



# Council Policy Manual

## WEST WIMMERA SHIRE COUNCIL

COUNCIL POLICY	
<b>Councillor Expense Entitlement &amp; Support Policy</b>	Policy No:
	Adopted by Council: 15 Nov 2017
	Next review date: Dec 2020
Senior Manager:	Director Corporate & Community Services
Responsible Officer:	Director Corporate & Community Services
Functional Area:	Governance
Introduction & Background	Councillors are to be supported in undertaking their duties, by ensuring that reimbursement of expenses and access to resources and support are provided in an equitable manner, to cater for the full participation of all Councillors in Council business, while also recognising individual needs and circumstances.
Purpose & Objectives	<p>To provide guidance and policy on the reimbursement of out of pocket expenses and provision of support for Councillors and Members of Council committees to enable them to perform their duties and to ensure that they are not financially or otherwise disadvantaged in undertaking their official Council duties.</p> <p>The payment and/or reimbursement of expenses and provision of support must only be for the actual cost of legitimate business use and not for time and effort spent in performing these duties.</p>
Policy Details	
1.	<p><b>Scope</b></p> <p>Section 75 of the Local Government Act 1989 provides for the reimbursement of necessary out of pocket expenses incurred while performing duties as a Councillor or committee member.</p> <p>Section 75B(1) of the Act requires Council to adopt and maintain a policy in relation to the reimbursement of expenses for Councillors and members of Council committees.</p> <p>The policy adopted by Council under this section must be consistent with :</p> <ul style="list-style-type: none"> <li>a) the prescribed types of Councillor out of pocket expenses that must be reimbursed if the expenses are reasonable and bona fide; and</li> <li>b) the prescribed procedures to be followed in relation to the reimbursement of out of pocket expenses.</li> </ul> <p>Recognising the leadership role of the Office of Mayor, the policy also provides for</p>



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	<p>some additional resources and facilities specific to that office.</p> <p>The basic test that will be applied to determine whether or not an expense is lawfully incurred, is whether the expenditure is necessary because it is supplemental or incidental to or consequent on the exercise of Council functions.</p> <p>Council will make available the following support to Councillors in the discharge of their duties.</p>
2.	<p>Accountability – Council Plan Objective / Strategy</p> <p>The aims or objectives of the policy are aligned with Council’s Council Plan objectives and strategies.</p>
3.	<p>Accountability – Legislation / Standards</p> <ul style="list-style-type: none"> <li>• Local Government Act 1989</li> <li>• Local Government (General) Regulations 2004</li> </ul>
4.	<p>Accountability – Responsibilities</p> <p>The Director Corporate and Community Services is responsible for the development and management of this policy.</p>
5.	<p>Accountability – Review</p> <p>The policy is to be reviewed after each general election of the Council with suggested revisions to be submitted to the Council for consideration and adoption. Operational amendments may be made as required between review periods in accordance with Council’s/CEO’s approval.</p>
6.	<p>Accountability – Communication / Implementation</p> <p>a) The policy will be communicated to Councillors and relevant staff and will be available on Docs on Tap. The policy is referred to in the Councillor induction and development program.</p> <p>b) The policy will be published on Council’s website as required under section 82A(2)(c) of the Act and a copy available for inspection at the office of the Council (s.75B(3) LGA).</p>
7.	<p>Accountability – Charter of Human Rights Compliance</p> <p>It is considered that this policy does not impact on any human rights identified in the Charter of Human Rights &amp; Responsibilities Act 2006.</p>



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<b>Policy Adopted:</b>	Ordinary Meeting 22/5/97	Minute Book Page 2309	
<b>Policy Reviewed:</b>	Ordinary Meeting 04/10/01	Minute Book Page 9556	
	Ordinary Meeting 25/07/02	Minute Book Page 10300	
	Ordinary Meeting 06/04/06	Minute Book Page 13682	
	Ordinary Meeting 11/03/10	Minute Book Page 17759	
	Ordinary Meeting 16/10/14	Minute Book Page 27762	RecFind 14/004473
	Ordinary Meeting 15/11/17	Minute Book Page 36726	RecFind 17/004687