

Council Meeting 14 November 2022 Attachments

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Council Meeting - Minutes (Unscheduled or Special Meeting)

Held on Monday 24 October 2022

Council Chamber, Malvern Town Hall

Corner Glenferrie Road & High Street, Malvern

Council Meeting Minutes Monday 24 October 2022 Order of Business

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Council Meeting 24 October 2022 (Unscheduled or Special Meeting) - Minutes

The meeting commenced at 6:30pm

Councillors Present:

Cr Jami Klisaris, Mayor
Cr Melina Sehr, Deputy Mayor
Cr Nicki Batagol
Cr Kate Hely
Cr Matthew Koce (electronic means)
Cr Polly Morgan
Cr Mike Scott

Apologies:

Cr Marcia Griffin
Cr Alexander Lew (Leave of Absence)

Council Officers Present:

Jacqui Weatherill	Chief Executive Officer
Annaliese Battista	Director Planning & Place
Cath Harrod	Director Community & Wellbeing
Rick Kwasek	Director Environment & Infrastructure
Marilyn Kearney	Acting Director Organisation Capability
Jane Wright	Acting Manager Communications & Engagement
David Thompson	Executive Manager Legal & Governance
Julia Gallace	Chief Financial Officer
Judy Hogan	Civic Support Officer
Phil Gul	Acting Manager Statutory Planning
Daniela Mazzone	Acting Chief Customer & Transformation Officer
Mathew Burke	Manager Corporate Strategy & Performance
Georgie Birch	Manager Economic & Place Development

1 Reading of the Statement of Reconciliation

The Mayor, Cr Jami Klisaris read the following Statement of Reconciliation:

We acknowledge we are meeting on the Traditional Lands of the Wurundjeri Woi Wurrung and Bunurong peoples of the East Kulin Nations and pay our respect to their Elders past, present and emerging.

We extend that respect to all Aboriginal and Torres Strait Islander peoples. We acknowledge their living connection to Country, relationship with the land and all living things extending back tens of thousands of years.

2 Reading of the Statement of Commitment

The Mayor, Cr Jami Klisaris read the following Statement of Commitment:

We are reminded that as Councillors we are bound by our Oath of Office to undertake the duties of Councillor in the best interests of the people of the City of Stonnington and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in us under the Local Government Act and any other relevant Act.

3 Introduction of Councillors & Executive Staff

The Chair introduced the Councillors and the Chief Executive Officer introduced the Council Officers present.

4 Apologies

The Mayor, Cr Jami Klisaris informed the meeting that apologies had been received from Cr Alexander Lew who had previously been granted a leave of absence from the Council meeting and Cr Marica Griffin.

Electronic Means of Attendance

In accordance with the Governance Rules, the Chief Executive Officer made it known Cr Matthew Koce had requested to join the meeting by electronic means of communication.

PROCEDURAL; MOTION:

MOVED: Cr Melina Sehr

SECONDED: Cr Polly Morgan

That the Council resolve to approve the request by Cr Matthew Koce to attend the Council meeting by electronic means.

Carried

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Councillor Matthew Koce joined the Council meeting by electronic means of communication at 6:32pm.

5 Disclosure of Conflicts of Interest

Cr Mike Scott declared a general conflict of interest in Item 6.1 Notice of Rescission 06/2022 (Service Review).

Cr Mike Scott stated the general conflict of interest was *“I am employee of Uniting Vic Tas who pays the Special Rate which is received by Chapel Street Precinct Association. I was also promoted by Chapel Street Precinct Association in their Soul of Chapel promotion. I also attended the Chapel Street Precinct Association Annual General Meeting as Uniting Vic Tas representative”*.

Cr Mike Scott left the Council Chamber at 6:34pm.

6 Confidential Business

Procedural Motion - Closure of Council Meeting to the Public

The Mayor, Cr Jami Klisaris called for a procedural motion to close the Council meeting to the public.

The procedural motion lapsed for want of a mover and seconder.

6.1 Notice of Rescission No 06/2022 (Service Review)

Notice of Motion 06/2022 - Councillors Alexander Lew, Kate Hely and Marcia Griffin

MOTION:

MOVED: Cr Kate Hely

SECONDED: Cr Nicki Batagol

That the following motion carried at the Council Meeting on 26 September 2022, viz:

That the Council:

1. ***NOTES the Service Review report prepared by Deloitte and the Financial and Governance Audit reports prepared by Grant Thornton Consulting.***
2. ***ENDS the Special Rate Scheme (SRS) at the end of the current term, being 30 June 2023, for the following reasons:***
 - ***The SRS has been in place for 30 years since 1992 and is no longer considered best practice for Councils.***

- **The cost impost to Special Ratepayers of \$1.8 million annually, of which an average 30% is expended on Precinct Associations' administrative overheads, does not represent a cost-effective delivery model for economic development and precinct marketing.**
 - **The imposition of a compulsory levy after a period of prolonged economic hardship for the 3717 business that pay the Special Rate as a result of the COVID-19 pandemic is an unjustifiable cost impost.**
 - **The inherent inequities of the SRS being paid by only 3717 of the approximately 18,000 businesses registered in City of Stonnington**
 - **The Service Review conducted by Deloitte and the Financial and Governance Audits conducted by Grant Thornton Consulting into the financial management, governance, member engagement and efficacy of the five Precinct Associations identified serious concerns relating to:**
 - a. **Deficiencies in management of conflicts of interest.**
 - b. **Deficiencies in appropriate standards of governance for expending ratepayer funds.**
 - c. **A lack of transparency, including withholding information from Council that is required to assess the efficacy of Precinct Associations' activity.**
 - d. **The ongoing refusal by some Precinct Associations to adhere to the terms of the Management Agreements with Council.**
 - e. **An inability to demonstrate value for money to non-members of Precinct Associations, who are required to pay the rate irrespective of any benefit to them.**
 - f. **An inability to equitably promote categories of businesses other than retail and hospitality, leading to many categories of businesses that pay the Special Rate not being able to derive value from it.**
3. **DESIGNATES that from 27 September 2022, the following information will no longer be confidential for the purposes of providing it to the five Precinct Associations:**
- **Individualised Grant Thornton Financial and Governance Audit report, and**
 - **Individualised Deloitte survey findings.**
4. **NOTES that Council Officers will commence consulting with the City of Stonnington's 18,000 businesses to establish a more contemporary, cost effective and transparent program for supporting all businesses within the City.**
5. **ENCOURAGES the five Precinct Associations to review their operations and pursue the more sustainable, 'user pays' funding model of voluntary membership subscriptions.**
6. **WRITES to the five Precinct Associations after they have received their individual Grant Thornton Financial and Governance Audit report, and the individualised Deloitte survey findings, seeking written consent to publicly release these documents.**

Be Rescinded.

Council Meeting 24 October 2022 (Unscheduled or Special Meeting) - Minutes

Procedural Motion - Extension of Speaking Time

PROCEDURAL MOTION:

MOVED: Cr Nicki Batagol

SECONDED: Cr Polly Morgan

That Cr Kate Hely be granted an extension of time of one minute to speak to the motion.

Carried

Procedural Motion - Extension of Speaking Time

PROCEDURAL MOTION:

MOVED: Cr Polly Morgan

SECONDED: Cr Kate Hely

That Cr Nicki Batagol be granted an extension of time of one minute to speak to the motion.

Carried

Procedural Motion - Extension of Speaking Time

PROCEDURAL MOTION:

MOVED: Cr Melina Sehr

SECONDED: Cr Kate Hely

That Cr Polly Morgan be granted an extension of time of one minute to speak to the motion.

Carried

Procedural Motion - Extension of Speaking Time

PROCEDURAL MOTION:

MOVED: Cr Polly Morgan

SECONDED: Cr Kate Hely

That the Mayor, Cr Jami Klisaris be granted an extension of time of one minute to speak to the motion.

Carried

The motion was put and Lost

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DIVISION

Cr Polly Morgan called for a division.

Voting For the motion: Cr Kate Hely and Cr Nicki Batagol

Voting Against the motion: Cr Jami Klisaris, Cr Melina Sehr, Cr Matthew Koce and Cr Polly Morgan

The Mayor, Cr Jami Klisaris declared the motion **Lost**

The Council meeting concluded at 7:05pm.

Confirmed on 14 November 2022.

.....
CR JAMI KLISARIS, MAYOR

City of Stonnington

City of Stonnington



economic profile

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City of Stonnington

Businesses by industry

The Professional, Scientific and Technical Services industry had the largest number of total registered businesses in City of Stonnington, comprising 20.1% of all total registered businesses, compared to 13.3% in Victoria.

Registered business by industry shows how many businesses there are the City of Stonnington within each industry sector using the Australian Bureau of Statistics (ABS) Business Register which itself is derived from the GST register held by the Australian Tax Office (ATO). Businesses are included if they are registered with the ATO, with an ABN used within the previous two financial years. Businesses are split up between employing and non-employing businesses. Non-employing businesses may include sole traders and registered ABNs which are part of larger enterprises.

The distribution of businesses may reflect the industry structure of the area, or may differ significantly. For instance, the largest industry in an area may consist of one very large business, with a large number of employees, while a sector with a lower value added could have a lot of small and micro businesses.

The number of businesses in the City of Stonnington should be viewed in conjunction with Employment by industry (Total) and Value added datasets to see the relative size of industries, and with Employment locations data to see where business employment occurs within the area.

Data source

Australian Bureau of Statistics – Business register – originally sourced from ATO data

Registered businesses by industry							
City of Stonnington - total registered businesses	2021			2020			change
Industry	Number	% Victoria	% Victoria	Number	% Victoria	% Victoria	2020 to 2021
Agriculture, Forestry and Fishing	234	1.3	5.9	228	1.3	5.9	+6
Mining	53	0.3	0.1	35	0.2	0.1	+18
Manufacturing	311	1.7	3.6	280	1.6	3.6	+31
Electricity, Gas, Water and Waste Services	43	0.2	0.4	28	0.2	0.4	+15
Construction	1,462	8.0	17.4	1,469	8.3	17.4	-7
Wholesale Trade	605	3.3	3.7	571	3.2	3.7	+34
Retail Trade	1,185	6.5	6.3	1,090	6.2	6.3	+95
Accommodation and Food Services	926	5.1	4.6	839	4.8	4.6	+87
Transport, Postal and Warehousing	384	2.1	8.8	435	2.5	8.8	-51
Information Media and Telecommunications	307	1.7	1.1	299	1.7	1.1	+8
Financial and Insurance Services	1,591	8.8	4.9	1,556	8.8	4.9	+35
Rental, Hiring and Real Estate Services	3,404	18.7	10.9	3,331	18.9	10.9	+73
Professional, Scientific and Technical Services	3,645	20.1	13.3	3,590	20.4	13.3	+55
Administrative and Support Services	756	4.2	4.6	750	4.3	4.6	+6
Public Administration and Safety	18	0.1	0.3	20	0.1	0.3	-2
Education and Training	279	1.5	1.5	274	1.6	1.5	+5
Health Care and Social Assistance	1,936	10.7	6.4	1,858	10.5	6.4	+78
Arts and Recreation Services	352	1.9	1.5	338	1.9	1.5	+14

Source: Australian Bureau of Statistics, Counts of Australian Businesses, including Entries and Exits, 2016 to 2021 Note: Non-employed businesses includes sole proprietors where the proprietor does not receive a wage or salary separate to the business income. (informed decisions)

Please refer to specific data notes for more information

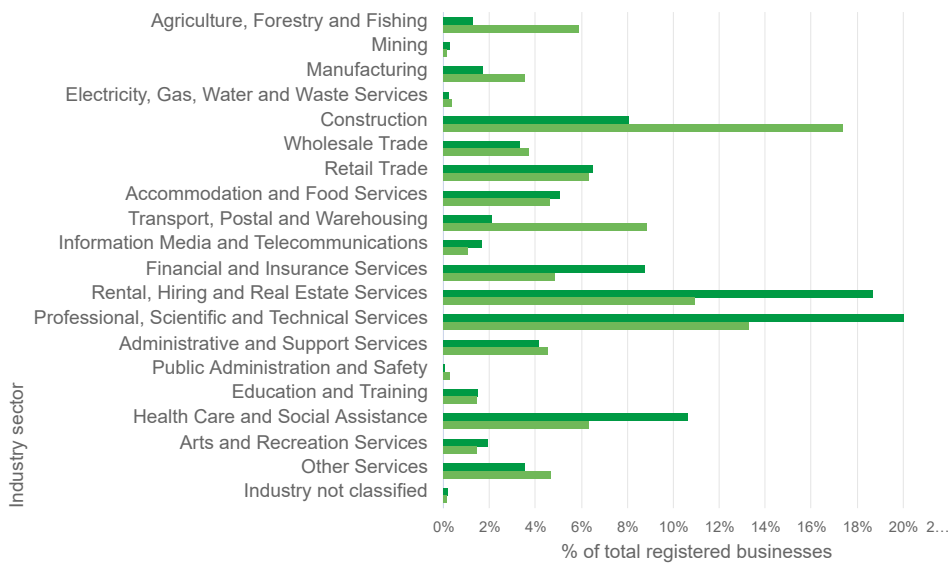
Registered businesses by industry							
City of Stonnington - total registered businesses	2021			2020			change
Industry	Number	% Victoria	% Victoria	Number	% Victoria	% Victoria	2020 to 2021
Other Services	651	3.6	4.7	612	3.5	4.7	+39
Industry not classified	34	0.2	0.1	35	0.2	0.1	-1
Total business	18,176	100.0	100.0	17,638	100.0	100.0	+538

Source: Australian Bureau of Statistics, Counts of Australian Businesses, including Entries and Exits, 2016 to 2021 Note: Non-employed businesses includes sole proprietors where the proprietor does not receive a wage or salary separate to the business income. .id (informed decisions)
Please refer to specific data notes for more information

Registered businesses by industry 2021

Total registered businesses

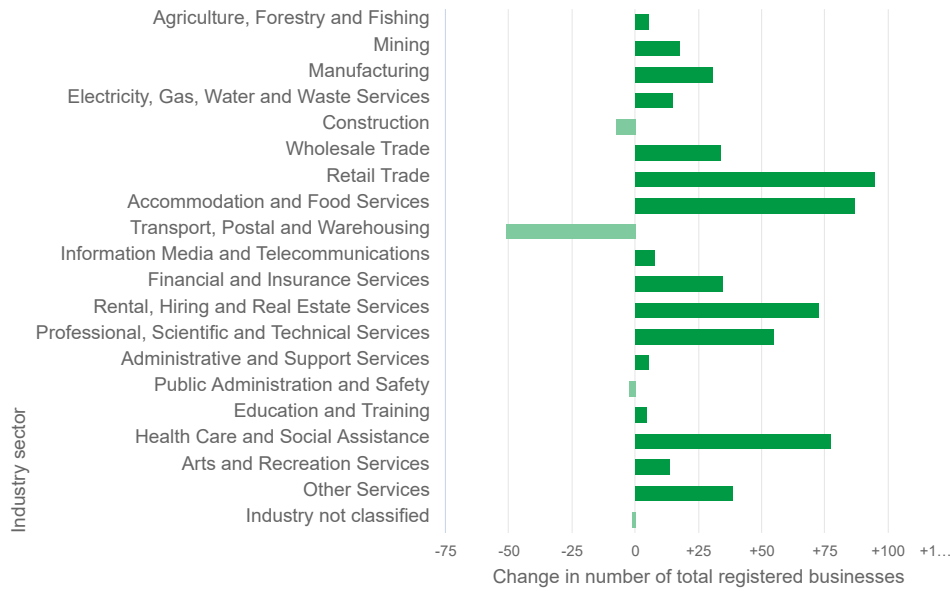
■ City of Stonnington ■ Victoria



Australian Bureau of Statistics, Counts of Australian Businesses, including Entries and Exits, 2016 to 2021



Change in registered businesses by industry, 2020 to 2021
 City of Stonnington - Total registered businesses



Australian Bureau of Statistics, Counts of Australian Businesses, including Entries and Exits, 2016 to 2021





Key Findings

Focused interviews were conducted to source and explore insights from key stakeholders and industry leaders to support the analysis of broader economic opportunities in Stonnington.

The main themes that emerged from the interviews are:

- the need to **build strong networks to leverage and promote the local offer**
- understanding the changing demands of the urban built form extending from **new ways of working, living and visiting**
- a tangible **desire to reconnect** post lockdown
- businesses would like to partner more with Council to **access quicker, more innovative and flexible permitting processes**
- a greater **connection with the various cohorts** in municipality to support creative and innovative businesses
- perceived **lack of identity** to attract anchor businesses, and
- the need to **promote Stonnington as a place to work and live for workers in key sectors.**

Industry Engagement

Health Sector



- Diversity or (multi-service) is important to gain scale advantages and capture the community
- Opportunities to link medical activity centres with retail high streets by encouraging developments in proximity to existing anchor health industries
- Opportunities for relationship building across businesses in the sector, and
- Stonnington health providers have healthy regional and rural catchments that could drive visitation

Professional Service and Business Sector



- Slow internet at home is a motivation for workers and small business to seek shared working spaces
- Demand for quality flexible co-working space is high
- Workers (the youth in particular) are back in the office because they want to socialize, learn, and be inspired, and
- Databases of what is available locally to empower people with information to explore, visit and spend locally

Retail Sector



- Retail will become more reliant on the experience offer
- People are embracing a sense of discovery and local offer
- Melburnians embrace the outdoor lifestyle when the weather permits
- Higher density around activity centres to reduce car dependency, and
- Local expenditure is acknowledged as a positive

Leisure/ Hospitality Sector



- Acknowledge that daytime needs are different from night-time, infrastructure and offerings need to be flexible
- Customers are cautious about where they spend their money. Businesses need to respond with a personal approach and a unique offering is a key point of difference.
- More direct connections with Melbourne's CBD and neighbouring tourism areas need to be created to motivate visitors to visit and stay, and
- More activation on the street and of vacant tenancies is required to combat amenity concerns

Education & Knowledge Sector



- International student disruption has had severe current effects on student intakes and skilled labour supply
- City of Stonnington should look to advocate for stronger ring transport corridors to link neighbouring suburbs
- Circular economy initiatives to boost opportunities in waste management and recycling, and
- Improved business networks to make sure everyone is pulling in the same direction

Manufacturing & Creative Sector



- More flexibility is required to attract operations including allowing combinations of uses and extending permits
- Finding long-term leases is a challenge for businesses seeking tenancy security
- Public art levy for developments over a certain financial value should be considered
- Design specifications for creative businesses are different than other businesses and often require bespoke spaces
- Shared working spaces and opportunities to co-locate is very important



“Work with developers that are in for the long haul nor just in it for a quick sell.”

“People want to live where they like to visit.”

“Complacency of landlords having vacant tenancies is one of the biggest issues.”

“Diversity and individuality of businesses will make people stay longer.”

“Stonnington geography has lots of potential and opportunities to create a place to work, live and learn in Stonnington, public transport in particular is a strong benefit to attract students.”

Next steps for Business Support at Stonnington

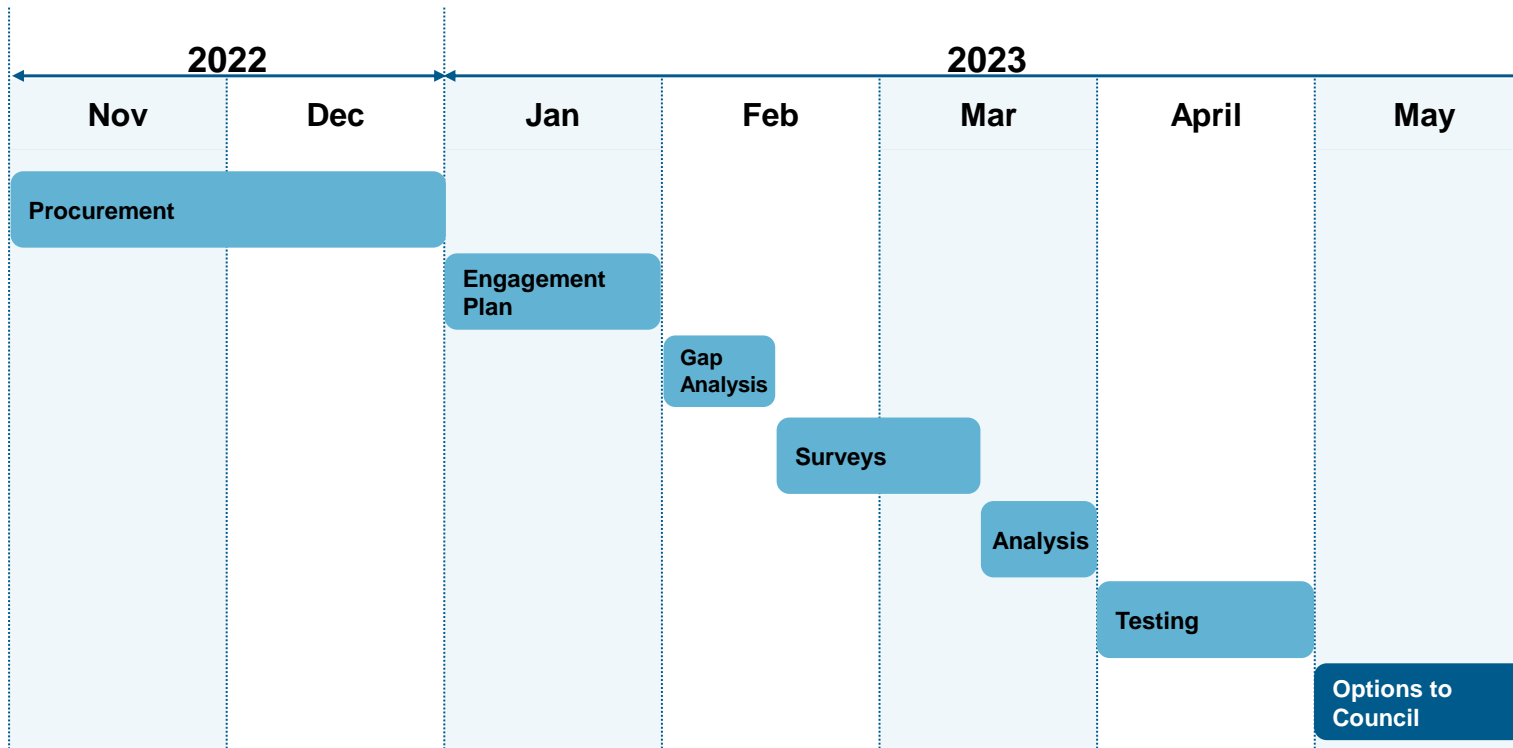
Key Tasks

Task	Deliverable	Timeframe	Responsibility
Procurement	Independent consultant engaged and contracted	3 – 6 weeks	Officers
Planning	Engagement plan finalised	2 weeks	Officers
	Gap analysis	2 weeks	Officers and Consultant
Engagement commences	Quantitative surveys	4 weeks	Consultant
Analysis	Theme identification	2 weeks	Officers and Consultant
Draft recommendations	Qualitative theme testing	4 weeks	Consultant
Final recommendations	Approach to business support options for Council consideration	4 weeks	Council



Next steps for Business Support at Stonnington

Key Timelines





Transport Advisory Committee Terms of Reference

Transport Advisory Committee Terms of Reference

CITY OF STONNINGTON TRANSPORT ADVISORY COMMITTEE TERMS OF REFERENCE

Policy Owner

Environment and Infrastructure - Transport & Parking

TRIM folder

TBC

Approval date

TBC

Approved by

Council

Review date

2026

Version history

Transport Advisory Committee Terms of Reference

Adopted by Council on *TBC*

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1 Purpose of the Committee

The purpose of the Transport Advisory Committee is to make the most of the knowledge, experience, expertise, and skills of people who work, live and study in Stonnington to provide Council with advice to support the implementation of Council's Integrated Transport Plan 2020-25 and subordinate documents:

The Committee would -

- Support officers with their advice to Council
- Contribute practical advice to engage the community on issues
- Facilitate stakeholder engagement
- Support quality decision making
- Identify, articulate and respond appropriately to priority, new and emerging issues
- Provide feedback on the delivery of Council's strategies under the Stonnington Community Plan

The Committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.

2 Background

The Transport Advisory Committee is convened to make the most of the knowledge, experience, expertise, and skills of people who work, live and study in Stonnington to provide Council with advice to support the implementation of Council's Integrated Transport Plan 2020-25 and subordinate documents. Relevant matters covers all modes of transport within Stonnington, however a key focus will be those directly managed by Council including walking, cycling, parking and local road management.

The aims/objectives of the Committee are to:

- Contribute to the development and implementation of relevant Strategies and Action Plans, as appropriate;
- Provide feedback and input into transport initiatives, including programs and infrastructure planning and development; and
- Provide information on general issues pertaining to the achievement of transport objectives within the City of Stonnington.

3 Composition

The Advisory Committee shall comprise:

- A maximum of two Stonnington Councillors
- Two Council officers, including:
 - Coordinator Transport Planning
 - Transport Planner
- 6-10 community representatives

Additional Council staff from across the organization will be involved in the Committee as required to ensure a whole-of-organisation approach.

The Committee will be convened for a term of two years.

Members are welcome to reapply at the end of their term.

Committee members may resign at any time. Notice of resignation is to be provided in writing to Council staff representatives.

Members of the Committee may be deemed to have resigned if they attend less than 75 percent of meetings in a twelve-month period.

3.1 Role and selection of Councillor/s

The role of Councillors is to participate in the meetings, listen to stakeholder and community views (as relevant).

Council will appoint by resolution Councillor representation annually.

Unless otherwise appointed to the Advisory Committee by Council, the Mayor is, by virtue of the Office, an ex officio member of the committee. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance.

Councillors who have not been appointed to the Advisory Committee by Council, may attend in an observer role only. The Councillor cannot actively participate in any discussion and may only speak if called upon by the Chair to speak.

3.2 Role and selection of Council officer/s

Environment and Infrastructure will be responsible for this Advisory Committee.

Council Officers will provide administrative support and advice to the Committee: Officers will be nominated by the Director Environment and Infrastructure as required to provide advice and administrative support to the Committee.

Where a meeting of the Advisory Committee is considered an 'informal meeting of councillors' under Council's Governance Rules, the relevant Director is responsible for ensuring a Council officer submits the relevant form to Council's Legal and Governance Department as soon as practicable, so a record of the meeting can be included in the upcoming Council agenda.

3.3 Role and selection of external members

Eligible external community representatives will have an interest in and good working knowledge of:

- transport-related issues affecting all transport modes including walking, cycling, micromobility, public transport and shared and private vehicle use
- the relationship between integrated transport and land-use planning
- the link between transport planning and urban design.

Eligible external community representatives will live, work and/or study in Stonnington and have work, personal or volunteer experience across a range of transport areas.

The approach and method for appointing external representatives will include the following:

- Council must resolve external representation is required on the Advisory Committee
- An advertisement may be placed in a newspaper, on Council's internet site and through local networks
- Applicants must make application via an expression of interest process

- Community members will be selected by a panel comprising of the Director Environment & Infrastructure and two other Council Officers who will assess applicants against selection criteria outlined in the expression of interest process as well as diversity principles.
- The proposed Committee members will be recommended to Council via a report, with Council to make the final determination.
- Members will be appointed for an initial 12-month term with an option to extend for an additional 12 months. From that point onwards, membership will be for a period of two years.
- All members will be eligible to re-apply for appointment, however continuous membership for longer than four years will not be considered.
- Council will be responsible for appointing all Councillor and community members; and
- Casual vacancies which occur due to external members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the Chief Executive Officer or relevant Director, who will have the authority to appoint the recommended candidate to the committee for the remainder of the previous incumbent's term.

External community representatives unable to attend a committee meeting are not able to nominate a proxy.

4 Meetings

4.1 Meeting schedule

Meetings will be held on a quarterly basis and an annual schedule of meetings will be agreed upon at the first meeting of the Advisory Committee in each year.

Additional meetings may be scheduled from time to time as needed.

4.2 Meeting procedure

Meetings will follow standard meeting procedure protocols, which are in summary:

- Commence on time and conclude by the stated completion time
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member
- Encourage fair and reasonable discussion, participation and respect for each other's views
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

As this is an Advisory Committee, voting on issues is not required. Any recommendations will generally be developed through consensus. Where a matter cannot be agreed the differing opinions should be clearly expressed in the notes of the meeting.

4.3 Role and selection of the Chairpersons

Chair responsibilities are to be shared between a Stonnington Councillor and a community representative in a co-share arrangement. The co-chair positions are to be agreed to by all members and will be for a term of 12 months. The co-chair positions shall be reviewed annually, immediately following Councillor appointments to committees.

Election of Co-Chairs

- The Council officer responsible for the Advisory Committee must facilitate the election of the Co-Chairs
- At the first meeting of the Advisory Committee, the Council officer will invite nominations for the Co-Chairs
- Voting must be carried out by show of hands

Voting Process

- If there is only one (1) nomination, the nominee must be declared to be duly elected
- If there is more than one (1) nomination, those present at the meeting must vote for one of the candidates
- In the event of a candidate receiving an absolute majority of the votes, that candidate is declared to have been elected
- In the event that no candidate receives an absolute majority of the votes, the candidate with the fewest number of votes must be declared to be a defeated candidate. Those present at the meeting must then vote for one of the remaining candidates
- If one of the remaining candidates receives an absolute majority of the votes, he or she is duly elected. If none of the remaining candidates receives an absolute majority of the votes, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates must be repeated until one (1) of the candidates receives an absolute majority of the votes. That candidate must then be declared to have been duly elected
- In the event of two (2) or more candidates having an equality of votes and one of them having to be declared:
 - a defeated candidate; and
 - duly elected;the declaration will be determined by lot.
- If a lot is conducted, the Council Officer will have the conduct of the lot and the following provisions will apply:
 - each candidate will draw one (1) lot
 - the order of drawing lots will be determined by the alphabetical order of the surnames of the candidates who received an equal number of votes except that if two (2) or more such candidates surnames are identical, the order will be determined by the alphabetical order of the candidates first names; and
 - as many identical pieces of paper as there are candidates who received an equal number of votes must be placed in a receptacle
 - If the lot is being conducted to determine who is a defeated candidate, the word "Defeated" shall be written on one of the pieces of paper, and the candidate who draws the paper with the word "Defeated" written on it must be declared the defeated candidate (in which event a further vote must be taken on the remaining candidates unless there is only one candidate remaining, in which case that candidate will be declared to have been duly elected)
- After the election of the Chairperson is determined, the Chairperson must take the Chair and preside over the remainder of the meeting.

If the Chairperson is not present at a meeting, any other person who has been appointed to the Advisory Committee shall be appointed Chairperson.

4.4 Public attendance at meetings

The Advisory Committee is not required to give public notice of its meetings and its meetings are not open to the public.

The Committee may invite observers to meetings from time to time. This is at the discretion of the Chairperson.

Guests may also be invited to attend and participate at meetings, this would generally be for a specific purpose and/or specified period of time. This is at the discretion of the Co-Chairs.

4.5 Reports, agendas and notes

An agenda will be electronically circulated by officers to all Advisory Committee members not less than 48 hours prior to each meeting.

Notes of the meetings may be taken by a Council officer. If notes are taken the draft notes must be:

- submitted to the Chairperson for confirmation within 10 working days of the meeting;
- distributed to all Committee members following confirmation from the Co-Chairs; and
- submitted to the next meeting of the Committee for information.

The notes must:

- contain details of the proceedings and recommendations made
- be clearly expressed
- be self-explanatory
- incorporate relevant reports or a summary of the relevant reports considered by the committee; and
- be provided to Committee members as soon as practicable after the meeting.

The notes will be endorsed by the Advisory Committee at the subsequent meeting.

Agendas and notes from meetings are not required to be made available to the public, unless required by law or Council's Public Transparency Policy.

4.6 Budget and resources

The Advisory Committee has no budgetary allocation from Council (this includes budget for the payment of fees for external members or presenters).

Any budgetary allocation is at the absolute discretion of the relevant Director who is responsible for the Advisory Committee.

5 Conflicts of Interest

In performing the role of Advisory Committee member, a person must:

- Act with integrity
- Impartially exercise his or her responsibilities in the interests of the local community
- Not improperly seek to confer an advantage or disadvantage on any person
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons
- Commit to regular attendance at meetings; and

Transport Advisory Committee Terms of Reference

- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information

Councillors and Council officers are required to disclose conflicts of interest in accordance with Part 6, Division 2 of the *Local Government Act 2020* (Vic) and Chapter 5 of the Governance Rules.

Where an external community member has a conflict of interest or perceived conflict of interest in relation to a matter before the committee, the community member must disclose the matter to the group before the matter is considered or discussed. The external community member must then leave the meeting until the matter is dealt with. Disclosure must include the nature of the interest and be recorded in the meeting notes.

6 Compliance with Council's policies, plans and strategies

Committee members must abide by Council's policies, plans and strategies when conducting themselves in relation any functions of the Advisory Committee.

6.1 Media enquiries

Contact with the Media by Committee members will be conducted in accordance with the Media Policy.

External members should defer any media enquiries to the Manager Communications and Engagement.

7 Review and evaluation

The Terms of Reference of the Committee will be reviewed 24 months after the inception of the Committee to ensure it is operating effectively.

8 Council contact

Position Title	Contact number	Contact email
Coordinator Transport Planning	8290 1446	npires@stonnington.vic.gov.au



STRATEGIC RISK REGISTER

As of 30 June 2022

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Overview of eleven strategic risks.

1. Inadequate Council systems and technology in terms of quality relevance, efficiency or reliability.
2. Non-compliance with all of Council's obligations regarding relevant legislation, regulations, standards, or codes.
3. Insufficient staff with appropriate qualifications, skill or experience to meet Council's objectives
4. Assets and equipment to meet Councils strategic objectives are inadequate in terms of management, quantity, efficiency, effectiveness or relevance.
5. Environmental management is insufficient to the requirements of legislation or community expectations.
6. Inadequate planning and preparation for climate change impacts
7. Inadequate communication or engagement with the community or relevant stakeholders.
8. Inadequate budgeting and financial management to achieve Council's strategy.
9. Organisational governance and reporting or capability is insufficient to provide the transparency and assurance for meeting the increasing community expectations.
10. Planning capability and processes are inadequate to meet community expectations and facilitate growth.
11. Failure to adequately identify or secure economic development opportunities.

	Rare	Unlikely	Possible	Likely	Almost Certain
Catastrophic			① ④	④	①
Major		⑨ ⑧	⑨ ② ⑤ ⑥	② ⑤ ⑥ ⑧	
Moderate		③ ⑩ ⑦	⑩ ③ ⑦		
Minor			⑪		
Insignificant					

Strategic Risk Summary & Status

Ref	Strategic Risk	Owner	Inherent Risk Rating		Inherent Risk Rating	Current Risk Rating		Current Risk Rating	Target Risk Rating	Control Effectiveness	Treatment Plan req?
			Con.	Like.		Con.	Like.				
1	Inadequate Council systems and technology in terms of quality relevance, efficiency or reliability.	Chief Customer & Transformation Officer	Catastrophic	Almost Certain	Extreme (25)	Catastrophic	Possible	High (20)	Med	Partially Effective	Yes
2	Non-compliance with all of Council's obligations regarding relevant legislation, regulations, standards, or codes.	Executive Manager, Legal & Governance	Major	Likely	High (21)	Major	Possible	High (17)	Med	Mostly Effective	Yes
3	Insufficient staff with appropriate qualifications, skill or experience to meet Council's objectives.	Director Organisational Capability	Major	Possible	High (17)	Moderate	Unlikely	Med (8)	Med	Fully Effective	No
4	Assets and equipment to meet Councils strategic objectives are inadequate in terms of management, quantity, efficiency, effectiveness or relevance.	Director Environment & Infrastructure	Catastrophic	Likely	Extreme (23)	Catastrophic	Possible	High (20)	Med	Mostly Effective	Yes
5	Environmental management is insufficient to the requirements of legislation or community expectations.	Director Planning & Place	Major	Likely	High (21)	Major	Possible	High (17)	Med	Partially Effective	Yes

Ref	Strategic Risk	Owner	Inherent Risk Rating		Inherent Risk Rating	Current Risk Rating		Current Risk Rating	Target Risk Rating	Control Effectiveness	Treatment Plan req?
			Con.	Like.		Con.	Like.				
6	Inadequate planning and preparation for climate change impacts.	Director Environment & Infrastructure	Major	Likely	High (21)	Major	Possible	High (17)	Med	Partially Effective	Yes
7	Inadequate communication or engagement with the community or relevant stakeholders.	Director Organisational Capability	Moderate	Possible	Med (13)	Moderate	Unlikely	Med (8)	Med	Mostly Effective	No
8	Inadequate budgeting and financial management to achieve Council's strategy.	Chief Financial Officer	Major	Likely	High (21)	Major	Unlikely	Med (12)	Med	Mostly Effective	No
9	Organisational governance and reporting or capability is insufficient to provide the transparency and assurance for meeting the increasing community expectations.	Executive Manager, Legal & Governance	Major	Possible	High (17)	Major	Unlikely	Med (12)	Med	Mostly Effective	No
10	Planning capability and processes are inadequate to meet community expectations and facilitate growth.	Director Planning & Place	Major	Possible	High (17)	Moderate	Unlikely	Med (8)	Low	Mostly Effective	Yes
11	Failure to adequately identify or secure economic development opportunities.	Director Environment & Infrastructure	Moderate	Possible	Med (13)	Moderate	Unlikely	Med (8)	Low	Mostly Effective	Yes

#1: Inadequate Council systems and technology in terms of quality relevance, efficiency, or reliability.

Council will not fund, employ, or embed the appropriate systems and/or technology in the execution of its strategy

Ref #	Strategic Risk	Primary Risk by Type	Owner	Likelihood	Consequence	Current Risk Rating	Control Effectiveness	Comments
2948	Inadequate Council systems and technology in terms of quality relevance, efficiency, or reliability.	Reputation	Chief Customer & Transformation Officer	Catastrophic	Possible	High	Partially Effective	
Risk Cause		Possible impact of risk		Controls			Control Effectiveness	
<ol style="list-style-type: none"> Lack of skilled and experienced staff to procure and/or run and maintain equipment Inadequate identification of current and/or future needs Inadequate budget for systems and technology Over reliance on old systems Inadequate procurement processes Inadequate governance of technology asset lifecycle Reliance on skilled staff across Council (Strategic Risk One) 		<ol style="list-style-type: none"> Adverse reputation issues Potential adverse financial issues Low staff morale Failure to meet objectives 		<ol style="list-style-type: none"> Periodic review and comparison of system needs versus current systems Appropriate staff capacity and capability to deal with Council's systems and technology requirements Specific operational budget allocations for system procurement, maintenance, and security Funded Transformation program in place 			<ol style="list-style-type: none"> Mostly Effective Partially Effective Partially Effective Partially Effective 	

#2: Non-compliance with all of Council’s obligations regarding relevant legislation, regulations, standards, or codes.

Council does not or cannot meet its obligations regarding relevant legislation, regulations, standards, or codes, including the championing of democratic principles and processes in the pursuit of its Strategic Objectives.

Ref #	Strategic Risk	Primary Risk by Type	Owner	Likelihood	Consequence	Current Risk Rating	Control Effectiveness	Comments
2950	Non-compliance with all of Council’s obligations regarding relevant legislation, regulations, standards, or codes.	Reputation	Executive Manager, Legal & Governance	Major	Possible	High	Mostly Effective	
Risk Cause		Possible impact of risk		Controls			Control Effectiveness	
<ol style="list-style-type: none"> Lack of appropriately qualified, skilled, or experienced staff Inadequate data on what obligations are due and when Poor organisational culture Inadequate resources and systems Lack of understanding of the scope and scale of compliance requirements 		<ol style="list-style-type: none"> Potential adverse reputation issues with community, regulators, stakeholders and/or government Potential adverse financial issues from normal revenue sources Increased attention from oversight agencies/regulators Potential for fines Failure to achieve statutory compliance 		<ol style="list-style-type: none"> Appropriate staff capacity and capability to deal with all of Council's compliance obligations Audit & Risk Committee function Internal Audit Program Relationship management processes with oversight/regulatory bodies Adequate budget allocation to facilitate all compliance obligations 			<ol style="list-style-type: none"> Mostly Effective Mostly Effective Mostly Effective Partially Effective Mostly Effective 	

#3: Insufficient staff with appropriate qualifications, skill, or experience to meet Council’s objectives.

Council may not meet its strategic objectives because the people (including staff, contractors, advisors) engaged to achieve these objectives do not meet the requirements for their roles in terms of quantity, capability, skills, or experience.

Ref #	Strategic Risk	Primary Risk by Type	Owner	Likelihood	Consequence	Current Risk Rating	Control Effectiveness	Comments
2946	Insufficient staff with appropriate qualifications, skill or experience to meet Council’s objectives.	Reputation	Director Organisational Capability	Moderate	Unlikely	Medium	Fully Effective	
Risk Cause		Possible impact of risk		Controls			Control Effectiveness	
1. Poor job design	1. Poor service delivery to the community	1. Workforce Plan	1. Fully Effective					
2. Challenging recruitment and/or attraction environment	2. Damage to Council's reputation as an employer of choice	2. Recruitment Policy and Processes, including internal movements and secondments	2. Fully Effective					
3. Lack of understanding of strategic direction and role requirements	3. Damage to Council's reputation as an employer of choice	3. Business Continuity Management processes, including BC Planning, Testing and Training	3. Mostly Effective					
4. Inadequate staff retention policies and procedures	4. Loss of staff in difficult to replace role	4. Staff Performance Management processes	4. Mostly Effective					
5. Constrained budget for staffing	5. Increased costs to provide services and/or lost revenue	5. Staff Development Planning Process	5. Fully Effective					
6. Misalignment with organisational culture	6. Lack of continuous improvement/innovation in service delivery	6. Capability Framework	6. Fully Effective					
	7. Disengaged workforce or low staff satisfaction	7. Regular staff surveys with appropriate actions	7. Fully Effective					

#4: Assets and equipment to meet Councils strategic objectives are inadequate in terms of management, quantity, efficiency, effectiveness, or relevance.

Council does not procure, manage, or maintain an appropriate level of equipment and assets to achieve its objectives in terms of quantity, relevance, efficiency or effectiveness.

Ref #	Strategic Risk	Primary Risk by Type	Owner	Likelihood	Consequence	Current Risk Rating	Control Effectiveness	Comments
2953	Assets and equipment to meet Councils strategic objectives are inadequate in terms of management, quantity, efficiency, effectiveness, or relevance.	Reputation	Director Environment & Infrastructure	Catastrophic	Possible	High	Mostly Effective	
Risk Cause		Possible impact of risk		Controls			Control Effectiveness	
1. Lack of appropriately qualified, skilled or experienced staff	1. Unmet community expectations	1. Appropriate staff capacity and capability to ensure that Council assets and equipment are adequate to requirements	1. Partially Effective					
2. Inadequate understanding of Council's assets and equipment	2. Higher cost to Council for asset maintenance and/or renewal	2. Periodic review of asset condition and audit of asset capacity versus service requirements	2. Partially Effective					
3. Reactive asset management attitude	3. Poor asset performance and potential failure	3. Asset inspection and maintenance program	3. Mostly Effective					
4. Inadequate resources and systems	4. Potential non-compliance with legislation, regulations, standards, or codes	4. Asset procurement and disposal protocols	4. Mostly Effective					
5. Inadequate proactive maintenance schedules	5. Council becomes liable for damages and/or injury	5. Plant & equipment inspection and maintenance program	5. Mostly Effective					
6. Inadequate budget for asset management and renewal		6. Plant & Equipment procurement and disposal program	6. Mostly Effective					
7. Poorly maintained and managed asset registers - (out of date etc)		7. Adequate systems and technology for asset and equipment management	7. Partially Effective					
8. Insufficient asset auditing		8. Strategic Asset management Program	8. Partially Effective					

#5: Environmental management is insufficient to the requirements of legislation or community expectations.

Council does not understand or acknowledge potential impacts of environmental events and/or does not adequately manage the Stonnington natural environment.

Ref #	Strategic Risk	Primary Risk by Type	Owner	Likelihood	Consequence	Current Risk Rating	Control Effectiveness	Comments
2962	Environmental management is insufficient to the requirements of legislation or community expectations.	Reputation	Director Environment & Infrastructure	Major	Possible	High	Partially Effective	
	Risk Cause	Possible impact of risk	Controls			Control Effectiveness		
	<ol style="list-style-type: none"> Lack of appropriately qualified, skilled, or experienced staff Inadequate understanding of Council's environmental footprint Insufficient understanding of potential environmental impacts associated with Council operations and geography Inadequate resources, records, or systems Inadequate identification of high-risk sites, data collection or reporting 	<ol style="list-style-type: none"> Potential adverse reputation issues with community, regulators, stakeholders and/or government Increased financial liability and budget impact Potential adverse impacts on the environment from Council activity Potential non-compliance with legislation, regulations, standards, or codes Potential for fines Increased legal liability 	<ol style="list-style-type: none"> Appropriate staff capacity and capability to ensure that Council can manage environmental obligations Understanding of legislation and policy Budget allocation for addressing environmental obligations Regular internal and external communications from Council Leadership that emphasise Council's position on environmental matters Periodic review and assessment of Council's environmental 'footprint' OHS Policy and procedures 			<ol style="list-style-type: none"> Partially Effective Partially Effective Partially Effective Mostly Effective Partially Effective Mostly Effective 		

#6: Inadequate planning and preparation for climate change impacts.

Council does not adequately plan and prepare for the potential impacts of climate change.

Ref #	Strategic Risk	Primary Risk by Type	Owner	Likelihood	Consequence	Current Risk Rating	Control Effectiveness	Comments
2963	Inadequate planning and preparation for climate change impacts.	Reputation	Director Environment & Infrastructure	Major	Possible	High	Partially Effective	
Risk Cause		Possible impact of risk		Controls			Control Effectiveness	
<ol style="list-style-type: none"> Inadequate knowledge and understanding of climate change and its potential impacts on Council and the community Inadequate short-term climate impact modelling for strategic plans Inadequate budget for asset upgrades to accommodate future climate and weather Insufficient staff capacity and/or capability Inadequate data collection and reporting Inadequate long-term planning focus for climate response i.e. vulnerability assessments etc. 		<ol style="list-style-type: none"> Potential adverse reputation issues with community, regulators, stakeholders and/or government Potential loss of future revenue Increase in costs for asset maintenance and /or renewal Increased liability or insurance premiums Decrease in insurability Increase risk of damage to persons or property 		<ol style="list-style-type: none"> Climate emergency action plan Understanding of legislation and current climate science Appropriate staff capacity and capability Budget allocation for addressing climate change Regular internal and external communications from Council Leadership that emphasise Council's position on climate change matters Member of EAGA Eastern Alliance for Greenhouse Action 			<ol style="list-style-type: none"> Fully Effective Mostly Effective Partially Effective Partially Effective Partially Effective Fully Effective 	

#7: Inadequate communication or engagement with the community or relevant stakeholders.

Council will not adequately communicate or engage with the Stonnington Community, relevant stakeholders, or its own internal people, in the execution of its strategy and making decisions in the best interests of the community

Ref #	Strategic Risk	Primary Risk by Type	Owner	Likelihood	Consequence	Current Risk Rating	Control Effectiveness	Comments																		
2947	Inadequate communication or engagement with the community or relevant stakeholders	Reputation	Director Organisational Capability	Moderate	Unlikely	Medium	Mostly Effective																			
Risk Cause		Possible impact of risk		Controls		Control Effectiveness																				
1. Not complying with Council's resolutions and Council's policies (i.e. community engagement and media policy)	2. Difficulty in engaging hard to reach community demographics	3. Improper use of media and customer channels	4. Reactive issue management	5. Disengaged workforce	6. Lack of community engagement confidence and skills	1. Poor decision-making and service delivery	2. Low Council reputation	3. Low staff morale	4. Council is not aware of community expectations and/or needs	5. Increase in community complaints	6. Adverse health and wellbeing outcomes for the Stonnington Community	7. Reputational impact resulting in potential implications with State and Federal Governments	1. Complaints handling policy	2. Digital and customer transformation program	3. Community Engagement and Media policies	4. Targeted and diverse communications and customer channels	5. Community feedback reports to Council - to understand feedback and support decision-making	6. Customer Insights Program	7. Capability Framework	1. Mostly Effective	2. Partially Effective	3. Mostly Effective	4. Mostly Effective	5. Fully Effective	6. Mostly Effective	7. Fully Effective

#8: Inadequate budgeting and financial management to achieve Council's strategy.

Council's processes for developing and setting budgets and/or its ongoing management of financial activities is inadequate for Council to achieve its Strategy.

Ref #	Strategic Risk	Primary Risk by Type	Owner	Likelihood	Consequence	Current Risk Rating	Control Effectiveness	Comments
2949	Inadequate budgeting and financial management to achieve Council's strategy.	Reputation	Chief Finance Officer	Major	Unlikely	Medium	Mostly Effective	
	Risk Cause	Possible impact of risk		Controls			Control Effectiveness	
	<ol style="list-style-type: none"> Inadequate rates collection processes Inability to identify and realise alternative revenue streams Budget assumption setting process is inadequate Lack of appropriately skilled or experienced staff Inadequate resources provided for financial management Insecure financial management system Inadequate long-term financial planning monitoring controls 	<ol style="list-style-type: none"> Compromised outcomes on Council Plan objectives Adverse reputational issues Restrained resourcing environment Increased turnover of staff Potential adverse financial trade-offs Compromised decision-making ability 		<ol style="list-style-type: none"> Dedicated budget development process Appropriate staff capacity and capability to deal with Council's budget development Appropriate staff capacity and capability to deal with Council's ongoing financial management Appropriate systems for collecting, measuring, and reporting on Council's financial management Adequate system security protocols Appropriate governance protocols for financial management Revenue collection systems and processes 			<ol style="list-style-type: none"> Fully Effective Fully Effective Mostly Effective Mostly Effective Mostly Effective Fully Effective Mostly Effective 	

#9: Organisational governance and reporting or capability is insufficient to provide the transparency and assurance for meeting the increasing community expectations.

Council does not set up or embed governance structure and/or reporting channels to adequately meet good governance requirements, community expectations or Government obligations.

Ref #	Strategic Risk	Primary Risk by Type	Owner	Likelihood	Consequence	Current Risk Rating	Control Effectiveness	Comments
2952	Organisational governance and reporting or capability is insufficient to provide the transparency and assurance for meeting the increasing community expectations.	Reputation	Executive Manager, Legal & Governance	Major	Unlikely	Medium	Mostly Effective	
Risk Cause		Possible impact of risk		Controls			Control Effectiveness	
<ol style="list-style-type: none"> Lack of appropriately qualified, skilled or experienced staff Inadequate understanding of reporting requirements Poor organisational culture Inadequate resources and systems Inadequate community engagement/consultation or communication Inadequate liaison/collaboration with other Government entities 		<ol style="list-style-type: none"> Potential adverse reputation issues with community, regulators, stakeholders and/or government Potential adverse financial issues from normal revenue sources Increased attention from oversight agencies/regulators Potential non-compliance with legislation, regulations, standards, or codes Potential for fines 		<ol style="list-style-type: none"> Policy structure that emphasises better organisational governance processes Reporting protocols that focus on accuracy of report contents Appropriate staff capacity and capability to engender and manage organisational governance and reporting requirements Regular internal communications from Council Leadership that emphasise the characteristics of good governance - discipline, transparency, independence, accountability, responsibility, fairness and social responsibility. 			<ol style="list-style-type: none"> Mostly Effective Partially Effective Partially Effective Mostly Effective 	

#10: Planning capability and processes are inadequate to meet community expectations and facilitate growth.

There is a risk that Council does not adequately set strategies and objectives or incorporate plans that meet the overall needs of the Stonnington Community, including its health and wellbeing.

Ref #	Strategic Risk	Primary Risk by Type	Owner	Likelihood	Consequence	Current Risk Rating	Control Effectiveness	Comments
2951	Planning capability and processes are inadequate to meet community expectations and facilitate growth.	Reputation	Director Planning & Place	Moderate	Unlikely	Medium	Mostly Effective	
Risk Cause		Possible impact of risk		Controls			Control Effectiveness	
<ol style="list-style-type: none"> Lack of appropriately qualified, skilled, or experienced staff Inadequate data to contribute to planning Poor organisational culture Inadequate resources and systems Inadequate community consultation or communication Inadequate liaison with other Government entities Alignment of funding capacity with Council Plan objectives 		<ol style="list-style-type: none"> Potential adverse reputation issues with community, regulators, stakeholders and/or government Potential adverse financial issues from normal revenue sources Increased attention from regulators Potential non-compliance with legislation, regulations, standards or codes Potential for fines Adverse health and wellbeing outcomes for the Stonnington Community 		<ol style="list-style-type: none"> Appropriate staff capacity and capability to deal with all of Council's planning requirements Community feedback protocols, including phone numbers, emails, and social media, with response KPIs Periodic review of Community sectors and their needs - 'Community Health Check' Internal communication protocols to ensure planning integration Adequate budget allocations to facilitate planning processes and outputs Adequate strategic planning framework and system that incorporate consideration of Risk Appetite, Community Needs and Council Capability to deliver 			<ol style="list-style-type: none"> Mostly Effective Fully Effective Mostly Effective Fully Effective Mostly Effective Fully Effective 	

#11: Failure to adequately identify or secure economic development opportunities.

Council does not seek, recognise, or acknowledge economic opportunities and therefore fails to pursue them for the betterment of the Council and the Stonnington Community.

Ref #	Strategic Risk	Primary Risk by Type	Owner	Likelihood	Consequence	Current Risk Rating	Control Effectiveness	Comments
2964	Failure to adequately identify or secure economic development opportunities.	Reputation	Director Planning & Place	Moderate	Unlikely	Medium	Mostly Effective	
Risk Cause		Possible impact of risk		Controls			Control Effectiveness	
<ol style="list-style-type: none"> Lack of appropriately qualified/skilled staff Inadequate understanding of the potential for economic development opportunities Poor organisational culture Inadequate resources and systems Inadequate data collection and reporting 		<ol style="list-style-type: none"> Potential adverse reputation issues with community, regulators, stakeholders and/or government Potential loss of future revenue 		<ol style="list-style-type: none"> Appropriate staff capacity and capability to ensure that Council can readily identify, assess and pursue economic opportunities Community feedback protocols, including phone numbers, emails, and social media, with response KPIs Periodic review of Community sectors and their needs - 'Community Health Check' Adequate assessment protocols for economic development Governance procedures for assessing economic development opportunities Budget allocation for pursuing economic development opportunities 			<ol style="list-style-type: none"> Mostly Effective Fully Effective Fully Effective Mostly Effective Partially Effective Partially Effective 	

INTERNAL AUDIT REPORT

CITY OF STONNINGTON

Review of Councillor Expenses

April 2022



hlb.com.au

TOGETHER WE MAKE IT HAPPEN



Detailed Findings

Description of Finding	Observation	Impact and Recommended Action	Management Response
<p>1. The Councillor Expense policy can be enhanced further</p>	<p>Risk Rating: Medium</p> <p>Standard/Criteria:</p> <p>The Councillor Expense Policy should be periodically reviewed to address processes that are no longer in practice or procedures that are in practice but not formally documented.</p> <p>Up-to-date and adequate procedures are a crucial organisational tool, which sets the tone required from management and provides guidance in day-to-day transactions and activities for Councillors. Additionally, adequate, and up-to-date procedures allows for consistency across the Council.</p> <p>Finally, section 16.1 of the Councillor Expense Policy requires that attendance of a conference or seminars is supported by completion of the "Form two" the training/professional development notification form.</p> <p>Audit Finding:</p> <p>Our review noted that:</p> <ul style="list-style-type: none"> • The Councillor Expense Policy did not capture the following information: <ul style="list-style-type: none"> ○ Security equipment and related expenses that Councillors incur. There is no procedure in the Councillor Expense Policy for Councillors obtaining reimbursement approval for obtaining security equipment. Management identified that this was a one-off situation due to an ongoing dispute with a resident. It was identified that this situation may be covered by updating the policy to provide guidance on the process to approve expenses outside of the Councillor Expense Policy scope (see Recommended Action 1). ○ Equipment such as keyboards and webcams that would be required to be bought due to COVID-19 related issues. There is also no procedure in the Councillor Expense Policy for 	<p>Impact:</p> <ul style="list-style-type: none"> • Councillor Expense procedures being individually driven instead of process driven; • Inconsistent processes being followed with respect to the management of Councillor Expenses; and • Confusion among staff and Councillors regarding expenses that do not follow the regular procedures. <p>Recommended Action:</p> <p>We recommend that the Council's management should:</p> <ol style="list-style-type: none"> 1. Review and update the Councillor Expense Policy to specifically identify the process to approve expenses which are outside the scope of the policy. This could be through CEO approval as identified through management discussions or an alternative process. 2. Review and update the Councillor Expense Policy to address the payment 	<p>Management Action:</p> <p>Recommendation 1:</p> <p>[Management Agrees]</p> <p>The Policy is scheduled to be reviewed by November 2022</p> <p>Responsibility:</p> <p>Tony McIlroy Manager Councillor & Civic Support]</p> <p>Timeframe:</p> <p>31 December 2022</p> <p>Recommendation 2:</p> <p>[Management Agrees]</p> <p>The Policy is scheduled to be reviewed by November 2022</p> <p>Responsibility:</p> <p>Tony McIlroy Manager Councillor & Civic Support</p> <p>Timeframe:</p> <p>31 December 2022</p> <p>Recommendation 3:</p> <p>[Management Agrees]</p> <p>The requirement for the training and development form to be completed will be reinforced.</p>



Description of Finding	Observation	Impact and Recommended Action	Management Response																				
	<p>Councillors obtaining reimbursement approval for obtaining IT equipment. Requirements for IT equipment has become a common issue given the adjusted working conditions of the COVID-19 pandemic and therefore should be included in the Policy.</p> <ul style="list-style-type: none"> o Reference to the use of Payment Requisition forms. The Councillor Expense Policy does not include a template of the requisition form or details of the approval process surrounding the Payment Requisition form. o The approval method for expenses that are outside of the Councillor Expense Policy's scope. Management has noted that the CEO needs to approve expenses that are not listed in the Councillor Expense Policy however, the policy does not mention this practice. <ul style="list-style-type: none"> • Based on our sample testing we have found, there were 3 instances where the Training and Professional Development Form was not completed by the Councillor when claiming a reimbursement of a conference expense as required. This form is specifically required to be completed as per the Councillor Expenses Policy however it appears that the process is not consistently completed. To be specific: 	<p>requisition process and provide the draft form as an annexure.</p> <ol style="list-style-type: none"> 3. Reinforce the requirement for or remove the training and development form within the Councillor Expense Policy. 4. Communicate the updated Councillor Expense Policy requirements to Councillors. 	<p>Responsibility: Tony McLroy Manager Councillor & Civic Support</p> <p>Timeframe: 31 December 2022</p> <p>Recommendation 4: [Management Agrees]</p> <p>The updated requirement of the Policy will be communicated to Councillors.</p> <p>Responsibility: Tony McLroy Manager Councillor & Civic Support</p> <p>Timeframe: 31 December 2022</p>																				
	<table border="1"> <thead> <tr> <th>No</th> <th>Cr Name</th> <th>Nature of Expense</th> <th>Invoice Date</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Cr K</td> <td>Mentoring and Advice to Cr K</td> <td>30-Jun-21</td> <td>\$900</td> </tr> <tr> <td>2.</td> <td>Cr N</td> <td>Executive Colloquium Training</td> <td>14-Jun-21</td> <td>\$5,004.55</td> </tr> <tr> <td>3.</td> <td>Cr P</td> <td>Online training meeting procedure, Municipal Association of</td> <td>2-Sep-21</td> <td>\$350</td> </tr> </tbody> </table>	No	Cr Name	Nature of Expense	Invoice Date	Amount	1.	Cr K	Mentoring and Advice to Cr K	30-Jun-21	\$900	2.	Cr N	Executive Colloquium Training	14-Jun-21	\$5,004.55	3.	Cr P	Online training meeting procedure, Municipal Association of	2-Sep-21	\$350		
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3.	Cr P	Online training meeting procedure, Municipal Association of	2-Sep-21	\$350																			



Description of Finding	Observation	Impact and Recommended Action	Management Response
<p>2. Discrepancies noted with respect to reporting of Councillor expenses on Council's website.</p>	<p>Victoria, September 2021</p> <p><i>Management advised that item 1 above was a direct payment by council. Refer to Finding 6 below regarding suggested changes to the Councillor Expense Policy on requirements for expenses paid directly by council.</i></p> <p>If this form is considered non-essential, Management may consider removing this form from the policy altogether to simplify the amount of documentation required and remove what is no longer being practiced.</p> <p>Risk Rating: Low</p> <p>Standard/Criteria:</p> <p>In relation to the reporting of Councillor Expenses, Section 6(e (i)) of the Councillor Expense Policy states that a report detailing the reimbursement of expenses for Councillors will be uploaded to the Council's website each month.</p> <p>While Section 23 of the Councillor Expense Policy requires that the expenses paid or reimbursed to Councillors will be uploaded to the Council's website each quarter.</p> <p>As such, there is inconsistency in the expenses reporting timelines between the different sections of the Councillor Expense Policy.</p> <p>Audit Finding:</p> <p>Our review noted that:</p> <p>Council does not upload monthly reports of Councillor reimbursements which is a practice that should be followed as per the Councillor Expense Policy Section 6. However, our discussion with management noted that Councillor Expense reports are uploaded quarterly onto their website which abides with Section 23 of the Policy.</p>	<p>Impact:</p> <ul style="list-style-type: none"> • Non-compliance with the Councillor Expense Policy; and • Lack of consistency and transparency of Councillor Expenses and it's reporting process. <p>Recommended Action:</p> <p>We recommend that the Council's management should:</p> <p>5. Update the Councillor Expenses Policy and reporting practices to ensure that reporting timelines are consistent throughout the document and ensure that these reporting timelines are met.</p>	<p>Management Action:</p> <p>Recommendation 5:</p> <p>[Management Agrees]</p> <p>There is inconsistency in the policy in relation to expenses for Councillors being uploaded to the Council's website. In future expenses paid or reimbursed will be uploaded each quarter</p> <p>Responsibility:</p> <p>Tony McIlroy Manager Councillor & Civic Support</p> <p>Timeframe:</p> <p>31 December 2022</p>



Description of Finding	Observation	Impact and Recommended Action	Management Response										
<p>3. Inconsistencies noted in Council's policies/practices when compared to VAGO recommendations</p>	<p>Risk Rating: Medium</p> <p>Standard/Criteria:</p> <p>The Victorian Auditor-General's Office had stipulated a range of recommendations within their Fraud and Corruption Control—Local Government Report of June 2019. These recommendations included (but not limited to): Reviewing and revising council policies regarding the reimbursement of meals, establishing a fraud/corruption incident register, and ensuring fraud and corruption training for Councillors in the last two years.</p> <p>Councillors must hold themselves to the highest standard of integrity as any perception of fraud or corruption may damage public trust and the existing culture of integrity.</p> <p>Additionally, section 16.2 of the Councillor Expense Policy establishes that <i>"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"</i>.</p> <p>Audit Finding:</p> <p>Our review noted that:</p> <ul style="list-style-type: none"> An instance where a meal fee was reimbursed for a Councillor as part of costs relating to the conferences. Please see the details below: <table border="1" data-bbox="622 1002 1272 1150"> <thead> <tr> <th>No</th> <th>Cr Name</th> <th>Nature of Expense</th> <th>Invoice Date</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Cr M</td> <td>Dinner for the ALGA</td> <td>22-Jun-21</td> <td>\$74.73</td> </tr> </tbody> </table> <p>Management had noted the conference costs that were approved for each delegate by the Council are as follows:</p> <ul style="list-style-type: none"> Registration Costs: \$1,099 Accommodation: \$1,000 	No	Cr Name	Nature of Expense	Invoice Date	Amount	1.	Cr M	Dinner for the ALGA	22-Jun-21	\$74.73	<p>Impact:</p> <ul style="list-style-type: none"> Inconsistent processes being followed with respect to meal reimbursements; Lack of oversight and transparency in relation to fraud and corruption; and Increase risk of fraud and corruption. <p>Recommended Action:</p> <p>We recommend that the Council's management should:</p> <ol style="list-style-type: none"> Reinforce meal reimbursement processes that are stipulated in the Councillor Expense Policy. Alternatively update the Councillor Expense Policy to account for meals outside of the Conference fees. Develop and implement mandatory fraud and corruption training for all Councillors at the end of the first and third year of their election period. Ensure the Fraud and Corruption Incident register is uploaded onto a shared file service such as SharePoint or 	<p>Management Action:</p> <p>Recommendation 6:</p> <p>[Management Agrees]</p> <p>The Policy will be updated to account for meals outside of conference fees. The Policy stipulation that meals will only be reimbursed if they are included within the conference fee is too restrictive and not always practical. In the case of the ALGA National Congress the Councillors who attended were late to register and reservations for the conference dinner had closed.</p> <p>Responsibility:</p> <p>Tony McIlroy Manager Councillor & Civic Support</p> <p>Timeframe:</p> <p>31 December 2022</p> <p>Recommendation 7:</p> <p>[Management Agrees]</p> <p>Arrangements will be made for a refresh of Councillor Induction fraud and corruption training in the third year of the election period.</p> <p>Responsibility:</p> <p>Tony McIlroy Manager Councillor & Civic Support</p>
No	Cr Name	Nature of Expense	Invoice Date	Amount									
1.	Cr M	Dinner for the ALGA	22-Jun-21	\$74.73									



Description of Finding

Observation

Impact and Recommended Action

Management Response

4. Time-related delays relating to Councillor Reimbursement Claim Forms.

Risk Rating: Low

Standard/Criteria:
 Section 21.2 of the Councillor Expense Policy stipulates that "*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.*"

Audit Finding:
 Our review noted that:

- 1 out of 11 instances of a delay in the submission of Councillor's Reimbursement Claim Forms. To be specific:

- Airfares: \$650

Based on the information provided, this meal expense could not be sighted in the ALGA event information or in the relevant Council meeting minutes.

As detailed within section 16.2 of the Councillor Expense Policy, meals will only be reimbursed if they are included within the conference fee. This reimbursement therefore does not align with the Councillor Expense Policy as the cost of the meal was separate to the conference fee.

- Management has noted that no fraud or corruption related training has been conducted for Councillors in the last two years.
- Furthermore, the Council noted that while the Fraud and Corruption incident register has been established and is currently in practice. The incident register currently cannot be accessed as the staff member who has the register on their device is on extended leave. This meant other staff members and the Council's IT team were not able access the register due to the device being turned off.

OneDrive. This allows relevant staff access to the register.

Impact:

- Delays in the submission of Councillor expense claims may lead to non-compliance with the Council policies and procedures.

Recommended Action:
 We recommend that the Council's management should:

- Reinforce the need for Councillors to submit their reimbursement claim forms in a timely manner that aligns

Timeframe:
 31 December 2022

Recommendation 8:
 [Management Agrees]

Arrangements will be made for the Fraud and Corruption Register to be unloaded onto a shared file service for the Executive Manager Legal & Governance to access the register.

Responsibility:
 Tony McIlroy Manager Councillor & Civic Support

Timeframe:
 31 December 2022

Management Action:
Recommendation 9:
 [Management Agrees]

The timelines for submission of claims for reimbursement of expenses will be reinforced with Councillors.

Responsibility:
 Tony McIlroy Manager Councillor & Civic Support

Timeframe:



Description of Finding		Observation				Impact and Recommended Action	Management Response
No	Cr Name	Expense Type	Date the expense was incurred	Date the Councillor submitted the expense	Delay (days)		
1.	Cr J	Broadband/Internet April 2021	4-May-21	26-Jul-21	6 Days	<p>with the Councillor Expense Policy.</p> <p>10. Update the Councillor Expense Policy to provide a clear process to approve expenses lodged outside the time period requirements (i.e., late reimbursement claims may only be approved via majority a vote at a council meeting).</p>	<p>31 December 2022</p> <p>Management Action:</p> <p>Recommendation 10:</p> <p>[Management Agrees]</p> <p>Late reimbursement claims will only be approved by a resolution of the Council</p> <p>Responsibility:</p> <p>Tony McIlroy Manager Councillor & Civic Support</p> <p>Timeframe:</p> <p>31 December 2022</p>
<p>5. Reimbursement claim, training/development and payment requisition forms can be enhanced.</p>		<p>Risk Rating: Medium</p> <p>Standard/Criteria:</p> <p>As required in section 21.1 of the Councillor Expense Policy, "claims should be submitted using the Councillor Expenses reimbursement form accompanied by original receipts/tax invoices for any expenses claimed which clearly identify the name of the payee and ABN where applicable."</p> <p>Council utilises the Payment Requisition Form to process payment/reimbursement of Councillor expenses. This internal document is prepared by the Civic Support Officer and authorised by the Executive Manager, Governance & Integrity. It is then received by the Finance Department for processing the payment to the Councillor.</p> <p>Audit Finding:</p> <p>Our review noted that:</p> <ul style="list-style-type: none"> Within the online reimbursement claim forms, Councillors are picking one expense type category and applying this one category to all 				<p>Impact:</p> <ul style="list-style-type: none"> Inconsistent practices and documentation used across the Council; and Lack of proper authorisation and approval for Councillor Expenses. <p>Recommended Action:</p> <p>We recommend that the Council's management should:</p> <p>11. Ensure that appropriate electronic Councillor reimbursement claim forms are completed correctly with relevant expense categories selected and processed by</p>	<p>Management Action:</p> <p>Recommendation 11:</p> <p>[Management Agrees]</p> <p>Council Staff will ensure that reimbursement claim forms are completed correctly with the proper expense categories selected</p> <p>Responsibility:</p> <p>Tony McIlroy Manager Councillor & Civic Support</p> <p>Timeframe:</p> <p>31 December 2022</p> <p>Recommendation 12:</p>



Description of Finding	Observation	Impact and Recommended Action	Management Response
	<p>expenses within the claim form regardless of if there are different types of expenses present. Additionally, we have observed various reimbursement claim forms where the "processed by Governance & Integrity" box has not been ticked and/or dated.</p> <ul style="list-style-type: none"> There appears to be a mixture of paper reimbursement claim forms and electronic versions. However, we acknowledge that due to COVID-19, electronic and online versions are now used on a consistent and appropriate basis. There also has been instances noted where dates are not accompanied with authorisation signature within the payment requisition form. Management has noted that this payment requisition form is used by the finance team to help process Councillor expenses and purchasing activities. We have noted occurrences of outdated reimbursement claim forms that were still used in practice which are not consistent with the requirements/format cited within the Councillor Expense Policy. 4 of 11 Councillor reimbursement claims forms had signatures for authorisation but, no name or position title was attached with the authorising signature. <p><i>Management advised that a new reimbursement claim form is currently being developed and they will consider the recommendations as part of this new form development.</i></p>	<p>Governance & Integrity" box is signed and dated.</p> <ol style="list-style-type: none"> Reinforce the need for payment requisition and reimbursement forms to be filled in completely by Councillors and Staff. Adopt a reimbursement claim form template to ensure consistency across the Council. Include a space for position title and/or name for proper verification within the Councillor signature and Staff Member signature section of the reimbursement claim form. 	<p>[Management Agrees]</p> <p>Reimbursement claim forms will not be processed unless properly completed</p> <p>Responsibility: Tony McIlroy Manager Councillor & Civic Support</p> <p>Timeframe: 31 December 2022</p> <p>Recommendation 13: [Management Agrees]</p> <p>To ensure consistency a new claim form template will be prepared by 30 June 2022</p> <p>Responsibility: Tony McIlroy Manager Councillor & Civic Support</p> <p>Timeframe: 31 December 2022</p> <p>Recommendation 14: [Management Agrees]</p> <p>The new template will provide for a space for position title and name for both the Councillor and staff member processing the claim.</p> <p>Responsibility:</p>



Description of Finding	Observation	Impact and Recommended Action	Management Response															
<p>6. Instances noted of non-compliance with the Councillor Expenses Policy.</p>	<p>Risk Rating: Low</p> <p>Standard/Criteria: According to Section 41(2a) of the <i>Local Government Act 2020</i>, "A policy adopted by a Council must – specify procedures to be followed in applying for reimbursement and in reimbursing expenses".</p> <p>As per Section 21.1 of the Councillor Expense Policy, "claims must include sufficient detail to demonstrate that the expense for which reimbursement is being claimed is a reasonable out-of-pocket expense incurred while performing the duties as Councillor".</p> <p>Audit Finding: Our review noted that:</p> <ul style="list-style-type: none"> There were four instances whereas the reimbursement form was not attached or provided for the reimbursement of the Councillor's expense. To be specific the instances are as follows: <table border="1" data-bbox="622 1013 1263 1297"> <thead> <tr> <th>No</th> <th>Cr Name</th> <th>Nature of Expense</th> <th>Invoice Date</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Cr K</td> <td>Mentoring and Advice to Cr K</td> <td>30-Jun-21</td> <td>\$900</td> </tr> <tr> <td>2.</td> <td>Cr S</td> <td>Logitech C922 Pro Stream Webcam</td> <td>23-Aug-21</td> <td>\$179</td> </tr> </tbody> </table>	No	Cr Name	Nature of Expense	Invoice Date	Amount	1.	Cr K	Mentoring and Advice to Cr K	30-Jun-21	\$900	2.	Cr S	Logitech C922 Pro Stream Webcam	23-Aug-21	\$179	<p>Impact: Failure to complete and submit a Councillor Expense Reimbursement Claim Forms when required may lead to:</p> <ul style="list-style-type: none"> Non-compliance with internal policies and protocols; and Inconsistencies with respect to processes being followed. <p>Recommended Action: We recommend that the Council's management should:</p> <p>15. Reinforce the need for Councillors to utilise the relevant expense claim forms when submitting expense reimbursement claims.</p> <p>16. Outline instances in the Councillor Expense Policy where using reimbursement forms are not required (i.e., expense has been directly paid for by the council).</p>	<p>Tony Mclroy Manager Councillor & Civic Support</p> <p>Timeframe: 31 December 2022</p> <p>Management Action: Recommendation 15: [Management Agrees] Use of the new format expense claim form only will be reinforced with Councillors</p> <p>Responsibility: Tony Mclroy Manager Councillor & Civic Support</p> <p>Timeframe: 31 December 2022</p> <p>Recommendation 16: [Management Agrees] The review of the policy will identify where a reimbursement form is not required when the Council has directly funded the expense</p> <p>Responsibility: Tony Mclroy Manager Councillor & Civic Support</p> <p>Timeframe:</p>
No	Cr Name	Nature of Expense	Invoice Date	Amount														
1.	Cr K	Mentoring and Advice to Cr K	30-Jun-21	\$900														
2.	Cr S	Logitech C922 Pro Stream Webcam	23-Aug-21	\$179														



**COUNCILLOR AND MEMBER OF A
DELEGATED COMMITTEE
EXPENSES POLICY**

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1. INTRODUCTION

Section 41 of the *Local Government Act 2020* (the [Act 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, the Council can reimburse the expenses of members of such committees:

- a) in accordance with this ~~Policy-Reimbursement of Expenses Policy (Policy)~~;
- 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 ~~date to be inserted~~ 17 August 2020 and replaces the previous policy adopted on ~~16 December 2019~~ 17 August 2020. This policy would be effective from ~~2 February 2021~~ Date to be inserted.

3. COMMENCEMENT DATE

This Policy is effective from ~~xxxx~~.

4. ACCESS TO THIS POLICY

This Policy will be published on the Council website and be available for inspection at ~~the Stonnington Centre, 311 Glenferrie Road, Malvern 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 ~~to~~ Councillors ~~and~~, members of delegated committees, ~~members of community asset committees⁴ and other committees in the performance of their duties, 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 ~~support~~.

~~The policy also sets out the processes for ensuring the costs of resourcing and supporting councillors and members of a delegated committee and the value of any expenses reimbursed are reported to the Audit and Risk Committee and the community in a timely manner which promotes transparency and accountability.~~

6. OBJECTIVES

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

- a) maximising the value of seminar, conference and ~~professional development/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:

~~⁴At the time of adopting this Policy, Council did not have any delegated committees or community asset committees.~~

- i. to ~~each meeting of~~ the Audit and Risk Committee, as required ~~by~~under section 40(2) of the Act LGA 2020; and
- ii. on the Council's website each monthquarter.

7. BACKGROUND

Under the Act the Council must reimburse a Councillor or a member of a delegated committee for out-of-pocket expenses which the Council is satisfied:

- a) are bona fide expenses; and
- b) have been reasonably incurred in the performance of the role of Councillor or member of a delegated committee; and
- c) are reasonably necessary for the Councillor or member of a delegated committee to perform that role.

The Act also requires the Council to adopt and maintain an expenses policy in relation to the reimbursement of out-of-pocket expenses for Councillors and members of delegated committees. Under the Act, the Policy adopted by the Council must

- a) specify procedures to be followed in applying for reimbursement and in reimbursing expenses; and
- b) comply with any requirements prescribed by the regulations in relation to reimbursement of expenses; and
- c) provide for the reimbursement of child care costs where the provision of child care is reasonably requirement for a Councillor or member of a delegated committee to perform their role; and
- d) have particular regard to expenses incurred by a Councillor who is a carer in a care relationship within the meaning of section 4 of the Carers Recognition Act 2012.

In addition the Act requires that the Council must:

- make available to the Mayor and the Councillors the resources and facilities reasonably necessary to enable them to effectively perform their role; and
- consider the support that may be required by a Mayor, Deputy Mayor or Councillor because of a disability; and
- have particular regard to the support that may be required by a Councillor who is a carer in a care relationship within the meaning of section 4 of the Carers Recognition Act 2012

This Policy requires the Council to reimburse a Councillor and a member of a delegated committee for expenses if the Councillor or member of a delegated committee:

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

7.8. SCOPE

7.8.1 GENERAL

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

- a) the ~~standards of conduct prescribed in the Local Government (Governance and Integrity) Regulations 2020 (Schedule 1) Councillor Conduct principles prescribed² under section 139 (3) (a) of the LGA 2020~~ and the *Councillor Code of Conduct*;
- b) encouraging diversity in participation, equity and access; and

²Prescribed" means in accordance with the Regulations.

- c) good governance, accountability and transparency.

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

Any cost or expense (or portion thereof) which should reasonably be borne by another entity, or for which another entity is reasonably liable, is outside the scope of this policy and shall not be paid or reimbursed by Council.

8.2 POLICY CONTEXT

This Policy describes the basic entitlements of councillors and members of a delegated committee to reimbursement of out-of-pocket expenses, facilities, resources and support necessary or appropriate in relation to the performance of their duties as a Stonnington councillor or a member of a delegated committee.

This Policy is not intended to cover for every possible situation that may arise. Should a situation arise that is not adequately covered by this Policy, the matter will be referred to the Council for determination by resolution.

Any expenses, facilities support or resources not specifically addressed in this policy will be assessed by reference to Part 2, Division 5 of the Act and any prescribed regulations.

7.8.32 DUTIES

Where duties performed are necessary or appropriate for the purposes of achieving the objectives of **the** 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 ActLGA-2020.

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

- a) ~~ordinary and special~~ Council meetings, meetings of committees of **the** 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 Chief Executive OfficerCEO;
- c) meetings or workshops scheduled by the Council, the Mayor or the Chief Executive OfficerCEO;
- 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 **the** Council;
- f) meetings or functions as the nominated representative of **the** Council or the Mayor;
- g) meetings of community groups, organisations and statutory authorities to which the Councillor is the Council delegate or representative;
- 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 **the** 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 **the** 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.

7.38.4 ELECTION PERIOD

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

~~7.48.5~~ PRIVATE USE

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

~~8.9.~~ MAYORAL AND COUNCILLOR ALLOWANCES

The ~~Act LGA-2020~~ (section 369) 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. [Any personal taxation implications from the receipt of allowances are the responsibility of individual councillors.](#)

Councillors will be supplied with a statement of earnings [at the end of each financial year](#).

Allowances are also subject to the addition of the amount equivalent of the superannuation guarantee [levy \(currently 9.5%.\)](#)

9.10. STATUTORY PROVISIONS

910.1 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.

910.2 REIMBURSEMENT OF EXPENSES

Section 40 of the [Act 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.

40.11. RESOURCES AND FACILITIES FOR THE MAYOR AND COUNCILLORS

The [Act LGA-2020](#) (section 42) provides that ~~the~~ 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. ~~Council Resources should not be used for personal use. In doing so, t~~he Council must ~~also~~ 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.~~

4011.1 ANNUAL BUDGETARY PROVISION

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

4011.2 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 ~~the~~ 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.~~

4011.3 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 ~~the~~ Council or for the Mayor to correspond as ~~the~~ Council's official spokesperson.

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

11.4 APPAREL

The Council shall, upon request, lend Councillors and members of a delegated committee protective clothing such clothing as may be held in store to meet the organisation's requirements required to assist in carrying out the duties of office. This clothing is to be returned promptly upon the completion of the activity/duty for which the articles were required.

This clothing shall be limited to wet weather pants and pullover, gumboots, winter jacket and/or hat, safety equipment like hi-vis vest and hard hat or other such clothing as may be held in store to meet the organisation's requirements, unless otherwise resolved by Council for a specific item(s).

11.4.5 MEALS AND REFRESHMENTS

Where physical Council meetings, functions or events are held at times that extend through and beyond normal meal-times, the Council will 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.

~~11.6~~ 11.6 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.

~~11.7~~ 11.7 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 Exceeded' 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.

10-7-11.8 CARER IN A CARE RELATIONSHIP CHILDCARE AND FAMILY CARE

~~Councillors are entitled to have paid by the 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 the Council or reimbursed if the caregiver is a part of the Councillor's immediate family (e.g.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.~~

~~Councillors are entitled to have paid by the Council, or reimbursed the cost of caring expenses incurred by a Councillor who is a carer in a care relationship within the meaning of the Carers Recognition Act 2012 while discharging their duties as a councillor within the scope of this policy subject to the following conditions:~~

- ~~• the maximum hourly rate a councillor will be reimbursed for providing care in a care relationship is thirty three dollars and seventy five cents (\$33.75) per hour indexed annually to CPI at the commencement of each Mayoral term; and~~
- ~~• carer costs must be substantiated showing dates and times the care was provided and the councillor shall show why the care was needed on each occasion.~~

~~Councillors and members of a delegated committee are entitled to have paid by Council, or reimbursed, the cost of child care / family care expenses for immediate family members, necessarily incurred by councillors or members of a delegated committee whilst discharging their duties as a councillor or a member of a delegated committee within the scope of this policy, subject to the following conditions:~~

- ~~• for the purposes of this policy, family care relates to care provided to any immediate family member who is either a child or a sick, elderly or disabled person.~~
- ~~• the maximum hourly rate a councillor or a member of a delegated committee will be reimbursed for child care / family care expenses is as follows:~~

<u>Child Care / Family Care Arrangement</u>	<u>One and/or Multiple Child / Family Person Requiring Care</u>

Single Child Care / Family Care Dwelling (i.e. Child Care / Family Care situated all in one centralised location i.e. the family home)	\$54.40 per hour collectively for one and/or multiple child care / family care person requiring care in the one centralised location indexed annually to CPI at the commencement of each Mayoral term
Multiple Child Care / Family Care Dwelling (i.e. Child Care / Family Care situated in at least 2 or more separate locations i.e. the family home and/or separate care centres)	\$54.40 per hour per each individual child care / family care person requiring care in each specified location indexed annually to CPI at the commencement of each Mayoral term

- [the Child care / family care costs must be substantiated from the caregiver showing the dates and times care was provided, and the councillor or a member of a delegated committee shall show why the care was needed on each occasion.](#)
- [the Child care / family care costs are not eligible to be paid by Council, or reimbursed if the caregiver is a part of the immediate family \(e.g. partner, mother/father, sister/brother, grandmother/grandfather or sister-in-law/brother-in-law\) of the councillor or member of a delegated committee. Council will also not pay for or make a reimbursement if the person normally or regularly lives with the councillor or the member of a delegated committee.](#)

[For the purposes of this policy, a child means a person who is under the age of 18 years.](#)

[11.9 SUPPORT FOR A COUNCILLOR WITH A DISABILITY](#)

[Council will provide reasonable additional support, facilities, and equipment for any councillor with a disability to enable that councillor to perform the duties of a councillor.](#)

[Councillors are entitled to claim reimbursement for the reasonable cost of assistive devices or assistive personnel.](#)

[Where reimbursement is claimed for the purchase of an assistive device, that device shall become the property of Council.](#)

[Claims for reimbursement for assistive devices or assistive personnel will only be considered where the use of the device or the assistance required, relates specifically to the performance of a councillor's duties.](#)

[Any councillor wishing to claim reimbursement in excess of \\$150 \(indexed annually to CPI at the commencement of each Mayoral year\) for assistive devices will require prior approval from the Chief Executive Officer in consultation with the Mayor.](#)

[The maximum hourly rate a councillor will be reimbursed for assistive personnel is thirty four dollars \(\\$34\) per hour indexed annually to CPI at the commencement of each Mayoral year.](#)

[40.811.10- IT SUPPORT](#)

[40.8.411.10.1 Councillor portal](#)

A Councillor portal will be available and provide access to:

- a) Council, [delegated](#) 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 [Chief Executive Officer CEO](#) or their delegate.

40.8.211.10.2 IT equipment

Councillors will be provided with IT equipment, meeting the Council's IT standards, in order to facilitate Council-related communications between Councillors, the community and the 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~~ subject to the approval of the Chief Executive Officer or their delegate.

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 Chief Executive Officer CEO and subject to the Assets Disposal Policy.

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

40.8.311.10.3 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 Chief Executive Officer 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.

40.8.411.10.4 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.

40.8.511.10.5 Website

Councillors will be provided with a page on the 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 the 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 Chief Executive Officer CEO.

44.12. HEALTH AND WELLBEING

In line with the Council's commitment to promoting a healthy working environment, Councillors and their direct family members (partner / children) have access to the Council's appointed confidential

³In the case of single member wards

professional counselling service in relation to personal and Council related problems or concerns that may impact on their capacity to effectively undertake their role.

12.13. 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.

13.14. ADMINISTRATIVE SUPPORT

The [Chief Executive Officer/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 [Chief Executive Officer/CEO](#).

14.15. NON ALLOWABLE EXPENSES

The 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.e.g., mini bar, laundry, tips and gratuities);
- d) airline club fees;
- e) excess baggage claims;
- f) toiletries;
- 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.).

15.16. PROFESSIONAL MEMBERSHIPS AND SUBSCRIPTIONS

The 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.

~~The 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.~~

Professional memberships that are considered to be reasonable bona fide out of pocket expenses are:

- [Australian Institute of Company Directors.](#)
- [Governance Institute of Australia.](#)
- [The Australian Local Government Women's Association.](#)

- [Institute of Managers and Leaders.](#)
- [The Planning Institute of Australia.](#)

[These costs will be met from the organisational Corporate Membership Fees budget.](#)

[Other individual memberships, professional associations or subscriptions which are considered demonstrably beneficial to Council or the performance of the duties of a councillor or member of a delegated committee may be reimbursed subject to a resolution of the Council.](#)

16.17. CONFERENCES, AND SEMINARS AND PROFESSIONAL DEVELOPMENT

[Councillors and members of a delegated committee are entitled to have paid by Council, or reimbursed, the cost of attending conferences, seminars, training and professional development courses within the scope of this policy including:](#)

- [registration fees;](#)
- [accommodation costs and expenses; and](#)
- [reasonable costs and expenses for meals and refreshments](#)

[where attendance has been approved in advance by the Council or the Chief Executive Officer or the Chief Executive Officers' delegate.](#)

17.1 PROGRAMS

[Upon the commencement of each electoral term, a purpose designed induction program will be provided to all Councillors. In the first year of a Council term, costs associated with all training and development needs are absorbed as part of an induction period budget and do not form part of quarterly expense reports.](#)

[Council will also provide access to the following professional development programs/initiatives for the Councillor group:](#)

- [Meeting procedure](#)
- [Chairing of meetings](#)
- [Media training](#)
- [Governance Training e.g. Australian Institute of Company Directors courses](#)
- [Financial training](#)
- [Team building and interpersonal skills](#)
- [MAV and /or VLGA Councillor Development programs](#)

[The cost of these professional development programs/initiatives will not be included as part of the annual financial allocation to Councillors. The cost will form part of the quarterly expense reports.](#)

17.2 ANNUAL FINANCIAL ALLOCATION FOR PROFESSIONAL DEVELOPMENT

[An annual financial allocation, indexed to CPI, is available budget will be provided for the Mayor and Councillors to attend seminars, conferences seminars and professional development courses and training as follows:](#)

~~\$7,125~~ \$7,410 per annum for the Mayor
~~\$5,705~~ \$6,000 per annum per Councillor

[for relevant professional development calculated for the period November to October, coinciding with the Mayoral Election. The annual financial allocation will be subject to annual review as part of the Council budget approval process. Any amount unspent will not carry over to a subsequent year.](#)

[Any Councillor wishing to spend in excess of their allocation will require Council approval in advance. The individual allocations are available for use at the discretion of the Councillor in order to access reasonable professional development. The professional development must benefit the individual councillor in serving the Stonnington community.](#)

Except for the induction program in the first year of a Council term and the Australian Institute of Company Directors (AICD) course all other professional development will be costed to each individual Councillor Annual Financial Allocation.

Professional development needs which require or involve on-going, longer-term support, guidance or mentoring, vocational tertiary education must be discussed with the Chief Executive Officer or delegate who will assist Councillors and a member of a delegated committee in line with an agreed framework and process.

16.3-17.3 APPROVAL

Attendance at a conference, or seminar or professional development course is authorised available by either:

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

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

16.4-17.4 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-Sunday~~ Friday-Sunday afternoon and finish on ~~Sunday-Wednesday~~ Sunday-Wednesday at 12 noon, accommodation will be provided for the ~~Friday and Saturday~~ Sunday, Monday and Tuesday nights only.

Accommodation will be provided the night prior to the commencement of ~~the a~~ the a 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. Generally meals will be covered in the conference or event fee however, where this is not the case reasonable costs of the meals will be reimbursed to Councillors. 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.

18. REPRESENTING COUNCIL

Each year, and from time to time, Council resolves to appoint councillors to represent it on a number of specific organisations/bodies with the delegated authority of Council on appropriate matters. For these organisations/bodies the nominated Councillor(s) or their substitute are to be Council representatives at regular meetings of these organisations and any special events, with partners where appropriate.

Where Council has not appointed a Councillor representative to a particular organisation or group, and Council receives an official invitation seeking Council representation at an event, the following shall apply to determine Councillor representation at an event:

- The Mayor as first amongst equals will be given the opportunity to attend the event.

- If the Mayor is unable to attend, the Deputy Mayor will be offered the opportunity to attend the event.
- If the Mayor and Deputy Mayor is unable to attend, the Mayor will offer the opportunity to another Councillor.
- If Council via a Council resolution or the Chief Executive Officer in consultation with the Mayor determine that official representation of all Councillors is considered necessary or appropriate to support the business or representational needs of Council.

The Councillor representing the Council at that event shall be entitled to have paid by the Council, or reimbursed, reasonable bona fide costs associated with representing the Council at the event.

Should any other councillor wish to attend the event then the costs associated with attending the event will be borne by the Councillor and do not form part of the annual financial allocation for professional development

47.19. TRAVEL

47.19.1 INTERNATIONAL

International travel must will be the subject of a prior Council approval.

47.219.2 INTERSTATE

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

- a) where the matter is approved by the Chief GovernanceExecutive 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 for resolution.

47.319.3 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. Council 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 shallwill make arrangements for any overseas travel.

47.419.4 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-Chief Executive Officer 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 the Council's normal vehicle replacement policy.

47.519.5- 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 the Council business meetings taxis or rideshare schemes-commercial passenger vehicles 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.~~

18.20. 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.

19.21. 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 the Council or the [Chief Executive Officer](#)CEO;
- b) the attendance is considered to be necessary to conduct the business or representational needs of the Council; and
- c) provision exists in the relevant budget.

Where the Council or the [Chief Executive Officer](#)CEO has approved such attendance, Councillors are entitled to have paid by the 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 the 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.

20.22. 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, the Council's appropriate insurance policy will respond (subject to terms and conditions) and cover such costs. The Council will cover any insurance excess (known as a deductible) in these circumstances.

21.23. REIMBURSEMENT OF CLAIMS

21.23.1 SUBMISSION OF CLAIMS

~~Claims should be submitted using the Councillor Expenses Reimbursement Claim Form (Form One and Payment Requisition Form 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 Executive Officer or delegate.~~

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

~~Claims are to be submitted on the prescribed form to the Executive Manager Legal and Governance.~~

Claims should be accompanied by original receipts/tax invoices for any expenses claimed which clearly identify the names of the payee and ABN where applicable.

If receipts cannot be produced, Councillors and members of a delegated committee may be required to provide a statutory declaration.

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

Where the Council has directly funded an expense e.g. Telstra mobile telephone account a claim form is not required to be completed.

24.223.2 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.

Claims for reimbursement which are not submitted in accordance with the timeframes set out above will not be processed or paid except where the Council resolves to accept the claim.

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

23.3 ASSESSMENT OF CLAIMS

The Executive Manager Legal and Governance or their delegate will process all claims.

If the Executive Manager Legal and Governance or delegate has a question about a claim, they will, in the first instance, discuss this matter with the relevant Councillor or member of a delegated committee.

If required, the Executive Manager Legal and Governance will seek guidance / intervention from the Chief Executive Officer.

If required, the Chief Executive officer will refer claims to a Council meeting for determination.

22.24. INSURANCE AND INDEMNITY

22.424.1 INSURANCES

Councillors and members of a delegated committees established by the Council (~~where relevant – see Table 1~~) are covered by a range of Council's insurance policies while discharging, in good faith, the duties of civic office 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 the Council's insurers, whether defended or not.

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

22.224.2 INDEMNITY

Section 43 of the [Act 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 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”.

The Council will also indemnify [external](#) members of [delegated other](#) committees established by the Council, ~~other than the independent members of the Audit and Risk Committee.~~

23.25. 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 [Act 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 (e)	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

26. MEMBERS OF THE AUDIT AND RISK COMMITTEE

External members of the Audit and Risk Committee are not covered by this Policy.

27. DONATIONS

Any donations made by a councillor or member of a delegated committee will be made on their own behalf and not on behalf of Council, except in accordance with a prior resolution of Council.

Councillor or member of a delegated committee donations not in accordance with a prior resolution of Council will not be reimbursed by Council.

28. OTHER EXPENDITURE NOT SPECIFIED

Any expenditure not specified in this policy as expenditure for which a councillor or member of a delegated committee is entitled to be reimbursed or paid by Council shall be the responsibility of the councillor or member of a delegated committee, except where Council resolves that a claim is reasonable bona fide expenditure.

Subject to a resolution of Council, a councillor or member of a delegated committee may be reimbursed for expenses incurred in circumstances not provided for elsewhere in the Policy.

25-29. 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.

26-30. POLICY AMENDMENTS

Amendments to the Policy may be made by the ~~Chief Governance Officer – Executive Manager Legal and Governance~~ to reflect legislative or organisational changes who will. ~~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~~

~~This Policy has also been developed having regard to the following Council policies:~~

- ~~• Councillor and Staff Interaction Protocol~~
- ~~• Councillor Gift Policy~~
- ~~• Councillors Code of Conduct~~
- ~~• Election Period Policy~~
- ~~• Governance Rules~~
- ~~• Mutual Respect Charter~~
- ~~• Privacy and Data Protection Policy~~
- ~~• Public Transparency Policy~~
- ~~• Stonnington Customer Service Charter~~

APPENDIX 2 - DEFINITIONS

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

- “Carer in a care relationship” means within the meaning of section 4 of the Carers Recognition Act 2012.
- ~~“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 ~~Act~~ LGA 2020;
- “Delegated Committee” means a delegated committee established under section 63 of the LGA 2020 Act; and
- “Duties of a Councillor” means duties performed by a councillor that are necessary or appropriate for the purposes of achieving the objectives of Council having regard to any relevant Act, regulations, Ministerial guidelines or Council policies;
- **“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;.
- “Expenses” includes:
 - Expenses initially incurred by a councillor or a member of a delegated committee for which a claim is subsequently made for reimbursement; and
 - Expenses incurred by Council for or on behalf of a councillor or a member of a delegated committee;
- “Member of a delegated committee” means a member of a delegated committee who is not a Councillor;
- “Professional Development” means the process of improving and increasing the capabilities, knowledge and skills of councillors and members of a delegated committee through access to education and training opportunities through outside organisations or in the workplace; and
- “The Act” means the Local Government Act 2020.

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*;
- [Child Wellbeing and Safety Act 2005](#);
- [Crimes Act 1958](#);
- *Gender Equality Act 2020*;
- *Local Government Act 1989*;
- [Local Government Act 2020](#);
- [Occupational Health and Safety Act 2004](#)
- *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-Local Government \(Governance and Integrity\) Regulations 2020](#)

Document Control			
VERSION	1.0	DATE	17 August 2020
OWNER	Governance & Integrity Legal & Governance	REVIEW PERIOD	Annual

Revision Details				
DATE	UPDATE DETAILS	REVIEWED	QA-CHECK	APPROVED
4 February 2021	Within four months of general election 24 October 2020	David Taylor		
17 October 2022	Revision following audit	Tony Meilroy		

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		

City of Stonnington

Expenses Policy

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	
---	--

City of Stonnington

Expenses Policy

Processed by Accounts Payable - date	
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City of Stonnington

Expenses Policy

Form Two – Training/Professional Development Notification Form

Councillor	
Ward	
Month	
Account number (office use only)	
Training/Professional Development Title	
Estimated Cost to Council	\$
Registration Fee	
Travel Costs	
Accommodation	
Other	
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	

City of Stonnington

Expenses Policy

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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**COUNCILLOR AND MEMBER OF A
DELEGATED COMMITTEE
EXPENSES POLICY**

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1. INTRODUCTION

Section 41 of the *Local Government Act 2020* (the Act) 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, the Council can reimburse the expenses of members of such committees:

- a) in accordance with this 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 adopted by the Council at its meeting on 14 November 2022 and replaces the previous policy adopted on 17 August 2020.

3. COMMENCEMENT DATE

This Policy is effective from 14 November 2022.

4. ACCESS TO THE POLICY

This Policy will be published on the Council website and be available for inspection at the Stonnington Centre, 311 Glenferrie Road, Malvern.

5. PURPOSE

The purpose of the Policy is to establish the facilities, resources and support necessary or appropriate to provide support to Councillors and members of delegated 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 professional development support.

The policy also sets out the processes for ensuring the costs of resourcing and supporting councillors and members of a delegated committee and the value of any expenses reimbursed are reported to the Audit and Risk Committee and the community in a timely manner which promotes transparency and accountability.

6. OBJECTIVES

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

- a) maximising the value of seminar, conference and professional development 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 the Audit and Risk Committee, as required under section 40(2) of the Act; and
 - ii. on the Council's website each quarter.

7. BACKGROUND

Under the Act the Council must reimburse a Councillor or a member of a delegated committee for out-of-pocket expenses which the Council is satisfied:

- a) are bona fide expenses; and

- b) have been reasonably incurred in the performance of the role of Councillor or member of a delegated committee; and
- c) are reasonably necessary for the Councillor or member of a delegated committee to perform that role.

The Act also requires the Council to adopt and maintain an expenses policy in relation to the reimbursement of out-of-pocket expenses for Councillors and members of delegated committees. Under the Act, the Policy adopted by the Council must

- a) specify procedures to be followed in applying for reimbursement and in reimbursing expenses; and
- b) comply with any requirements prescribed by the regulations in relation to reimbursement of expenses; and
- c) provide for the reimbursement of child care costs where the provision of child care is reasonably requirement for a Councillor or member of a delegated committee to perform their role; and
- d) have particular regard to expenses incurred by a Councillor who is a carer in a care relationship within the meaning of section 4 of the Carers Recognition Act 2012.

In addition the Act requires that the Council must:

- make available to the Mayor and the Councillors the resources and facilities reasonably necessary to enable them to effectively perform their role; and
- consider the support that may be required by a Mayor, Deputy Mayor or Councillor because of a disability; and
- have particular regard to the support that may be required by a Councillor who is a carer in a care relationship within the meaning of section 4 of the Carers Recognition Act 2012

This Policy requires the Council to reimburse a Councillor and a member of a delegated committee for expenses if the Councillor or member of a delegated committee:

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

8. SCOPE

8.1 GENERAL

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

- a) the standards of conduct prescribed in the Local Government (Governance and Integrity) Regulations 2020 (Schedule 1) and the *Councillor Code of Conduct*;
- b) encouraging diversity in participation, equity and access; and
- c) good governance, accountability and transparency.

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

Any cost or expense (or portion thereof) which should reasonably be borne by another entity, or for which another entity is reasonably liable, is outside the scope of this policy and shall not be paid or reimbursed by Council.

8.2 POLICY CONTEXT

This Policy describes the basic entitlements of councillors and members of a delegated committee to reimbursement of out-of-pocket expenses, facilities, resources and support necessary or appropriate in relation to the performance of their duties as a Stonnington councillor or a member of a delegated committee.

This Policy is not intended to cover for every possible situation that may arise. Should a situation arise that is not adequately covered by this Policy, the matter will be referred to the Council for determination by resolution.

Any expenses, facilities support or resources not specifically addressed in this policy will be assessed by reference to Part 2, Division 5 of the Act and any prescribed regulations.

8.3 DUTIES

Where duties performed are necessary or appropriate for the purposes of achieving the objectives of the 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 the Policy and the Act.

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

- a) Council meetings, meetings of committees of the Council and Councillor Briefing Sessions organised by the Chief Executive Officer or delegate;
- b) civic or ceremonial functions convened by the Council, the Mayor or the Chief Executive Officer;
- c) meetings or workshops scheduled by the Council, the Mayor or the Chief Executive Officer;
- 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 the Council;
- f) meetings or functions as the nominated representative of the Council or the Mayor;
- g) meetings of community groups, organisations and statutory authorities to which the Councillor is the Council delegate or representative;
- 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 the 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 the 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.

8.4 ELECTION PERIOD

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

8.5 PRIVATE USE

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

9. MAYORAL AND COUNCILLOR ALLOWANCES

The Act (section 39) 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. Any personal taxation implications from the receipt of allowances are the responsibility of individual councillors,

Councillors will be supplied with a statement of earnings at the end of each financial year.

Allowances are also subject to the addition of the amount equivalent of the superannuation guarantee levy.

10. STATUTORY PROVISIONS

10.1 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.

10.2 REIMBURSEMENT OF EXPENSES

Section 40 of the Act 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 to the Audit and Risk Committee.

11. RESOURCES AND FACILITIES FOR THE MAYOR AND COUNCILLORS

The Act (section 42) provides that the 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. Council Resources should not be used for personal use.

The Council must also consider the support that may be required by a Mayor, Deputy Mayor or Councillor because of a disability.

11.1 ANNUAL BUDGETARY PROVISION

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

11.2 OFFICES AND MEETING ROOMS

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

Subject to availability, meeting/function rooms owned and controlled by the 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 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 Centre.

11.3 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 the Council or for the Mayor to correspond as the Council's official spokesperson.

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

11.4 APPAREL

The Council shall, upon request, lend Councillors and members of a delegated committee protective clothing such clothing as may be held in store to meet the organisation's requirements required to assist in carrying out the duties of office. This clothing is to be returned promptly upon the completion of the activity/duty for which the articles were required.

This clothing shall be limited to wet weather pants and pullover, gumboots, winter jacket and/or hat, safety equipment like hi-vis vest and hard hat or other such clothing as may be held in store to meet the organisation's requirements, unless otherwise resolved by Council for a specific item(s).

11.5 MEALS AND REFRESHMENTS

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

Councillors may request light refreshments when meeting others during office hours in the Stonnington 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 Chief Executive Officer.

11.6 ACCESS

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

11.7 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 Excepted' 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.

11.8 CARER IN A CARE RELATIONSHIP CHILDCARE AND FAMILY CARE

Councillors are entitled to have paid by the Council, or reimbursed the cost of caring expenses incurred by a Councillor who is a carer in a care relationship within the meaning of the Carers Recognition Act 2012 while discharging their duties as a councillor within the scope of this policy subject to the following conditions:

- the maximum hourly rate a councillor will be reimbursed for providing care in a care relationship is thirty three dollars and seventy five cents (\$33.75) per hour indexed annually to CPI at the commencement of each Mayoral term; and
- carer costs must be substantiated showing dates and times the care was provided and the councillor shall show why the care was needed on each occasion.

Councillors and members of a delegated committee are entitled to have paid by Council, or reimbursed, the cost of child care / family care expenses for immediate family members, necessarily incurred by councillors or members of a delegated committee whilst discharging their duties as a councillor or a member of a delegated committee within the scope of this policy, subject to the following conditions:

- for the purposes of this policy, family care relates to care provided to any immediate family member who is either a child or a sick, elderly or disabled person.
- the maximum hourly rate a councillor or a member of a delegated committee will be reimbursed for child care / family care expenses is as follows:

City of Stonnington

Councillor and Member of a Delegated Committee Expenses Policy

Child Care / Family Care Arrangement	One and/or Multiple Child / Family Person Requiring Care
Single Child Care / Family Care Dwelling (i.e. Child Care / Family Care situated all in one centralised location i.e. the family home)	\$54.40 per hour collectively for one and/or multiple child care / family care person requiring care in the one centralised location indexed annually to CPI at the commencement of each Mayoral term
Multiple Child Care / Family Care Dwelling (i.e. Child Care / Family Care situated in at least 2 or more separate locations i.e. the family home and/or separate care centres)	\$54.40 per hour per each individual child care / family care person requiring care in each specified location indexed annually to CPI at the commencement of each Mayoral term

- the Child care / family care costs must be substantiated from the caregiver showing the dates and times care was provided, and the councillor or a member of a delegated committee shall show why the care was needed on each occasion.
- the Child care / family care costs are not eligible to be paid by Council, or reimbursed if the caregiver is a part of the immediate family (e.g. partner, mother/father, sister/brother, grandmother/grandfather or sister-in-law/brother-in-law) of the councillor or member of a delegated committee. Council will also not pay for or make a reimbursement if the person normally or regularly lives with the councillor or the member of a delegated committee.

For the purposes of this policy, a child means a person who is under the age of 18 years.

11.9 SUPPORT FOR A COUNCILLOR WITH A DISABILITY

Council will provide reasonable additional support, facilities, and equipment for any councillor with a disability to enable that councillor to perform the duties of a councillor.

Councillors are entitled to claim reimbursement for the reasonable cost of assistive devices or assistive personnel.

Where reimbursement is claimed for the purchase of an assistive device, that device shall become the property of Council.

Claims for reimbursement for assistive devices or assistive personnel will only be considered where the use of the device or the assistance required, relates specifically to the performance of a councillor's duties.

Any councillor wishing to claim reimbursement in excess of \$150 (indexed annually to CPI at the commencement of each Mayoral year) for assistive devices will require prior approval from the Chief Executive Officer in consultation with the Mayor.

The maximum hourly rate a councillor will be reimbursed for assistive personnel is thirty four dollars (\$34) per hour indexed annually to CPI at the commencement of each Mayoral year.

11.10 IT SUPPORT

11.10.1 Councillor portal

A Councillor portal will be available and provide access to:

- a) Council, delegated 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 Chief Executive Officer or their delegate.

11.10.2 IT equipment

Councillors will be provided with IT equipment, meeting the Council's IT standards, in order to facilitate Council-related communications between Councillors, the community and the 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, subject to the approval of the Chief Executive Officer or their delegate.

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 Chief Executive Officer and subject to the Assets Disposal Policy.

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

11.10.3 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 Chief Executive Officer 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.

11.10.4 Lost or Stolen equipment

Any equipment that is stolen should be reported to Victoria Police and depending upon the equipment, an insurance claim for compensation shall be lodged.

11.10.5 Website

Councillors will be provided with a page on the 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 the 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.

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 Chief Executive Officer.

12. HEALTH AND WELLBEING

In line with the Council's commitment to promoting a healthy working environment, Councillors and their direct family members (partner / children) have access to the 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.

13. 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.

14. ADMINISTRATIVE SUPPORT

The Chief Executive Officer 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 Chief Executive Officer.

15. NON ALLOWABLE EXPENSES

The 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;
- 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.).

16. PROFESSIONAL MEMBERSHIPS AND SUBSCRIPTIONS

The 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.

Professional memberships that are considered to be reasonable bona fide out of pocket expenses are:

- Australian Institute of Company Directors.
- Governance Institute of Australia.
- The Australian Local Government Women's Association.
- Institute of Managers and Leaders.
- The Planning Institute of Australia.

These costs will be met from the organisational Corporate Membership Fees budget.

Other individual memberships, professional associations or subscriptions which are considered demonstrably beneficial to Council or the performance of the duties of a councillor or member of a delegated committee may be reimbursed subject to a resolution of the Council.

17. CONFERENCES, SEMINARS AND PROFESSIONAL DEVELOPMENT

Councillors and members of a delegated committee are entitled to have paid by Council, or reimbursed, the cost of attending conferences, seminars, training and professional development courses within the scope of this policy including:

- registration fees;
- accommodation costs and expenses; and
- reasonable costs and expenses for meals and refreshments

where attendance has been approved in advance by the Council or the Chief Executive Officer or the Chief Executive Officers' delegate.

17.1 PROGRAMS

Upon the commencement of each electoral term, a purpose designed induction program will be provided to all Councillors. In the first year of a Council term, costs associated with all training and development needs are absorbed as part of an induction period budget and do not form part of quarterly expense reports.

Council will also provide access to the following professional development programs/initiatives for the Councillor group:

- Meeting procedure
- Chairing of meetings
- Media training
- Governance Training e.g. Australian Institute of Company Directors courses
- Financial training
- Team building and interpersonal skills
- MAV and /or VLGA Councillor Development programs

The cost of these professional development programs/initiatives will not be included as part of the annual financial allocation to Councillors. The cost will form part of the quarterly expense reports.

17.2 ANNUAL FINANCIAL ALLOCATION FOR PROFESSIONAL DEVELOPMENT

An annual financial allocation, indexed to CPI, is available for the Mayor and Councillors to attend , conferences seminars and professional development courses as follows:

\$7,410 per annum for the Mayor
\$6,000 per annum per Councillor

calculated for the period November to October, coinciding with the Mayoral Election. The annual financial allocation will be subject to annual review as part of the Council budget approval process. Any amount unspent will not carry over to a subsequent year.

Any Councillor wishing to spend in excess of their allocation will require Council approval in advance. The individual allocations are available for use at the discretion of the Councillor in order to access reasonable professional development. The professional development must benefit the individual councillor in serving the Stonnington community.

Except for the induction program in the first year of a Council term and the Australian Institute of Company Directors (AICD) course all other professional development will be costed to each individual Councillor Annual Financial Allocation.

Professional development needs which require or involve on-going, longer-term support, guidance or mentoring, vocational tertiary education must be discussed with the Chief Executive Officer or delegate who will assist Councillors and a member of a delegated committee in line with an agreed framework and process.

17.3 APPROVAL

Attendance at a conference, seminar or professional development course is authorised by either:

- a) the Chief Executive Officer or delegate; or
- b) a Council resolution.

Generally, a maximum of **four** Councillors may attend the same event for any interstate or overseas conference, workshop or seminar with the learnings and session handouts being shared amongst other Councillors.

17.4 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 Sunday afternoon and finish on Wednesday at 12 noon, accommodation will be provided for the Sunday, Monday and Tuesday nights only.

Accommodation will be provided the night prior to the commencement of a 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.

Generally meals will be covered in the conference or event fee however, where this is not the case reasonable costs of the meals will be reimbursed to 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 Councillor.

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

18. REPRESENTING COUNCIL

Each year, and from time to time, Council resolves to appoint councillors to represent it on a number of specific organisations/bodies with the delegated authority of Council on appropriate matters. For these organisations/bodies the nominated Councillor(s) or their substitute are to be Council representatives at regular meetings of these organisations and any special events, with partners where appropriate.

Where Council has not appointed a Councillor representative to a particular organisation or group, and Council receives an official invitation seeking Council representation at an event, the following shall apply to determine Councillor representation at an event:

- The Mayor as first amongst equals will be given the opportunity to attend the event.
- If the Mayor is unable to attend, the Deputy Mayor will be offered the opportunity to attend the event.
- If the Mayor and Deputy Mayor is unable to attend, the Mayor will offer the opportunity to another Councillor.
- If Council via a Council resolution or the Chief Executive Officer in consultation with the Mayor determine that official representation of all Councillors is considered necessary or appropriate to support the business or representational needs of Council.

The Councillor representing the Council at that event shall be entitled to have paid by the Council, or reimbursed, reasonable bona fide costs associated with representing the Council at the event.

Should any other councillor wish to attend the event then the costs associated with attending the event will be borne by the Councillor and do not form part of the annual financial allocation for professional development

19. TRAVEL

19.1 INTERNATIONAL

International travel will be the subject of a prior Council approval.

19.2 INTERSTATE

Interstate travel will be the subject of a prior Council approval except:

- a) where the matter is approved by the Chief Executive 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 for resolution.

19.3 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. Council 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 will make arrangements for any overseas travel.

19.4 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 Chief Executive Officer 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 the Council's normal vehicle replacement policy.

19.5 OTHER TRAVEL EXPENSES

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

When in the course of conducting Council business, taxis or commercial passenger vehicles 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.

20. 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.

21. 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 the Council or the Chief Executive Officer;
- b) the attendance is considered to be necessary to conduct the business or representational needs of the Council; and
- c) provision exists in the relevant budget.

Where the Council or the Chief Executive Officer has approved such attendance, Councillors are entitled to have paid by the 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 the 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.

22. 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, the Councils appropriate insurance policy will respond (subject to terms and conditions) and cover such costs. The Council will cover any insurance excess (known as a deductible) in these circumstances.

23. REIMBURSEMENT OF CLAIMS

23.1 SUBMISSION OF CLAIMS

Claims are to be submitted on the prescribed form to the Executive Manager Legal and Governance.

Claims should be accompanied by original receipts/tax invoices for any expenses claimed which clearly identify the names of the payee and ABN where applicable.

If receipts cannot be produced, Councillors and members of a delegated committee may be required to provide a statutory declaration.

Claims must include sufficient detail to demonstrate, in accordance with the Act, the expense for which reimbursement is claimed is valid and a reasonable out-of-pocket expense incurred while performing the duties of a Councillor or a member of a delegated committee and meet the Australian Taxation Office standard for proof of payment.

Where the Council has directly funded an expense e.g. Telstra mobile telephone account a claim form is not required to be completed.

23.2 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 which are not submitted in accordance with the timeframes set out above will not be processed or paid except where the Council resolves to accept the claim.

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

23.3 ASSESSMENT OF CLAIMS

The Executive Manager Legal and Governance or their delegate will process all claims.

If the Executive Manager Legal and Governance or delegate has a question about a claim, they will, in the first instance, discuss this matter with the relevant Councillor or member of a delegated committee.

If required, the Executive Manager Legal and Governance will seek guidance / intervention from the Chief Executive Officer.

If required, the Chief Executive officer will refer claims to a Council meeting for determination.

24. INSURANCE AND INDEMNITY

24.1 INSURANCES

Councillors and members of a delegated committee established by the Council are covered by a range of insurance policies while discharging, in good faith, the duties of civic office 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*.

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

24.2 INDEMNITY

Section 43 of the Act 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 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".

The Council will also indemnify external members of delegated committees established by the Council.

25. 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 Act; and
- c) in a public register of overseas and interstate travel (other than interstate travel by land for less than three days)

26. MEMBERS OF THE AUDIT AND RISK COMMITTEE

External members of the Audit and Risk Committee are not covered by this Policy.

27. DONATIONS

Any donations made by a councillor or member of a delegated committee will be made on their own behalf and not on behalf of Council, except in accordance with a prior resolution of Council.

Councillor or member of a delegated committee donations not in accordance with a prior resolution of Council will not be reimbursed by Council.

28. OTHER EXPENDITURE NOT SPECIFIED

Any expenditure not specified in this policy as expenditure for which a councillor or member of a delegated committee is entitled to be reimbursed or paid by Council shall be the responsibility of the councillor or member of a delegated committee, except where Council resolves that a claim is reasonable bona fide expenditure.

Subject to a resolution of Council, a councillor or member of a delegated committee may be reimbursed for expenses incurred in circumstances not provided for elsewhere in the Policy.

29. 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.

30. POLICY AMENDMENTS

Amendments to the Policy may be made by the Executive Manager Legal and Governance to reflect legislative or organisational changes who will notify the Councillors of any such amendments.

APPENDICES

APPENDIX 1 - COUNCIL POLICIES AND OTHER DOCUMENTS

This Policy has also been developed having regard to the following Council policies:

- *Councillor and Staff Interaction Protocol*
- *Councillor Gift Policy*
- *Councillors Code of Conduct*
- *Election Period Policy*
- *Governance Rules*
- *Mutual Respect Charter*
- *Privacy and Data Protection Policy*
- *Public Transparency Policy*
- *Stonnington Customer Service Charter*

APPENDIX 2 - DEFINITIONS

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

- “**Carer in a care relationship**” means within the meaning of section 4 of the Carers Recognition Act 2012.
- **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 under section 139 of the Act;
- “**Delegated Committee**” means a delegated committee established under section 63 of the Act;
- “**Duties of a Councillor**” means duties performed by a councillor that are necessary or appropriate for the purposes of achieving the objectives of Council having regard to any relevant Act, regulations, Ministerial guidelines or Council policies;
- “**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;
- “**Expenses**” includes:
 - Expenses initially incurred by a councillor or a member of a delegated committee for which a claim is subsequently made for reimbursement; and
 - Expenses incurred by Council for or on behalf of a councillor or a member of a delegated committee;
- “**Member of a delegated committee**” means a member of a delegated committee who is not a Councillor;
- “**Professional Development**” means the process of improving and increasing the capabilities, knowledge and skills of councillors and members of a delegated committee through access to education and training opportunities through outside organisations or in the workplace; and
- “**The Act**” means the Local Government Act 2020.

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*;
- *Child Wellbeing and Safety Act 2005*;
- *Crimes Act 1958*;
- *Gender Equality Act 2020*;
- *Local Government Act 1989*;
- *Local Government Act 2020*;
- *Occupational Health and Safety Act 2004*;
- *Privacy and Data Protection Act 2014*;
- *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019*;
- *Workplace Injury Rehabilitation and Compensation Act 2013*; and
- *Local Government (Governance and Integrity) Regulations 2020*.