

ITEM 1.3 ADOPTION OF COUNCILLORS REIMBURSEMENT OF EXPENSES AND PROVISION OF FACILITIES POLICY - 2150-046 - A20711488 (Cont.)

#1 Policy



Policy: 2150-046

Councillors Reimbursement of Expenses and Provision of Facilities

Head of Power

Local Government Act 2009
Local Government Regulation 2012

Objective

The objective of this policy is to provide for:

- (1) Payment of reasonable expenses incurred by councillors for discharging their responsibilities as councillors; and
- (2) The supply of facilities to councillors for discharging their responsibilities as councillors.

Definitions/Application

CEO means the Council's Chief Executive Officer.

Claim means a claim for reimbursement of expenses incurred by a Councillor.

Policy Statement

Councillors should be reimbursed for reasonable expenses they incur in carrying out their responsibilities and need reasonable facilities to undertake their responsibilities efficiently and effectively. Where the Council reimburses expenses incurred or provides facilities the payment or provision must be:

- in accordance with the Law;
- prudent, responsible and acceptable to the community; and
- subject to budget provisions.

Reimbursement of Expenses

The CEO may approve Claims for reasonable expenses incurred by Councillors in carrying out their responsibilities.

Claims must be submitted to the CEO in the approved form. Claims must be approved by the CEO before they are paid. The CEO may have regard to the Law and all relevant facts and circumstances when considering whether to approve a Claim.

Provision of Facilities

The Council will provide each Councillor with the following facilities, as determined appropriate by the CEO, for use in undertaking their responsibilities as Councillors:

- An office with access to a shared multi-functional device.
- Administrative support (in accordance with Operational Directive 2180-059 Chief Executive Officer Guidelines for the Provision of Councillor Administrative Support Staff).
- A smartphone.
- A tablet or laptop computer with a docking station, keyboard, mouse and monitor.
- A docking station, keyboard, mouse and monitor for Council business at home.
- Remote access to Council's network and the internet.
- A printer for Council business at home.
- Stationery.

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- Publications, copies of relevant legislation, books and journals related to Council's business operations and local government generally.
- Clothing with MBRC corporate branding to the value of \$1,000 per term.
- Name badges and any safety equipment.
- A marquee and an A-frame sign with MBRC corporate branding for community activities.
- A motor vehicle allowance of \$19,500 per annum (increased by CPI from 1 July each year), or a fully maintained motor vehicle subject to Council's Motor Vehicles Policy (Councillors).

Related Documents

This Policy complements and is to be implemented in conjunction with other Council policies, directives and relevant documents published by other agencies including, but not limited to:

- 2150-078 Policy - Motor Vehicles (Councillor)
- 2150-016 Policy - Professional Development
- 2160-002 Policy Directive - Professional Development
- 2180-059 Operational Directive - CEO Guidelines for the Provision of Administrative Support to Councillors

Review and Evaluation

This policy will be reviewed for applicability, effectiveness, and consistency with relevant legislation, Council resolutions, and other Council documents. This Policy will be reviewed within two months following the conclusion of a quadrennial election, or as required.

Responsibility

This Policy is to be:

- (1) implemented by the CEO; and
- (2) reviewed and amended in accordance with the "Review Triggers" by the CEO.

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Councillors Reimbursement of Expenses and Provision of Facilities			
Document Control			
Version / Reviewed	Version Adoption (Council meeting / Minute Page) Reviewed (revision comment)	Date	Word version reference
Version 1	Coordination (P.08/0849)	27.5.2008	Version of PDF
Version 2	Coordination (P.09/1839)	30.6.2009	Version of PDF
Version 3	Coordination (P.12/1123)	17.7.2012	Version of PDF
Version 4	Legislation update	8.8.2013	Version of PDF
Version 5	Coordination (P.16/2251)	8.11.2016	A13288858
Version 6	General Meeting (20/630)	13.5.2020	A19992158
Version 7	DRAFT (incorporating reference to 2180-059 Operational Directive - CEO Guidelines for the Provision of Administrative Support to Councillors)	xx.xx.2020	A20603534