

# Processing of Councillor Expense Reimbursement Request v2.0



## Summary

### Objective

This process is designed to ensure compliance with the Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy 2019.

### Background



To ensure compliance with the Local Government Act and reporting requirements under the Local Government (Planning and Reporting) Regulations.

**Owner** Dawn Bray

**Expert** Dianne Burls

## Procedure

### 1.0 Councillor to complete Councillor Expenses Reimbursement Form Councillor

- a** Councillor to complete the Councillor Expenses Reimbursement Form, sign the declaration and attach tax invoices and other documentation providing evidence of expenditure in accordance with the policy.  
 Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy 2019
- b** Note: Claims must be submitted within 6 weeks of expenditure otherwise the expense will not be reimbursed.  
 Councillor Expenses Reimbursement Form
- c** Councillor to submit completed form and tax invoices to the Executive Assistant - Chief Executive Officer.

### 2.0 Review of completed form by CEO's office CEO, Executive Assistant - CEO, Group Manager Corporate and Community

- a** Executive Assistant - CEO to undertake preliminary review of form and information attached to ensure the form has been signed and completed correctly, ensuring that the Councillor has identified which category of expense the item(s) need to be allocated to.
- b** Executive Assistant - CEO to forward completed form and documentation to the Chief Executive Officer for review.
- c** If the expense claim is appropriate and the requirements of the Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy are met, CEO to sign the form.
- d** CEO to then forward signed form to the Group Manager Corporate & Community for review and signature.
- e** Group Manager Corporate & Community to forward completed form to the Finance team.
- f** If the form is incomplete or insufficient documentation attached, either the CEO or the Group Manager, Corporate & Community must contact the Councillor by telephone or email and outline what further information is required.

### 3.0 Processing of claim by Finance department Accounts Payable Officer

- a** Accounts Payable Officer to review form and process, ensuring that the expense is allocated to the correct cost centre as identified on the form.

## Triggers & Inputs

### TRIGGERS

Starts	Frequency	Volume
Submission of a reimbursement form by a Councillor	Monthly	84 per year

### INPUTS

None Noted

## Outputs & Targets

### OUTPUTS

None Noted

### PERFORMANCE TARGETS

None Noted

## Process Dependencies

### PROCESS LINKS FROM THIS PROCESS

None Noted

### PROCESS LINKS TO THIS PROCESS

None Noted

## RACI

### RESPONSIBLE

Roles that perform process activities

Accounts Payable Officer, CEO, Councillor, Executive Assistant - CEO, Group Manager Corporate and Community

Systems that perform process activities

None Noted

### ACCOUNTABLE

For ensuring that process is effective and improving

**Process Owner** Dawn Bray

**Process Expert** Dianne Burls



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