expenses for hospitality from the Entertainment and Hospitality Policy required under the Regulation.		
<b>Corporate Gifts</b>	Councillors may purchase and present corporate gifts for the purposes of showing appreciation to community groups or individuals, as awards, to interstate and international delegations, or to enhance Council's programs or values. Corporate gifts must not be acquired for the personal use of Councillors, their family, friends or associates nor for Council staff. Reimbursement for cash awards, prizes, charitable donations or fund raising will not be approved. Contributions of corporate gifts may be allocated to school or sporting award events to award participants acknowledging Council as the contributor. All gifts or contributions are to be funded through the available approved entitlement budget of the divisional Councillor.	Councillors may purchase corporate gifts as defined within this policy provided sufficient funding remains in the approved entitlement budget. Gifts may be presented for the purposes of showing appreciation to community groups or individuals, as awards or prizes or to interstate and international delegations. Reimbursement will not be made for cash awards or prizes.	Expanded for clarity and better align with governance principles
<b>Approval</b>	All approvals for expenses or reimbursements must be sought in writing from the CEO or delegate. Where possible, approvals should be sought and gained prior to expenses being incurred. It is expected that all claims for reimbursement comply with ATO requirements such as requirement to produce tax invoices, receipts or where this is not possible, a signed Statutory Declaration detailing the expenditure and amount to be reimbursed.	N/A	New section

Section	New Policy	Current Policy	Comments
<b>Expense exclusions</b>	<p><i>Spouses, partners and family members</i>                      Councillors are not entitled to reimbursement for expenses incurred for spouses, partners or other family members without the prior approval of the CEO. Equally where Council has incurred, for the sake of expediency, an expense associated with spouses, partners etc, Councillors will reimburse to Council the full amount of the expense within 10 business days.</p> <p><i>Advertising</i>                      Councillors are not entitled to be reimbursed or provided with funds, services or facilities for advertising purposes.</p> <p><i>Alcohol</i>                      Councillors are not entitled to be reimbursed or provided with funds for the purchase of alcoholic beverages without the prior approval of the CEO.</p> <p><i>Overseas travel</i>                      Resolution of Council is required for non-personal overseas travel under this policy where such travel falls outside of Council's adopted international relations policy.</p> <p><i>Other exclusions</i></p> <ul style="list-style-type: none"> <li>Expenses related to functions and activities requested or organised by council departments will be met from the relevant approved departmental budget.</li> <li>Expenses associated with participation in the following programs will be met from existing budgets:</li> </ul>	<p><i>Spouses, partners and family members</i>                      Councillors are not entitled to reimbursement for expenses incurred for spouses, partners or other family members without the prior approval of the CEO. Equally where Council has incurred, for the sake of expediency, an expense associated with spouses, partners etc, Councillors will reimburse to Council.</p> <p><i>Advertising</i>                      Councillors are not entitled to be reimbursed or provided with funds, services or facilities for advertising purposes.</p> <p><i>Alcohol</i>                      Councillors are not entitled to be reimbursed or provided with funds for the purchase of alcoholic beverages without the prior approval of the CEO.</p> <p><i>Overseas travel</i>                      Resolution of Council is required for non-personal overseas travel under this policy where such travel falls outside of Council's adopted international relations policy.</p> <p><i>Other exclusions</i></p> <ul style="list-style-type: none"> <li>Expenses related to functions and activities requested or organised by council departments will be met from the relevant approved departmental budget.</li> <li>Expenses associated with participation in the following programs will be met from existing budgets:</li> </ul>	<p>Added reimbursement to Council to be made within 10 business days, includes LGAQ conference attendance as an observer.</p>

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	<ul style="list-style-type: none"> <li>○ Australian Local Government Association National General Assembly when attending as council's voting delegate;</li> <li>○ Local Government Association of Queensland Annual Conference when attending as council's voting delegate <i>or as an approved observer</i>;</li> <li>○ Local Government Association of Queensland Elected Member Updates when organised for all councillors;</li> <li>○ Australian Institute of Company Directors company directors course;</li> <li>○ New councillor orientation programs;</li> <li>○ Other events as may be approved by the CEO from time to time, including but not limited to, portfolio related activities.</li> </ul> <ul style="list-style-type: none"> <li>● It is reasonable that expenses associated with advocacy and representative activities undertaken by the Mayor and Deputy Mayor on behalf of Council to be adequately funded from existing budgets for this purpose.</li> </ul> <p>Any personal components must be reimbursed to Council as determined appropriate by the Chief Executive Officer.</p>	<ul style="list-style-type: none"> <li>○ Australian Local Government Association National General Assembly when attending as council's voting delegate;</li> <li>○ Local Government Association of Queensland Annual Conference when attending as council's voting delegate;</li> <li>○ Local Government Association of Queensland Elected Member Updates when organised for all councillors;</li> <li>○ Australian Institute of Company Directors company directors course;</li> <li>○ New councillor orientation programs;</li> <li>○ Other events as may be approved by the CEO from time to time, including but not limited to, portfolio related activities.</li> </ul> <ul style="list-style-type: none"> <li>● It is reasonable that expenses associated with advocacy and representative activities undertaken by the Mayor and Deputy Mayor on behalf of Council to be adequately funded from existing budgets for this purpose.</li> </ul>	
<b>Operational Support</b>	Each Councillor will be provided with administrative and operational support to assist them in the performance of their duties, as well as undertake Council business. Such officers are employees of Council and subject to Council's usual terms and conditions of employment and reporting lines.	Councillors are entitled to reasonable administrative support to be able to perform their duties and undertake council business. Councillor support staff will be employees of Council and subject to Council's usual terms and conditions of employment. The service level for councillors and support staff will be reviewed on a periodic basis	Updated to reflect legislative requirement of Admin Support Guidelines, expanded to include Communications support. Intent and in-



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	<p>Administrative support is provided to Councillors in accordance with the <i>“Provision of Administrative Support to Councillors Guidelines”</i>. Councillor support employees are not permitted to assist councillors with non-council related business. Councillors are provided support for communication activities in accordance with the <i>“Provision of Communication Support for Councillors Guidelines”</i>. Communication support is provided on a professional basis to support or further the interests of Council, not those of an individual Councillor.</p> <p>The arrangements for provision of operational support will be reviewed on a periodic basis and shall be subject to budgetary and operational parameters.</p>	<p>and shall be subject to budgetary and operational constraints.</p> <p>Councillor support staff will not assist councillors in organising their non-council related business.</p>	<p>practice operations unchanged.</p>
<b>Office accommodation and assets</b>	<p>Councillors have access to office accommodation and access to meeting rooms located in Council operated premises. Councillors will be issued with business and communication tools to assist them in performing their duties and undertaking Council business which must be utilised in accordance with any relevant policies, procedures, conditions of use and guidelines.</p>	<p>Councillors are entitled to reasonable office accommodation and access to meeting rooms to be able to perform their duties and undertake council business. The standard of office accommodation will be determined by the Chief Executive Officer and located at council owned or leased premises. Appropriate furniture will be provided to ensure the councillor can perform their duties.</p>	<p>Re-worded, meaning/entitlement unchanged.</p>
<b>Business and communication tools</b>	<p>Councillors will be issued with, or have access to, business and communication tools to assist them in performing their duties and undertaking Council</p>	<p>Councillors will be issued with business and communication tools to assist them in performing</p>	<p>Expanded to incorporate replacement, personal use, international charges and alternative arrangements.</p>

Section	New Policy	Current Policy	Comments
	<p>business, in accordance with the following conditions:</p> <ul style="list-style-type: none"> <li>• All tools are procured by Council and are of the same standard as those available to senior management.</li> <li>• All tools remain the property of Council and must be accounted for during any audit and returned at the end of the councillor’s term of office.</li> <li>• Councillors are expected to comply with the same conditions of use, policies, guidelines and processes for business and communication tools that apply to Council employees.</li> <li>• Business and communication tools will be replaced at the end of their working life.</li> <li>• Councillors may make contribution for personal use as appropriate in their circumstances.</li> <li>• Excessive or unreasonable personal use will be accounted for with associated personal use costs to be reimbursed by the Councillor.</li> <li>• All unapproved international call, message and data costs must be reimbursed by the Councillor.</li> <li>• Requests for additional or alternate business and communication tools will be assessed on their merit and approved by the CEO.</li> </ul>	<p>their duties and undertaking council business, in accordance with the following conditions:</p> <ol style="list-style-type: none"> <li>a. All tools are procured by Council and are of the same standard as those available to senior management.</li> <li>b. All tools remain the property of the Council and must be accounted for during any audit and returned at the end of the councillor’s term of office.</li> <li>c. Councillors are expected to comply with the same conditions of use, guidelines and processes for business and communication tools that apply to employees.</li> </ol>	
<b>Vehicles</b>	<p>Councillors may be provided with a Council owned vehicle to undertake their official duties. Except where specified otherwise in this policy, the use, maintenance and allocation of vehicles will be in accordance with the Motor Vehicle Fleet Management Policy.</p>	<p><b>Entitlement for the Mayor:</b> The Mayor is entitled to be provided with a Council owned vehicle for Council business. It is recognised that community expectations and demands on the Mayor are such that generally all vehicle use is deemed to be Council business. The requirement to calculate</p>	<p>Mayor’s leave before reimbursement payable now 2 weeks. Otherwise, intent and meaning unchanged. Expanded to</p>

Section	New Policy	Current Policy	Comments
	<p>The model and standard of vehicle offered to Councillors will be equal to that offered to senior management through Council’s approved fleet procurement processes. In the event that the standard vehicles offered are not appropriate in a Councillor’s individual circumstances, the CEO may approve the procurement of a reasonable alternative model at their discretion.</p> <p>The reasonable cost of professionally cleaning Councillors’ vehicles will be approved once per quarter.</p> <p><b>Mayor:</b> The Mayor is entitled to be provided with a Council owned vehicle for Council business. It is recognised that community expectations and demands on the Mayor are such that generally all vehicle use is deemed to be Council business. The requirement to calculate private use is not applicable to the Mayor, unless the Mayor takes personal leave from Council for a period of more than two weeks. Where such personal leave is taken, the Mayor will reimburse Council 5.5% of the undepreciated value of the vehicle that would be applicable to the vehicle for that period.</p> <p><b>Councillors:</b> Councillors, with the exception of the Mayor, are entitled to be provided with a Council vehicle for official Council business, with access to private use of that vehicle subject to reimbursement to council for expenses associated with the private use of the vehicle:</p> <ul style="list-style-type: none"> <li>The expense for private use shall be calculated such that the contribution by the Councillor will be either:</li> </ul>	<p>private use is not applicable to the Mayor, unless the Mayor takes personal leave from Council for a period of more than one week. Where such personal leave is taken, the Mayor will reimburse Council 5.5% of the undepreciated value of the vehicle that would be applicable to the vehicle for that period.</p> <p><b>General entitlement:</b> Councillors, with the exception of the Mayor, are entitled to be provided with a Council vehicle for official Council business, with access to private use of that vehicle subject to reimbursement to council for expenses associated with the private use of the vehicle:</p> <ul style="list-style-type: none"> <li>The expense for private use shall be calculated such that the contribution by the Councillor will be either:                             <ul style="list-style-type: none"> <li>5.5% of the undepreciated value of the vehicle, calculated annually; or</li> <li>Average private use over a 3 month period substantiated by log book details provided by the councillor.</li> </ul> </li> <li>Councillors must advise the CEO of which contribution method they choose upon commencement of the Council term.</li> </ul> <p>Except where specified otherwise in this policy, the use and allocation of vehicles will be in accordance with the Chief Executive Officer’s Motor Vehicle Allocation and Use Guideline.</p> <p>The model and standard of vehicle offered to Councillors will be equal to that offered to senior management through Council’s approved fleet procurement processes. In the event that the</p>	<p>include broader ‘alternate arrangements’.</p>

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	<ul style="list-style-type: none"> <li>○ 5.5% of the undepreciated value of the vehicle, calculated annually; or</li> <li>○ Average private use over a 3 month period substantiated by log book details provided by the councillor.</li> </ul> <ul style="list-style-type: none"> <li>● Councillors must advise the CEO of which contribution method they choose upon commencement of the Council term.</li> </ul> <p><b>Other arrangement:</b> Councillors may enter into an alternative arrangement in lieu of the provision of a Council vehicle, suitable to their personal circumstances, at the discretion of the CEO. Such arrangement should not equate to more than the value of the general vehicle entitlement. Should a Councillor choose to maintain a private vehicle for private use in addition to the issued Council fleet vehicle, no private use reimbursement is payable. Councillors must advise the CEO in writing of this arrangement and equally advise the CEO in the event that these circumstances change.</p>	<p>standard vehicles offered are not appropriate in a Councillor’s individual circumstances, the CEO may approve the procurement of a reasonable alternative model at their discretion. The reasonable cost of professionally cleaning Councillors’ vehicles will be approved once per quarter.</p> <p><b>Other arrangement:</b> Councillors may enter into an alternative arrangement in lieu of the provision of a Council vehicle, suitable to their personal circumstances, at the discretion of the CEO. Such arrangement should not equate to more than the value of the general vehicle entitlement. All vehicles will be supplied and maintained in accordance with relevant Council vehicle and fleet management policies.</p>	
<b>Vehicle parking</b>	Councillors are entitled to park vehicles issued by Sunshine Coast Council in parking spaces designated for either “Councillor use” or “SCC vehicle use” at any Council administration buildings.	Councillors are entitled to park vehicles issued by Sunshine Coast Council in parking spaces designated for either “Councillor use” or “SCC vehicle use” at any Council administration buildings.	Unchanged
<b>Legal costs and insurance cover</b>	Council may decide, by resolution, pursuant to section 107 of the Act, 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 duties. Councillors will be	Council may decide, by resolution, pursuant to section 107 of the Act, 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 duties. Councillors will be	Unchanged

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	covered under Council insurance policies while discharging their duties. Specifically, insurance cover will be provided for public liability, professional indemnity, Councillors' liability, personal accident and/worker's compensation, international and domestic travel insurance.	covered under Council insurance policies while discharging their duties. Specifically, insurance cover will be provided for public liability, professional indemnity, Councillors' liability, personal accident and/worker's compensation, international and domestic travel insurance.	
<b>Return of assets</b>	<p>Councillors are expected to responsibly look after all publicly funded facilities and assets provided to them. All facilities/equipment must be returned to Council:</p> <ul style="list-style-type: none"> <li>• prior to the completion of the Councillor's term or at a date and time agreed to by the CEO,</li> <li>• immediately if a Councillor is suspended or removed from office,</li> <li>• if replaced as part of an asset replacement program, or</li> <li>• at the end of the asset's working life.</li> </ul> <p>In reliance on the sound contracting principle of fair dealing under the Act, the private purchase of replaced or replaceable assets will not be approved.</p>	N/A	New section, aligns with practice.
<b>Resource exclusions</b>	<p>Except where specified above, Council will not provide Councillors with support or facilities for personal use.</p> <p>In accordance with the Local Government Elections Policy, Councillors must not use Council facilities provided to them during the caretaker period for campaign or election purposes.</p>	N/A	New section, reinforces principles

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<b>Contributions for use of facilities in other roles</b>	<p>Where Council has authorised that a Councillor undertake another role which involves the usage of Council supplied facilities, that Councillor should make arrangements for the reimbursement to Council for that usage. Such reimbursement may be made either personally or by the organisation in which the Councillor is engaged.</p> <p>The amount to be reimbursed will be dependent on usage patterns and by negotiation between either the Councillor and the CEO or the Councillor, CEO and the relevant external organisation.</p>	N/A	New section
<b>Reporting</b>	In accordance with the <i>Local Government Regulation 2012</i> , the expenses incurred and the facilities provided to councillors under this policy will be summarised in Council's annual report.	In accordance with the <i>Local Government Regulation 2012</i> , the expenses incurred and the facilities provided to councillors under this policy will be summarised in Council's annual report.	Unchanged
<b>Definitions</b>	<p>[only new or amended definitions listed here]</p> <p><b>Business and communication tools:</b> Councillors will be issued, or have access to, the following business and communications tools:</p> <ul style="list-style-type: none"> <li>• Laptop, including docking station, mouse and monitor/s and other associated paraphernalia</li> <li>• Smartphone</li> <li>• Council office-based printers and scanners</li> <li>• Access to Council's network and the internet both within Council premises and while working remotely</li> <li>• Business cards</li> <li>• Name badge</li> <li>• Building access card</li> </ul>	<p><b>Approved:</b> approved by council resolution (removed – this is not the approval process under this policy)</p> <p><b>Business and communication tools:</b> computers laptops, mobile devices, scanners, printers, faxes, photocopiers, landlines, access cards, identification badges, protective clothing and stationery.</p> <p><b>Corporate gift:</b> includes, but is not limited to, various items of merchandise displaying Sunshine Coast Council branding, tickets to Sunshine Coast Council events, locally made items or items of local significance, wreaths and flowers for significant events and condolences provided for appropriate members of the community procured for the</p>	Unchanged definitions not listed in this table.

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	<ul style="list-style-type: none"> <li>• Branded business shirt or polo shirt</li> <li>• Personal protective equipment</li> <li>• Stationery</li> <li>• Other reasonable items may be approved by the CEO or delegate from time to time.</li> </ul> <p><b>Caretaker period:</b> as defined in the Act, the caretaker period commences on the day when public notice of the holding of a local government election is given under the <i>Local Government Electoral Act 2011</i> and ends at the conclusion of the election.</p> <p><b>Corporate gift:</b> includes, but is not limited to, various items of merchandise displaying Sunshine Coast Council branding, tickets to Sunshine Coast Council events, locally made items or items of local significance, inclusive of items produced by the region's First Nations people, Council free tree days, wreaths and flowers for significant events and condolences provided for appropriate members of the community procured for the purpose of presentation. Cash donations, prizes, grants, funding or gifts are strictly prohibited.</p>	purpose of presentation. Cash donations, prizes or gifts are strictly prohibited.	
<b>Commencement</b>	N/A	The Sunshine Coast Regional Council "Councillors' Expenses Reimbursement and Provision of Facilities" policy is effective immediately upon adoption by Council. The previous policy will cease to have effect on that date.	Removed – redundant provision
<b>Mobile device costs</b>	N/A	<b>Entitlement for the Mayor:</b> The Mayor is entitled to have the full cost of council business related mobile device charges paid by council. It is	Removed. All calls etc are included in the new telecommunications

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		<p>recognised that community expectations and demands on the Mayor are such that generally all mobile device charges are deemed to be council business.</p> <p><b>General entitlement:</b> the full cost of Council issued mobile devices will be paid by Council. Councillor, with the exception of the Mayor, are entitled to have the full cost of council business related mobile device charges paid by council in accordance with the following conditions:</p> <ul style="list-style-type: none"> <li>a. personal call costs are recognised, in principle, as equal to 5% of the total call and data charges for a mobile device.</li> <li>b. in the first year of each Council term, Councillors will be invoiced on a periodic basis for costs attributable to personal calls. After the first year, the average of each Councillor’s personal usage will be calculated. Each Councillor will then pay their calculated average personal use amount by automatic payroll deduction for the remainder of the Council term.</li> </ul>	<p>contract. This means personal use cannot be calculated on this basis. The cost of the phone plan will be the same regardless of usage. The cost of recouping personal use contributions is more than the contribution amount.</p>