

Policy



STATUTORY

EXPENSES REIMBURSEMENT & PROVISION OF FACILITIES FOR COUNCILLORS

Head of Power

Section 250 – *Local Government Regulation 2012*

Definitions

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

Policy Objective

This Policy will ensure accountability and transparency in the reimbursement of expenses incurred, or to be incurred, by the Mayor, Deputy Mayor and Councillors. This policy will also ensure that elected members are provided with reasonable facilities to assist them in carrying out their civic duties.

Policy Statement

Council, authorises the:

- Payment of reasonable expenses incurred, or to be incurred, by Councillors; and
- Provision of facilities, including, administrative support staff to assist Councillors in discharging their duties and responsibilities.

When Councillors have special needs or suffer from some form of impairment, the special access and equity needs of the Councillor may result in the provision of modified furniture, voice activated software, larger computer monitors, or other changes to this policy as required.

This policy deals with reimbursement of expenses or provision of a facility to Councillors, but does not apply to the conduct of Civic Functions or the remuneration of Councillors. Expenses must only be for the actual cost of legitimate business use, not to derive any private benefit and be only in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

Council is committed to ensuring that Councillors are provided with the facilities required to enable them to perform their duties.

The payment and/or reimbursement of expenses and provision of facilities for Councillors:

- is to be open and transparent, prudent, responsible, acceptable to the community and in accordance with statutory requirements;
- based on ensuring economy and efficiency; and
- subject to budget provisions.

Related Documents

Entertainment and Hospitality Expenditure Policy
Expenses Reimbursement & Provision of Facilities for Councillors Guideline