

Councillor Resources and Facilities Policy

Policy Statement

Councillors will be provided with the resources and support required to assist them in the conduct of Council business and will be reimbursed for reasonable bona fide out of pocket expenses incurred while performing their Councillor duties.

This Policy is a specific requirement under section 75B(1) of the *Local Government Act* 1989 which requires Council to adopt and maintain a policy in relation to the reimbursement of expenses for Councillors. This Policy is accompanied by a series of Guideline documents that will be adopted by Council.

Objectives

The objectives of the Policy are to outline the resources and facilities to be provided to the Mayor and Councillors and provide guidance on the expenses that Councillors may claim for reimbursement in performing their duties as elected representatives of the community.

The objective of the Policy will be achieved by:

- Providing clear guidelines on how Council will assist and support the Mayor and Councillors when conducting Council business and the type of expenses which can be claimed;
- Establishing procedures to guide Councillors when claiming reimbursement of an expense or when requesting a Council resource or facility required to carry out their Councillor duties; and
- Ensuring accountability and transparency in relation to any expenses claimable by Councillors.

Context/Rationale

Councillors are the democratically elected persons who hold the office of members of Council. Resources and facilities are made available to assist them to perform their Council business related duties but are not made available as compensation for time and effort spent in performing these duties.

Recognising the leadership role of the Mayor, some additional resources and facilities are made available to that office.

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The determining test that Councillors should apply is “*If I was not a Councillor, would I have incurred this expense?*” The response to this question will determine whether or not a claim should be made under this policy and associated guidelines.

The *Local Government Act* (the Act) provides for an allowance to be paid to the Mayor and to Councillors essentially as compensation for time and effort in performing their duties. The Act clearly separates the payment of allowances from the reimbursement of expenses.

Key Linkages

- *Councillor Resources and Facilities Guidelines – General*
- *Councillor Resources and Facilities Guidelines – Information Technology*
- *Councillor Resources and Facilities Guidelines – Requests by Councillors for legal advice relating to possible conflicts of interest*
- *Local Government Act 1989 - Sections 75B and 75C*
- *Councillor Code of Conduct - 2017*
- *Council Budget*

Date adopted by Council	4 September 2018
Responsible Directorate	Partnerships and Engagement
Review cycle	Years 1 and 3 of the Council term

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