



**14.3 COUNCILLOR EXPENSES MONTHLY REPORTING -  
JANUARY FEBRUARY MARCH 2021**

**EXECUTIVE MEMBER: KYLIE BENNETTS, GENERAL MANAGER, CITY GROWTH AND  
ORGANISATIONAL CAPABILITY**

**PREPARED BY: REBECCA PURVIS, GOVERNANCE OFFICER**

**1. PURPOSE**

- 1.1 To commence reporting to the community monthly on expenses incurred by Councillors, in accordance with the Councillor Expenses and Support Policy adopted by Council at its meeting of 3 March 2021.

**2. EXECUTIVE SUMMARY**

- 2.1 The Local Government Act 2020 requires Council to maintain a policy in relation to the reimbursement of out-of-pocket expenses for councillors and members of delegated committees. Council endorsed its Councillor Expenses and Support Policy at the Council Meeting of 3 March 2021.
- 2.2 At that meeting Council also resolved to include in the policy a request that officers prepare a monthly report on Councillor allowances and expenses, to be published on Council's website and tabled at an ordinary Council meeting.
- 2.3 This report commences that process and provides a report on all expenses for the period January – March 2021. This will now become a regular report that will be provided to Council on a monthly basis.
- 2.4 The reports outline the total amount of expenses and support provided to Councillors per calendar month and are detailed by category of support. Any reimbursements made by Councillors are also included in these reports.

**3. RECOMMENDATION**

That Council:

- 3.1 Receives and notes the monthly Councillor expense reports for January, February and March 2021 (attachment 1); and
- 3.2 Notes that the expense reports will be made available on Council's website.

**4. KEY POINTS/ISSUES**

- 4.1 The Local Government Act 2020 (the Act) provides that councillors and members of delegated committees are entitled to be reimbursed for bona fide out-of-pocket expenses that have been reasonably incurred while performing their role, and that are reasonably necessary to perform their role.
- 4.2 The management of expenses is governed by the Councillor Expenses and Support Policy (the Policy), developed in accordance with the requirements of the Act and adopted by Council on 3 March 2021.
- 4.3 The Policy sets out the process for submitting requests for support and/or reimbursement. All requests are required to be assessed by officers prior to processing.



- 4.4 All requests for reimbursement must be lodged with officers for processing no later than 14 days from the end of the calendar month. Claims for reimbursement lodged outside this timeline will not be processed unless resolved by Council.
- 4.5 To accurately capture expenses, monthly reports will be prepared no earlier than 15 days following the end of the month and reported at the next available Council meeting cycle. This means that reports will generally be presented in a 2-month rolling cycle, e.g. April expenses will be reported to a meeting in June, May expenses will be reported to a meeting in July, etc.

## **5. CONSULTATION AND STAKEHOLDERS**

- 5.1 No community consultation is required for the purposes of this report.
- 5.2 A copy of Councillor expense reporting will be provided to the Audit and Risk Committee.

## **6. LEGAL AND RISK IMPLICATIONS**

- 6.1 The provision of expenses and support to Councillors is governed by the Local Government Act, and Council's adopted policy.

## **7. FINANCIAL IMPACT**

- 7.1 Provision of support and expenses for Councillors is managed within Council's approved operational budgets.

## **8. ENVIRONMENTAL IMPACT**

- 8.1 There are no direct environmental impacts as a result of this report.

## **9. COMMUNITY IMPACT**

- 9.1 This report provides to the community greater transparency and accountability by publicly disclosing expenses and support accessed by Councillors.

## **10. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY**

- 10.1 Reporting on Councillor expenses delivers Strategic Direction 6 - Our Commitment to You.

## **11. IMPLEMENTATION STRATEGY**

- 11.1 This report activates Council's new process of reporting to the community monthly on the expenses and reimbursements provided to Councillors.
- 11.2 Officers will publish monthly expense reports to Council's website once adopted.

## **12. OFFICER DIRECT OR INDIRECT INTEREST**

- 12.1 No officers involved in the preparation of this report have any direct or indirect interest in the matter.

**TRIM FILE NO:** F21/1

**ATTACHMENTS** 1. Councillor Expenses - January February March 2021