



COUNCILLOR AND COMMITTEES EXPENSES POLICY

for the

REIMBURSEMENT OF EXPENSES OF THE MAYOR,

DEPUTY MAYOR, COUNCILLORS,

MEMBERS OF DELEGATED COMMITTEES,

COMMUNITY ASSET COMMITTEES

and

OTHER COMMITTEES

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1. INTRODUCTION

Section 41 of the *Local Government Act 2020* (the LGA 2020) provides that councils must adopt and maintain an expenses policy in relation to the reimbursement of out-of-pocket expenses for Councillors and members of delegated committees.

Section 41 does not refer to community asset committees or other committees however Council can reimburse the expenses of members of such committees:

- a) in accordance with this *Reimbursement of Expenses Policy* (Policy); or
- b) by resolution.

The Policy should be read in conjunction with other relevant Council policies and documents adopted from time to time, including, but not limited to, those listed in Appendix 1.

2. AUTHORISING PROVISION

This Policy was approved by the Council at its meeting on 17 August 2020 and replaces the previous policy adopted on 16 December 2019. This policy would be effective from 2 February 2021.

3. COMMENCEMENT DATE

This Policy is effective from 2 February 2021.

4. ACCESS TO THIS POLICY

This Policy will be published on the Council website and be available for inspection at Council's office(s).

5. PURPOSE

The purpose of this Policy is to establish the facilities, resources and support necessary or appropriate to provide support Councillors, members of delegated committees, members of community asset committees ¹ and other committees in the performance of their duties, including:

- a) outlining entitlements for reimbursement of reasonable out of pocket expenses incurred while performing duties;
- b) establishing Councillors' support, resources and equipment entitlements associated with performing the duties of a Councillor; and
- c) establishing Councillors' entitlements to paid professional development.

6. OBJECTIVES

This Policy has been adopted to ensure the transparent and responsible provision of resources and support required by:

¹ At the time of adopting this Policy, Council did not have any delegated committees or community asset committees.

- a) maximising the value of seminar, conference and/or course attendance;
- b) providing the approval processes for all interstate and overseas travel by Councillors;
- c) establishing the process for reimbursement of expenses;
- d) providing resources and support; and
- e) reporting the reimbursement of expenses:
 - i. to each meeting of the Audit and Risk Committee, as required by section 40(2) of the LGA 2020; and
 - ii. on the Council's website each month.

7. SCOPE

7.1 GENERAL

Under the Policy, the provision of facilities, resources and support to Councillors, and the expenses paid or reimbursed for Councillors, will be consistent with the following principles:

- a) the Councillor Conduct principles prescribed ² under section 139 (3) (a) of the LGA 2020 and the *Councillor Code of Conduct*;
- b) encouraging diversity in participation, equity and access; and
- c) good governance, accountability and transparency.

7.2 DUTIES

Where duties performed are necessary or appropriate for the purposes of achieving the objectives of Council having regard to any relevant Act, Regulations, Ministerial Guidelines and Council policies, Councillors are entitled to access facilities, support and resources as described in this Policy and the LGA 2020.

The duties and activities include, but are not limited to attendance at:

- a) ordinary and special Council meetings, meetings of committees of Council and Councillor Briefing sessions organised by the Chief Executive Officer (CEO) or delegate;
- b) civic or ceremonial functions convened by the Council, the Mayor or the CEO;
- c) meetings or workshops scheduled by the Council, the Mayor or the CEO;
- d) community meetings and ward meetings;
- e) site inspections or meetings or delegations or deputations to which the Councillor is the Council representative or relevant to a matter which is, or is anticipated to be, the subject of a decision of Council;
- f) meetings or functions as the nominated representative of Council or the Mayor;
- g) meetings of community groups, organisations and statutory authorities to which the Councillor is the Council delegate or representative;

² Prescribed" means in accordance with the Regulations.

- h) discussions with officers or any person, on any matter relating to the Council;
- i) seminars, training, conferences or professional development courses as an attendee, speaker or Council's representative or delegate, which:
 - i. contribute to the development of personal and professional skills or knowledge of the Councillor which are necessary for the performance of his or her duties;
 - ii. are consistent with Council's objectives;
 - iii. will cover or present material with application, importance or relevance to current or future issues faced by the Council; and
 - iv. are within the approved budget for conferences and seminars.

7.3 ELECTION PERIOD

In accordance with the Election Policy as stated in the City of Stonnington Governance Rules.

7.4 PRIVATE USE

Council resources must not be used for private purposes with the exception of the Mayoral vehicle.

8. MAYORAL AND COUNCILLOR ALLOWANCES

The LGA 2020 (section 36) provides that:

- a) Mayors, Deputy Mayors and Councillors are entitled to receive from the Council an allowance in accordance with a determination of the Victorian Independent Remuneration Tribunal under the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019*;
- b) a Mayor or a Deputy Mayor is not entitled to receive an allowance as a Councillor while receiving an allowance as a Mayor or a Deputy Mayor;
- c) a Council cannot pay an allowance that exceeds the amount specified in the relevant determination;
- d) a Mayor, Deputy Mayor or Councillor may elect to receive:
 - i. the entire allowance; or
 - ii. a specified part of the allowance; or
 - iii. no allowance.

Mayoral and Councillor allowances are taxable income and Councillors should establish processes for documenting claimable expenses.

Councillors will be supplied with a statement of earnings.

Allowances are also subject to the addition of the amount equivalent of the superannuation guarantee (currently 9.5%.)

9. STATUTORY PROVISIONS

9.1 DETERMINATIONS OF ALLOWANCES

The Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 makes provision for the Victorian Independent Remuneration Tribunal to:

- a) determine allowances for Mayors, Deputy Mayors and Councillors;
- b) determine Council allowance categories;
- c) inquire into and determine the allowances payable to Mayors, Deputy Mayors and Councillors; and
- d) make determinations which provide for allowances to be indexed.

9.2 REIMBURSEMENT OF EXPENSES

Section 40 of the LGA 2020 provides that councils must:

- a) reimburse a Councillor or a member of a delegated committee for out-of-pocket expenses which the Council is satisfied:
 - i. are bona fide expenses; and
 - ii. have been reasonably incurred in the performance of the role of Councillor or member of a delegated committee; and
 - iii. are reasonably necessary for the Councillor or member of a delegated committee to perform that role; and
- b) provide details of all reimbursements under this section to the Audit and Risk Committee.

10. RESOURCES AND FACILITIES FOR THE MAYOR AND COUNCILLORS

The LGA 2020 (section 42) provides that Council must make available to the Mayor, Deputy Mayor and the Councillors the resources and facilities reasonably necessary to enable them to effectively perform their role.

In doing so, the Council must consider the support that may be required by a Mayor, Deputy Mayor or Councillor because of a disability or any other condition that may prevent them from underrating their role as Councillor.

10.1 ANNUAL BUDGETARY PROVISION

Council will make provision in its annual budget for the reimbursement of expenses.

10.2 OFFICES AND MEETING ROOMS

The Council will provide a suitably equipped office for the Mayor within the Stonnington City Centre, 311 Glenferrie Road, Malvern.

Subject to availability, meeting/function rooms owned and controlled by Council can be booked by Councillors, free of charge for meetings, interviews and other functions provided they are associated with Council business.

Councillors will be given access to the Councillors' Room at the Stonnington City Centre, and the Mayoral Suite, Lounge & Dining Room and Council Chamber in the northern wing of the Malvern Town Hall. Councillors will have access to photocopying and printing facilities during office hours at the Stonnington City Centre.

The space and equipment provided for the Mayoral Office and Councillors' Room shall be provided at the discretion of the CEO and should not be removed from that facility without the permission of the CEO.

10.3 EQUIPMENT AND STATIONERY

Councillors will be provided with standard stationery, equipment and consumables held or obtained generally for the organisation's requirements, including, but not necessarily limited to, paper, writing implements, printer cartridges, envelopes and the like.

Council letterhead will be provided for correspondence that has been approved by Council or for the Mayor to correspond as Council's official spokesperson.

Councillors will be provided with personalised business cards and a name badges for themselves and their partners.

10.4 MEALS AND REFRESHMENTS

Where physical Council meetings, functions or events are held at times that extend through and beyond normal meal-times, Council may provide suitable meals and refreshments for Councillors.

Councillors may request light refreshments when meeting others during office hours in the Stonnington City Centre or Malvern Town Hall. 48 hours' notice is required to ensure refreshments can be provided. The level of refreshments provided, will be at the discretion of the CEO.

10.5 ACCESS

Councillors will be provided with suitable access to the Stonnington City Centre and the Civic Support area, and the first floor northern wing of the Malvern Town Hall.

10.6 PARKING

In accordance with Councillor Parking Permit (Area 80) – Conditions of Use:

1. Councillor Parking Permits are designed to enable Councillors to park in 'Council Vehicle Exempted' areas at both Malvern and Prahran Town Hall Car Parks. Permits also allow vehicles to be parked in Residential Permit Zones and to overstay time restrictions outside residential premises throughout the Municipality to visit constituents provided the vehicle is parked in accordance with the Conditions of Use outlined below. These conditions also apply to general residential parking permits.
2. Permits must be attached to the bottom left corner of the windscreen. All permit details must be clearly visible to a person standing beside the vehicle.
3. Councillor Parking Permits **do not apply at any time** to:
 - primary/main roads (unless otherwise signed)
 - off street car parks
 - ticket parking areas
 - parking zones of 30 minutes or less
 - Disabled Persons Parking areas
 - prohibitive parking areas including:
 - Clearways
 - Loading Zones

- No Parking or 'Street Sweeping' Zones
 - No Stopping areas
 - any location (other than Permit Zones) where prohibitive (red) signs are in force
 - any location outlined in the Road Safety Road Rules 2017 where signage is not required e.g.: within 10m of an intersection, across a driveway, facing the wrong way etc.
 - outside or adjacent to non-residential and commercial premises. This applies to any point at the front, back and sides of the building. The ground floor purpose of the premises determines its commercial status.
4. Councillor Parking Permits are designed for passenger cars or motorcycles only. Permits are not valid for: vehicles considered to be designed for commercial use or constructed for carrying loads with a capacity in excess of one tonne including utilities, trucks, trays and vans; vehicles more than six metres in length; prime movers; trailers; boats; caravans or unregistered vehicles.
 5. Faded or illegible permits must be replaced.
 6. Where a vehicle is replaced prior to the expiry of the permit, the permit must be removed from the windscreen and returned to Council with a written request for replacement. Permits that are not returned may not be replaced until after their expiry.
 7. The use of parking spaces may be suspended by the members of Victoria Police or by Authorised Council Officers where emergency situations arise.

Infringements may be issued if a current permit is not displayed, not clearly visible, or if the vehicle is parked in an incorrect permit area. Parking permits do not exempt a Councillor from all other road (parking) rules. Any Councillor wishing to appeal against an infringement will be required to follow the statutory appeal process which applies to any other person.

10.7 CHILDCARE AND FAMILY CARE

Councillors are entitled to have paid by Council, or reimbursed, the cost of child and family care expenses for immediate family members, necessarily incurred by Councillors whilst discharging their duties, subject to the following conditions:

- a) reasonable childcare and carer fees will be determined as not exceeding reasonable childcare market rates, commensurate with other local providers;
- b) child and family care costs must be substantiated by a Tax Invoice (meeting the standards of the Australian Taxation Office) from the caregiver clearly showing the dates and times care was provided, and the Councillor shall show why the care was needed on each occasion i.e. due to a Council Meeting; and
- c) child and family care costs are not eligible to be paid by Council or reimbursed if the caregiver is a part of the Councillor's immediate family (e.g. partner, parents, siblings, grandparents or in-laws) or to someone who normally or regularly lives with the Councillor.

For the purposes of this Policy, a child is defined as being up to 16 years of age.

10.8 IT SUPPORT

10.8.1 Councillor portal

A Councillor portal will be available and provide access to:

- a) Council, committee and Councillor briefing business papers;
- b) correspondence directed to multiple Councillors;
- c) information about current Council projects and achievements;
- d) Council policies and resource materials; and

- e) a media monitor service.

The make, model and specifications of any communications equipment, the associated contracts or plans, and the replacement of any communications equipment shall be at the discretion of the CEO or their delegate.

10.8.2 IT equipment

Councillors will be provided with IT equipment, meeting Council's IT standards, in order to facilitate Council-related communications between Councillors, the community and Council.

Equipment, software, service and facilities offered includes:

- a) mobile telephone and Bluetooth wireless adaptor (for Councillors' private vehicles that do not support Bluetooth);
- b) a hybrid tablet/laptop device;
- c) Microsoft Office programs will be installed on the hybrid device;
- d) Cloud-based data storage (Office365);
- e) a multi-function unit for printing, photocopying and scanning documents;
- f) mobile phone voicemail; and
- g) IT support during business hours.

Mobile telephones and hybrid devices will all have wireless broadband capability and be mobile internet enabled.

Mobile telephones and hybrid devices maybe replaced and upgraded after two years, at the request of the Councillor, approval of such upgrade will be made by the CEO.

The above equipment/facilities remain the property of the City of Stonnington and must be returned at the end of a Councillor's term of office. Sale of the above equipment to Councillors, will be at the discretion of the CEO and subject to the Assets Disposal Policy.

Council will reimburse Councillors home internet fees up to a maximum of \$100 per month when in the course of conducting Council business.

10.8.3 Damaged equipment

Equipment provided to a Councillor should last the full Council term. If an item of equipment is lost or damaged the items will be replaced. The CEO will determine if any contribution shall be made to the cost of replacement by the Councillor taking into consideration the replacement cost and the circumstances relating to the loss.

10.8.4 Lost or Stolen equipment

Any equipment that is stolen should be reported to the [Victorian Police](#) and depending upon the equipment, an insurance claim for compensation shall be lodged.

10.8.5 Website

Councillors will be provided with a page on Council's website, the content of which may include a photograph, contact details, ward map, personal statements, hobbies and interests, Councillor assignments (areas of responsibility or appointments by Council to committees), academic qualifications and professional memberships.

This information will be limited during the election period leading up to a Council general election or by-election.³

Additional information may be included on the Councillor's webpage at the Councillor's request, subject to the content being approved for publication by the CEO.

11. HEALTH AND WELLBEING

In line with Council's commitment to promoting a healthy working environment, Councillors and their direct family members (partner / children) have access to Council's appointed confidential professional counselling service in relation to personal and Council related problems or concerns that may impact on their capacity to effectively undertake their role.

12. EXPENSE LIMITATIONS

Support or reimbursement will not be provided if the costs:

- a) relate to a cost or expense which should reasonably be borne by another entity, or for which another entity is reasonably liable; or
- b) relate to expenses of a personal nature.

The Policy presumes councillors are residents in the municipality, and any additional costs or expenses attributable to a councillor's residence being elsewhere are considered inappropriate for reimbursement in the absence of a prior Council resolution to the contrary.

13. ADMINISTRATIVE SUPPORT

The CEO shall provide an appropriate level of administrative support for the Mayor and Councillors.

Administrative support may include, but not be limited to, responding to invitations, media releases, maintaining the mayoral diary and constituent/community contact activities, booking meeting rooms, organising meetings and refreshments (if requested). Assistance is always available in respect to access and use of any equipment including IT systems.

The level of administrative support shall be determined by the CEO.

14. NON ALLOWABLE EXPENSES

Council will not reimburse expenditure in relation to:

- a) alcohol;
- b) snacks;
- c) any costs associated with accommodation that are outside room and breakfast (e.g. mini bar, laundry, tips and gratuities);
- d) airline club fees;
- e) excess baggage claims;
- f) toiletries;

³ In the case of single member wards

- g) lost items;
- h) hair stylist or barber;
- i) tourism related costs (e.g.: day trips, excursions, activities, hire of bikes or boats etc.);
- j) reading materials (including newspapers, magazines, books etc.);
- k) traffic, parking or speeding fines;
- l) travel costs not associated with the conference or event;
- m) in-flight or in-house movies or entertainment costs;
- n) personal gifts, goods, services or souvenirs purchased; or
- o) costs incurred for family or other persons travelling with Councillors (including meals, travel, incidentals etc.).

15. MEMBERSHIPS

Council is a member of various peak body groups which provide opportunity for professional development and individual membership by Councillors is encouraged where no corporate membership exists.

Council reimbursement of membership to specialist industry groups/forums/institutes/associations by Councillors may be considered where a clear and direct benefit is demonstrated to the benefit of the Council and the Community, and only where the membership fee is consistent with other industry bodies.

16. CONFERENCES AND SEMINARS

An annual budget will be provided for the mayor and Councillors to attend seminars, conferences and training:

\$7,125 per annum for the Mayor

\$5,705 per annum per Councillor

for relevant professional development. Any amount unspent will not carry over to a subsequent year.

16.1 APPROVAL

Attendance at conference or seminar is available by:

- a) an expense approval by the Chief Governance Officer or their delegate;
- b) the Councillor attending as a delegate; and
- c) a Council resolution.

Generally, a maximum of **four** Councillors should attend the same event for any interstate or overseas conference, workshop or seminar with the learnings and session handouts being shared amongst colleagues. Form two of the Expenses Policy needs to be completed.

16.2 ACCOMMODATION

Where Councillors attend a conference, seminar etc. which is interstate, at a Victorian regional centre that is held over more than one day, accommodation will be provided on conference nights. For example, should a conference, event or function commence on a Friday afternoon and finish on Sunday at 12 noon, accommodation will be provided for the Friday and Saturday nights only.

Accommodation will be provided the night prior to the commencement of the conference providing the conference commences prior to 12 noon. Where the conference, event or function commences after 12 noon it is expected that Councillors will travel on the morning of the intended conference, event or function.

This requirement will however be assessed according to the distance required to be travelled by the Councillor giving consideration to issues of fatigue and the health, safety and wellbeing of the Councillor to travel extended distances.

The majority of meals will be covered in the conference or event fee. Other meals not included in the conference fee are to be at the cost of Councillors.

Any additional costs incurred as a result of extended stays, the attendance of partners and/or children and the cost of non-essential room extras such as mini bar or in-house movies shall be borne by Councillors.

Councillors may choose to upgrade their accommodation at their own expense.

17. TRAVEL

17.1 INTERNATIONAL

International travel must be the subject of a prior Council resolution.

17.2 INTERSTATE

Interstate travel must be the subject of a prior Council resolution except:

- a) where the matter is approved by the Chief Governance Officer after consultation with the Mayor;
- b) The matter is urgent and imperative to Council business; and
- c) there is no opportunity to refer the matter to a Council meeting.

17.3 AIR TRAVEL

Air travel within Australia shall be economy class flights sourcing the best available options. When selecting flights, consideration should be made to adjusting schedules to take advantage of cheaper alternatives. Staff will attempt to source the best price and conditions when booking flights.

When travelling overseas, business class travel is permitted subject to the best available fare option being sourced. Council staff shall make arrangements for any overseas travel.

17.4 MAYORAL VEHICLE

The Mayor will have access to a fully maintained vehicle (including servicing, fuel and insurance). The make and model of the vehicle will be in accordance with Council policy or at the discretion of the CEO and in consultation with the Mayor.

The vehicle will be available for use by the Mayor in the discharge of their duties and for reasonable private use during the Mayoral term.

It is expected that the cleanliness of the vehicle will be maintained at all times by the Mayor. Cleaning of the vehicle is the responsibility of the Mayor and reasonable costs for a car wash and the cleaning of the interior may be claimed for reimbursement.

The mayoral vehicle will be traded in accordance with Council's normal vehicle replacement policy.

17.5 OTHER TRAVEL EXPENSES

The cost associated with the use of a Councillor's private vehicle, when in the course of conducting Council business, other than Council business meetings, will be reimbursed at the standard Australian Taxation Office rate.

When in the course of conducting Council business, other than Council business meetings taxis or rideshare schemes should only be used where they are the most efficient means of transport available. Tax Invoices are required in all cases where a reimbursement by Council is required.

When in the course of conducting Council business, other than Council business meetings and where appropriate, public transport should be used if cheaper than taxi or hire car, subject to business needs being met effectively. In all cases, tickets or tax invoices must be kept for reimbursement purposes.

18. BOOKING ARRANGEMENTS

All booking arrangements for conferences, travel etc. will be made by Council staff and suitable time must be provided for the arrangements to be made.

19. SPOUSES, PARTNERS AND CARERS

Attendance at any seminar, conference or civic function by a Councillor's spouse, partner or carer shall be at the expense of the Councillor except where:

- a) prior approval has been given by Council or the CEO;
- b) the attendance is considered to be necessary to conduct the business or representational needs of Council; and
- c) provision exists in the relevant budget.

Where Council or the CEO has approved such attendance, Councillors are entitled to have paid by Council, or reimbursed, their spouse's, partner's or carer's:

- a) registration fees (for a civic function, but not a seminar or conference);
- b) reasonable costs for meals and refreshments; and
- c) attendance at a conference dinner within Victoria.

Additional costs incurred for the attendance of a spouse, partner or carer will be at the expense of the Councillor.

Councillors are entitled to have paid by Council, or reimbursed, the reasonable costs and expenses of their spouse, partner or carer attending:

- a) Council functions;
- b) functions held by other Victorian municipalities or local government peak bodies; and
- c) where there is an expectation of attendance by a spouse, partner or carer.

20. LEGAL FEES

Other than by a specific Council resolution, or in accordance with a Council policy, any legal expenses incurred by a councillor initiating an action are the responsibility of the Councillor.

Where the Councillor is the defendant or respondent in an action brought against them in their role as Councillor by a third party, Councils appropriate insurance policy will respond (subject to terms and conditions) and cover such costs. Council will cover any insurance excess (known as a deductible) in these circumstances.

21. REIMBURSEMENT OF CLAIMS

21.1 SUBMISSION OF CLAIMS

Claims should be submitted using the Councillor Expenses Reimbursement Claim Form (Form One attached), accompanied by original receipts/tax invoices for any expenses claimed which clearly identify the name of the payee and ABN where applicable. Form one to be signed by Chief Governance Officer or delegate.

If receipts cannot be produced, Councillors will be required to provide a statutory declaration.

Claims must include sufficient detail to demonstrate that the expense for which reimbursement is claimed is valid and a reasonable out-of-pocket expense incurred while performing the duties as Councillor and meet the Australian Taxation Office standard for proof of payment.

21.2 TIMEFRAME FOR CLAIMS

Claims must be submitted in a timely manner to ensure transparency and accountability.

Claims for reimbursement for the September, December and March quarters must be submitted by the close of business of the following month.

Claims for reimbursement of expenses in the June quarter must be submitted within 14 working days of the end of the financial year.

Claims for reimbursement of expenses incurred in a particular financial year cannot be accepted once the accounts for that year have been closed.

Reimbursements will be paid by electronic funds transfer within 21 days of a compliant claim form being submitted.

22. INSURANCE AND INDEMNITY

22.1 INSURANCES

Councillors and members of committees established by the Council (where relevant – see *Table 1*) are covered by a range of Council's insurance policies including:

- a) public liability;
- b) Councillors' and Officers' liability;
- c) personal accident (accompanying spouses, partners and carers are also covered);
- d) corporate travel; and
- e) workers' compensation, as section 46 of the LGA 2020 refers to Councillors as "*deemed workers*" pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013*⁴.

The Council will pay the insurance policy excess in respect of any claim made arising from Council business where any claim is accepted by Council's insurers, whether defended or not.

22.2 INDEMNITY

Section 43 of the LGA provides that

"A Council must indemnify and keep indemnified each Councillor, member of a delegated committee and member of a Community Asset Committee against all actions or claims

⁴ See clause 15 of Schedule 1 to the *Workplace Injury and Compensation Act 2013*.

whether arising during or after their term of office in respect of anything necessarily done or reasonably done or omitted to be done in good faith”.

Council will also indemnify members of other committees established by the Council other than the independent members of the Audit and Risk Committee.

23. REPORTING

The expenses paid or reimbursed will be reported:

- a) by inclusion of the details on the Council website each quarter;
- b) to the Audit and Risk Committee – a requirement of section 40(2) of the LGA 2020; and
- c) in a public register of overseas and interstate travel (other than interstate travel by land for less than three days) – a requirement of the *Local Government (General) Regulations 2015* or successor Regulations.

24. APPLICATION TO COMMITTEES

The clauses of this Policy which relate to committees are shown in *Table 1*.

Clause	Topic	Application	
		Committees (as defined)	Audit & Risk Committee
1	Introduction	Yes	Yes
2	Authorising Provision	Yes	Yes
3	Commencement Date	Yes	Yes
4	Access to this Policy	Yes	Yes
5 (a)	Purpose	Yes	Yes
6 (c)	Objectives	Yes	Yes
6 (e) (i)	Objectives	No	Yes
7.1 (c)	General	Yes	Yes
9.2	Reimbursement of Expenses	Yes	Yes
9.3	Council Expenses Policy	Yes	Yes
10.1	Annual Budgetary Provision	Yes	Yes
12	Expenses Limitations	Yes	Yes
14	Non Allowable Expenses	Yes	Yes
21.1	Reimbursement of Claims	Yes	Yes
21.2	Timeframe for Claims	Yes	Yes
22.1 (a) & (d)	Insurances	Yes	Yes
22.2	Indemnity	Yes	No
23 (b)	Reporting	No	Yes

Table 1

25. POLICY REVIEW

This Policy will be reviewed within six months of every general election or earlier where an operational or legislative issue exists or by resolution of the Council.

26. POLICY AMENDMENTS

Amendments to the Policy may be made by the Chief Governance Officer to reflect legislative or organisational changes. The CEO must notify the Councillors of any such amendments.

APPENDICES

APPENDIX 1 –COUNCIL POLICIES AND OTHER DOCUMENTS

This Policy has been developed having regard to Council policies relating to:

- gifts and hospitality;
- election period;
- information technology; and
- social media.

Documents:

- Councillor Code of Conduct

APPENDIX 2 –DEFINITIONS

In this Policy, the following terms have the meaning indicated:

- **committee** means a delegated committee, community asset committee, the Audit and Risk Committee and any other committee established by the Council;
- **Community Asset Committee** means a Community Asset Committee established under section 65 of the LGA 2020;
- **Councillor Code of Conduct** means the Councillor Code of Conduct developed by under section 139 of the LGA 2020;
- **delegated committee** means a delegated committee established under section 63 of the LGA 2020; and
- **election period** means the period that starts at the time that nominations close on nomination day and ends at 6:00 pm on election day.

APPENDIX 3– RELEVANT LEGISLATION

This Policy has been developed having regard to the:

- *Carers Recognition Act 2012*;
- *Charter of Human Rights and Responsibilities Act 2006*;
- *Gender Equality Act 2020*;
- *Local Government Act 1989*;
- *Local Government Act 2020*;
- *Privacy and Data Protection Act 2014*;
- *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019*;
- *Workplace Injury Rehabilitation and Compensation Act 2013*; and
- Relevant Regulations.

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DATE	UPDATE DETAILS	REVIEWED	QA CHECK	APPROVED
1 February 2021	Within four months of general election 24 October 2020	David Taylor		

Form One – Councillor Expense Reimbursement Claim Form

Councillor		Cr
Ward		
Month		
Account number (office use only)		
		Amount \$
Non vehicle expenses - explanation of the expense (receipts must be attached)		
Date	Event	Business reason
Total		
If the expense relates to use of a vehicle:		
Vehicle type		
PMU		
Registration number		
Journey details:		
Date		
From/to		
Reason for travel		
Time		
Distance (kilometres)		

Councillor's signature

Date

Signature of Chief Governance Officer or delegate

Date

Processed by Governance & Integrity - date	
Processed by Accounts Payable - date	

Form Two - Training/Professional Development Notification Form

Councillor	
Ward	
Month	
Account number (office use only)	
Training/Professional Development Title	
Estimated Cost to Council	\$
<i>Registration Fee</i>	
<i>Travel Costs</i>	
<i>Accommodation</i>	
<i>Other</i>	
Total	
Budget available – office use only	
Outline of Conference:	
Will conference be accompanied by any private travel/accommodation etc? – if Yes – please provide brief details	
Will spouse/partner be accompanying Councillor?	
Dates of any Council meeting which will be missed	
Demonstrated Benefit to Council by attendance	

Councillor's signature

Date

Signature of Chief Governance Officer or Delegate

Date

Processed by Governance & Integrity - date	
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