

Councillor Expenses and Facilities Policy Review 2025 – Summary of Proposed Changes

Key changes made to the Policy are summarised below.

Type	Description	Reason
Amendment	Updated document language, list formatting, and referencing	To improve clarity of all directives, improve grammar, and to ensure consistency with applicable Council and legal standards
Amendment	Updated summary table to reflect proposed amendments to policy provisions throughout the Policy	To improve clarity and support implementation of the Policy
Amendment	Changed any references to "Executive Support Unit" throughout the Policy to "Office of the Lord Mayor & CEO"	To ensure Policy reflects current business unit titles
Amendment	Updated Policy Owner from Chief of Staff to Group Manager, Office of the Lord & CEO	To ensure Policy reflects current business unit titles
Amendment	Clause 6.3: Added new part (d): Addition of (d) for tolls under General travel arrangements and expenses	To align Council's policy with the Model Councillor Expenses and Facilities Policy.
Amendment	Policy Summary and Clause 6.54-6.55: Proposed increased provision for computing equipment and related accessories from \$5,000 per Term to \$6,500 per Term, and moved reference for multifunction device (scanner/printer) to home office section	To provide adequate cost coverage to reflect current pricing
New Inclusion	Clause 6.68: Added new clause that: <i>6.68 Council will arrange and pay for data sims for Council issued laptop and/or tablet devices for Council business, up to a value of \$25 per Councillor, per month.</i>	To reflect best practice; and remove ambiguity to support the implementation of the Policy.
New Inclusion	Clause 6.70: Added new clause that: <i>6.70 Council encourages wide participation and interest in civic office.</i>	To ensure Council's policy aligns with the OLG best practice guidance

Amendment	Clause 6.73: Proposed increased provision for Carer expenses from \$4,000 per Term Year to \$5,000 per Term Year	To provide adequate cost coverage to reflect current pricing
Amendment	Policy Summary and Clause 6.76: Regarding the provision of home office expenses, update the allowance to from \$500 in the first year of a Term and \$300 every year after, to a \$1,500 per Term provision for the maintenance of a home office, and expanded the scope of permitted items to include computer monitors and printers.	To provide adequate cost coverage to reflect current pricing, and to support implementation of the Policy and support provisions
Amendment	Policy Summary and Clause 6.77: Regarding the provision of printer consumables, expanded the permitted items that can be reimbursed to include any/all print consumables	To support implementation of the Policy and support provisions
Removal	Former Clause 6.75.1: Deleted provision for printer cartridges to be returned to Council	To support implementation of the Policy and support provisions
Amendment	Policy Summary and Clause 8.1 (e) and (f), and Clause 9.1: Regarding the provision of corporate uniforms, updated the provision from an itemised list to a \$750 per term allowance, with an \$250 additional for the Lord Mayor per Lord Mayoral term, to provide greater flexibility. Substituted values are on par with costs of previous itemised options.	To respond to individual clothing preferences, provide adequate cost coverage, and to support implementation of the Policy and support provisions.
Amendment	Definitions: Update to definition of 'Official Business' within the Policy to reflect current Council meeting format and expand definition around meetings at Council to provide greater clarity. 'Official Business' definition now includes: 2. attendance at PHIVE or 9 Wentworth St Administration Building, for the purpose of meeting preparation, meetings with officers/community members, review of Council papers and materials;	To remove ambiguity to support the implementation of the Policy.