

**5.4 POLICY FOR PROVISION OF EQUIPMENT TO COUNCILLORS AND MEMBERS OF COMMITTEES AND REIMBURSEMENT OF EXPENSES**

Responsible Officer: Jarrod Doake, Chief Operating Officer

***RECOMMENDATION***

*That the proposed revised Policy For Provision of Equipment To Councillors and Members of Committees and Reimbursement of Expenses, be ad*

***INTRODUCTION***

This report proposes the review the Policy For Provision of Equipment To Councillors and Reimbursement of Expenses.

***BACKGROUND***

There is a legislative requirement for a Council to adopt and maintain a policy in relation to the reimbursement of expenses for Councillors and members of Council committees and provide Councillors with resources and access to facilities.

***PURPOSE/DISCUSSION***

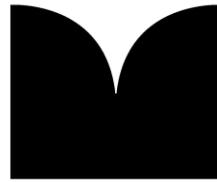
The current policy has not been reviewed for a number of years.

It is recommended that the substance of the policy not be changed.

At this point it is considered that the policy addresses the current requirements for the provision of support to Councillors and the reimbursement of out of pocket expenses.

A number of changes to the policy are proposed, to clarify some aspects of the policy or the procedures. A number of minor changes such as formatting, updating of titles, etc. are also proposed

*ATTACHMENT 1*



CITY OF  
**M O N A S H**

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**POLICY FOR PROVISION OF EQUIPMENT TO COUNCILLORS  
AND REIMBURSEMENT OF EXPENSES**

~~Revised 28 February 2012~~

## POLICY FOR PROVISION OF EQUIPMENT TO COUNCILLORS AND REIMBURSEMENT OF EXPENSES

### 1. INTRODUCTION

Section 75B of the *Local Government Act 1989* (the Act) states that:

(1) A Council must adopt and maintain a policy in relation to the reimbursement of expenses for councillors and members of Council committees.

(2) A policy adopted by Council under this section must be consistent with—

- (a) the prescribed types of Councillor out-of-pocket expenses that must be reimbursed if the expenses are reasonable and bona fide; and
- (b) the prescribed procedures to be followed by Councils in relation to the reimbursement of out-of-pocket expenses.

Section 75C of the Act requires that:

A Council must make available for the Mayor and the Councillors the minimum resources and facilities prescribed for the purposes of this section.

In order to process claims for 'out of pocket expenses' expeditiously, without the need to seek Council approval, it is considered appropriate to determine a policy which will allow the administration to process claims by Councillors.

In addition to defining 'out-of-pocket expenses' this policy also covers Councillors' entitlement to access Council - owned equipment and supplies.

### 2. PROVISION OF EQUIPMENT AND PAYMENT OF OUT-OF-POCKET EXPENSES

#### Child care expenses

Council will reimburse the cost of child care expenses incurred by Councillors for their immediate family necessarily incurred whilst performing the duties of Councillor.

#### Communication equipment

To facilitate communication between Councillors, the administration and the public, Councillors will be provided, upon request, with all or some of the following equipment:

- mobile telephone together with an in car kit fitted to vehicle of choice and/or portable "bluetooth" device;
- ~~facsimile machine installed at address of choice;~~
- ~~answering machine;~~
- ~~landline telephone;~~
- internet access (including router for wireless connection);

- ❑ computer – desktop or laptop with associated hardware and software (including a printer);
- ❑ tablet device;
- ❑ e-mail address;
- ❑ Councillor profile page on Council's website; and
- ❑ any other similar equipment considered reasonable to the role of Mayor or Councillor.

The Council will pay all connection fees, data/access charges and rental charges associated with this equipment. In the case of call costs, Council will pay for Council related call charges.

Accounts for phone calls and data/access charges will be in the Councillor's name (or their nominee's name) and accounts will not be received at Council.

### **Resources**

The following resources will be provided:

- ❑ administrative support for the Mayor and Councillors for Council-related purposes;
- ❑ office space for the Mayor and Councillors;
- ❑ use of a Council-maintained vehicle for the Mayor (including for private use);
- ❑ stationery for Council related purposes (including paper, letterhead, envelopes, business cards, writing implements and pads, memo books, computer disks, USB sticks, and other related items). Where appropriate, costs for stationery items will be reimbursed; and
- ❑ cab charge vouchers for Council-related purposes.
- ❑ Ad hoc use of a pool car.

### **Conferences, seminars and training**

Council will meet the costs of registration, meals, travel and accommodation associated with attendance at Council approved conferences, seminars and training. Bookings are to be made through Council's [Corporate Administration, Customer Service and Business Technology Department](#) staff.

In the case of air travel, travel will be by economy airfare unless the Council resolves that other form of travel is appropriate.

### Postage

It is expected that Councillors will meet the cost of postage initially and Council will reimburse postage expenses which are for Council business.

Postage expenses for election - related material will not be reimbursed.

## 3. REIMBURSEMENT OF EXPENSES

### Travel

Travel expenses to and from Council/Committee meetings and Council-related events will be reimbursed.

### Other expenses

It is acknowledged that the scope of all expenses, which could be deemed 'bona fide Councillor out-of-pocket expenses incurred while performing duties as a Councillor' cannot be fully defined and it is intended that the Chief Operating Officer (after consultation with the Chief Executive Officer, if necessary) can approve individual claims for non-defined expenses in accordance with the following:

- such expense is not to exceed \$500 per claim; and
- satisfactory proof of expense is provided.

In the case of an expense above \$500, or where a claim has not been approved by the Administration, the Councillor can request that the claim be considered by the Council at the next Council meeting, [via a Notice of Motion from the Councillor](#).

## 4. USE OF EQUIPMENT AND PROCESS FOR MAKING CLAIMS

Mobile phones, ~~facsimile machines~~, computers, e-mail and other communication equipment provided to Councillors may be used for both private and Council use.

In the case of telephone expenses, Councillors issued with mobile phones will be required to pay the pre-determined monthly access fee. This fee will not be reimbursed.

Councillors are to provide ~~to~~ the [Chief Operating Officer](#) with proof of payment for any bona fide out-of-pocket expenses being claimed, together with original accounts or receipts.

All expenses will be paid in arrears and all claims must be made on the appropriate claim form, [provided by the Administration](#).

Where possible, Councillors should submit any claims for reimbursement within 12 months of incurring the expenses.

Each Councillor is responsible for ensuring that what they claim is justifiable.

Once ceasing to be a Councillor, claims must be submitted within 3 months of the date on which the person ceased to be a Councillor.

**5. REPORTING**

The amounts of all expenses reimbursed by Council to each Councillor are to be publicly available.

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