


COUNCIL POLICY

Reimbursement of Expenses of Councillors and Members of Council Committees	Adopted By Council:	24/03/98	
	Date/s Revised:	20/02/01	
	18/10/11		
	Next Review Date:	02/13	
	*(may be subject to legislative changes)		
	Document No:	CP016	
	Directorate:	Executive	
	Responsible Officer:	Chief Executive Officer	

CONTEXT

The purpose of this Policy is to:

- Provide policy and guidance to allow consistency and control over expense reimbursements;
- Demonstrate accountability to ratepayers; and
- Provide guidance on ethical behaviour regarding Councillor or members of Council Committees out-of-pocket expenses.

POLICY

Council will reimburse each Councillor and member of a Council Committee for expenses if the Councillor or member of a Council Committee:

- applies in writing to the Council for reimbursement of expenses using the appropriate reimbursement form; and
- establishes in the application to Council that the expenses were reasonable bona fide Councillor or members of a Council Committee out-of-pocket expenses incurred while performing duties as a Councillor or Committee member.

The types of expenses eligible for reimbursement are:

- approved conference and meeting related expenses including accommodation;
- travel (including public transport costs and parking);
- phone (relevant call costs);
- internet;
- childcare; and
- printing and stationery supplies (for items not available through Council supplies).

Councillors and members of Council Committee's must forward the claim form to the Chief Executive Officer, or his or her delegate for approval.

OTHER REFERENCES

Local Government Act 1989

END