Councillor Expense Reimbursement Policy

Adopted by Council at OM2018/13, 22 October 2018
## CONTENTS

1. **Policy Statement** ........................................................................................................... 1
2. **Reason for Policy** .......................................................................................................... 1
3. **Background** ................................................................................................................... 1
4. **Scope** ............................................................................................................................ 1
5. **Authorisation** ............................................................................................................... 1
6. **Revision date & Relevant Policies Superseded** .............................................................. 1
7. **Definitions** .................................................................................................................... 2
8. **Principles** ...................................................................................................................... 3
9. **Roles and Responsibilities** ............................................................................................ 4
10. **Policy Non-Compliance** .............................................................................................. 4
11. **Related Documents** .................................................................................................... 4
12. **Councillor Resources, Facilities and Support** .............................................................. 5
    12.1 **Supply of Communications Equipment and Stationery** ........................................ 5
    12.2 **Councillors’ Facilities** .......................................................................................... 6
    12.3 **Mayor’s Facilities** ................................................................................................ 6
    12.4 **Meals and Refreshments** ..................................................................................... 7
    12.5 **Apparel** .............................................................................................................. 7
    12.6 **Return of Council Supplied Equipment** ............................................................... 7
13. **Training and Education Expenses and Events** ............................................................ 8
    13.1 **Annual Budget Allocation** .................................................................................. 8
    13.2 **Conferences, Seminars, Events and Training Courses** ......................................... 8
    13.3 **Attendance of Partner at Events** ......................................................................... 9
    13.4 **Formal Study** .................................................................................................... 9
    13.5 **Memberships** ................................................................................................... 10
    13.6 **Frankston Arts Centre House Seat Tickets** ........................................................ 10
14. **Travel Expenses** ......................................................................................................... 10
15. **Carer Expenses** .......................................................................................................... 11
16. **Claiming Expenses** .................................................................................................... 12
17. **Reporting** ................................................................................................................... 12
18. **Legal fees** .................................................................................................................. 12
19. **Insurance** ................................................................................................................... 13
20. **Exclusions** .................................................................................................................. 13
21. **Appeals** .................................................................................................................... 14
22. **Audit** .......................................................................................................................... 14
23. **Register of Expense Claim Forms** ............................................................................ 14
1. POLICY STATEMENT

Council is committed to ensuring that Councillors can readily access the resources and support necessary for the effective performance of their Council duties and functions, whilst maintaining a prudent approach to the expenditure of public funds. Council espouses the values of accountability and transparency.

2. REASON FOR POLICY

The Local Government Act 1989 ('Act') includes a specific requirement that a Council must adopt and maintain a policy in relation to the reimbursement of Councillors’ expenses (s.75B). This policy fulfils that requirement, and is also intended to establish clear expectations about resources support and the reimbursement of expenses for the Mayor and Councillors.

3. BACKGROUND

In order to reduce the barriers to effective participation in local government by members of the community, it should be clear that the reasonable out-of-pocket expenses incurred by Councillors in performing their civic and statutory duties will be reimbursed.

This policy sets out the resources support to be provided to Councillors, and outlines the entitlements for reimbursement of out-of-pocket expenses incurred in performing official duties and functions as a Councillor.

4. SCOPE

This policy applies to all Councillors in relation to resources support and the reimbursement of out-of-pocket expenses incurred in performing their official duties and functions as a Councillor.

5. AUTHORISATION

This policy was adopted by Council by resolution at Ordinary Meeting OM300 on 1 May 2017.

6. REVISION DATE & RELEVANT POLICIES SUPERSEDED

6.1 This policy supersedes the Councillor Expense Reimbursement Policy which was adopted at Ordinary Meeting OM300 on 1 May 2017.

6.2 This policy will be reviewed once during each Council term, or more often if required by any particular circumstance, and will remain in force until it is revised or revoked by a resolution of Council.
7. DEFINITIONS

In this policy:

‘CEO or delegate’ means the Chief Executive Officer of Council, or another Council officer who has been given the responsibility for performing the particular duty or function on the CEO’s behalf. The delegate must have an appropriate level of training relevant to the performance of the duty or function.

‘civic function’ means a function or event convened by Council which involves a guest or guests of honour, and invited guests.

‘Council’ means Frankston City Council.

‘Council business’ means activities and matters relevant to Council’s objectives, role and functions, as described in the Local government charter (Part 1A of the Act). It includes the performance of official duties and functions.

‘electioneering’ means activities likely or intended to influence voting, or connected with a campaign for the success or a particular candidate or political party for election or re-election to public office, whether as a Councillor or as a State or Federal member. It includes a Councillor’s own campaign, and the campaign of another person or party.

‘formal study’ means training or education provided by a recognised tertiary education provider that leads to a formal qualification that is relevant to the Councillor’s performance of their role as a Councillor or as Mayor.

‘official duties and functions’ means activities consistent with the role of a Councillor as defined in s.65 of the Act. It includes Council business, civic and statutory duties and activities conducted on behalf of Council to further the achievement of Council’s objectives. Examples include preparing for, attending and participating in Council meetings, Councillor briefings, committee meetings, workshops and inspections; attending civic functions, representing Council at ceremonies and community events where formally invited as Councillor to undertake an official duty; attending public meetings, annual meetings or presentation dinners where invited as a Councillor; and attending meetings of community groups where invited to speak about Council programs or initiatives; private meetings with residents, ratepayers, community groups, developers etc, where arranged through official Council channels and details of discussions are documented in official records or diaries.

‘out of pocket expenses’ means expenses that have been met by the Councillor using their own funds, which may later be reimbursed.

‘partner’ means a Councillor’s spouse, wife, husband, domestic partner or companion.

‘personal use’ means activity that is conducted for purposes other than Council business.
8. **PRINCIPLES**

8.1 Councillors are entitled to be reimbursed for *reasonable out-of-pocket expenses* incurred as a result of performing their *official duties and functions*.

8.2 Councillors are also entitled to be reimbursed for *reasonable out-of-pocket expenses* associated with undertaking appropriate training and professional development.

8.3 Reimbursements can only be paid to a Councillor in relation to expenses actually and necessarily incurred in performing their *official duties and functions*.

8.4 Ratepayers can be assured that Councillors will maintain a conservative approach to the expenditure of public funds; such expenditure will be capable of withstanding public scrutiny.

8.5 Councillors must not obtain any personal gain through the expenditure of public funds (eg. monetary, loyalty card or any other rewards).

8.6 The *CEO or delegate*, or as determined by *Council*, is responsible for deciding whether it is appropriate to reimburse expenditure for items not specifically covered in this policy, on a case by case basis. Such decisions will consider whether the particular expense was reasonably incurred as a consequence of the Councillor undertaking *official duties and functions*.

8.7 In line with Council’s commitment to the principles of accountability and transparency, details of the payment and reimbursement of Councillors’ expenses are published in various media including on Council’s website and in Council’s Annual Report.

8.8 The purchase and replacement of equipment, attendance at training and seminars and reimbursement of expenses is subject to the availability of funds in the relevant budget allocation, the submission of the appropriate completed documentation and the approval of the *CEO or delegate*, or as determined by *Council*.
9. ROLES AND RESPONSIBILITIES

9.1 Each Councillor is responsible for ensuring that they are familiar with the requirements of this policy, and is accountable for managing their own compliance. This includes the accurate completion and timely submission of any Councillor Expense Claim Form (see Attachment A), Councillor Travel Claim Form (see Attachment B), Cabcharge Declaration Form (see Attachment C) and Corporate Credit Card Charge Reconciliation Form (see Attachment D) in accordance with this policy.

9.2 Clarification or advice about the interpretation of this policy may be sought in the first instance from the Director Corporate Development or the Manager Administration and Corporate Projects.

9.3 Duties and functions that are ascribed in this policy to ‘the CEO or delegate’ may be performed by the CEO, or by a delegate with an appropriate level of training relevant to the performance of the particular duty or function, or as determined by Council.

10. POLICY NON-COMPLIANCE

10.1 Failure to comply with this policy may constitute a breach of the Councillor Code of Conduct and/or of the Act.

10.2 Non-compliance with this policy also has the potential to negatively impact on the reputation of individual Councillors, and of Council.

11. RELATED DOCUMENTS

11.1 Local Government Act 1989, particularly sections 75, 75A, 75B, 75C 76B, 76BA and 76D.

11.2 Local Government (General) Regulations 2015.

11.3 Councillor Code of Conduct.

11.4 Election Period Policy.

11.5 Email and Internet Systems Use Guidelines.

11.6 Information Security Guidelines.

11.7 Information Services Guidelines for the Disposal of Redundant IT Equipment.

11.8 Motor Vehicle Private Use Scheme Policy.

11.9 Mobile Device Guidelines.

11.10 Procurement Policy.

11.11 Reimbursement of Expenses, Celebration Days and End of Year Events Guidelines.

11.12 Frankston City Council Enterprise Agreement.

11.13 Councillor Training and Development Policy.
12. COUNCILLOR RESOURCES, FACILITIES AND SUPPORT

12.1 Supply of Communications Equipment and Stationery

a) Each Councillor is entitled to be provided with such communications equipment and stationery as is reasonably required to facilitate the effective performance of their official duties and functions.

b) The particulars of the Council supplied communications equipment and stationery will be determined by the CEO or delegate, or as determined by Council, in consultation with the Councillors at the commencement of each Council term, and may include any or all of: a mobile telephone or ‘smart phone’ with email access; a laptop computer or a tablet (eg. iPad); a data allowance; stationery including paper, writing implements, envelopes, diaries, business cards (in batches of 250) and a name badge; a Councillor email account, managed through Council’s administration; and a Councillor profile page on Council’s website, managed through Council’s administration.

c) Council will meet the reasonable costs associated with the purchase, installation, service connection, maintenance, rental and usage of Council supplied communications equipment.

d) A request for replacement of Council supplied communications equipment that has been lost or irreparably damaged must be accompanied by documentation to substantiate the loss or damage. Equipment will generally be replaced on a like-for-like basis, rather than on a new-for-old basis.

e) Council supplied communications equipment is intended to be used for Council business purposes.

However, minimal personal use is acceptable, provided that the use is legal and appropriate; and does not interfere with Council business; and involves minimal additional expense.

f) Where significant personal use has occurred, the additional costs must be repaid to Council.

g) Council will not meet or reimburse the cost of private interstate calls and international use of mobile devices unless a prior arrangement has been made with the CEO or delegate, or as determined by Council.

h) Any use of Council supplied communications equipment may be monitored or recorded, read, copied and disclosed in accordance with applicable laws, regulations and policies.

i) The use of Council supplied communications equipment is subject to Council’s ‘Information Security Guidelines’ and Council’s ‘Email and Internet Systems Use Guidelines’.

j) Councillors should make use of existing Council resources where possible.

If a Councillor elects to use their own equipment, reimbursement for communication expenses incurred in the performance of their duties as a Councillor may be declared and approved by the CEO or delegate, or as determined by Council.
Council may reimburse an amount less than the amount claimed, where the actual expense incurred is not considered to be reasonable.

k) The use of Council supplied equipment to maintain or support a personal private business is prohibited.

l) The use of Council supplied equipment for electioneering is strictly prohibited.

12.2 Councillors’ Facilities

a) Councillors have access to a shared office space at the Civic Centre, which is equipped with a computer, a telephone, stationery and desk space. Limited administrative support can also be provided during business hours, upon request.

b) Meeting rooms in the Civic Centre can be booked for use by Councillors when required.

c) Designated Councillor car parking is available at the Civic Centre.

d) A Councillor is entitled to claim reimbursement for the cost of such assistive devices, personnel and associated expenses, as are reasonably required to enable the Councillor to perform their official duties and functions.

12.3 Mayor’s Facilities

a) A fully equipped office and reasonable administrative support will be provided to assist the Mayor to effectively undertake mayoral duties. The level of support is determined by the CEO or delegate, or as determined by Council, in consultation with the Mayor.

b) For the purpose of civic functions and ceremonies, the Mayor will be provided with ceremonial clothing including mayoral robes and chains of office. Council will meet the costs of laundering, cleaning and maintaining the ceremonial clothing. The ceremonial clothing must be returned to the CEO or delegate, or as determined by Council, two weeks prior to the conclusion of the mayoral term, so that appropriate laundering and any necessary repairs can be completed in time for the commencement of the incoming Mayor.

c) A mayoral vehicle is provided, which may be used by the Mayor for both official Council duties and private use.

The vehicle is associated with the office of the Mayor, rather than the incumbent Mayor; the mayoral vehicle is passed from one Mayor to the next, and the commencement of a new Mayor does not necessitate the purchase of a new mayoral vehicle.

The mayoral vehicle is changed over in accordance with Council’s Motor Vehicle Policy. The vehicle type will be of the same standard provided to the CEO.

Council will meet the costs associated with the mayoral vehicle including registration, insurance, maintenance and fuelling. Council will not meet the costs associated with cleaning or detailing the mayoral vehicle, except at the end of each mayoral term prior to handover of the vehicle to the incoming Mayor.

The mayoral vehicle may be driven by the Mayor; the Mayor’s partner; or a Councillor or Council officer on the Mayor’s behalf.
A designated car parking space is provided for the mayoral vehicle at the Civic Centre.

The mayoral vehicle must be returned to the CEO or delegate, or as determined by Council, 48 hours prior to the conclusion of the mayoral term, so that it can be serviced, cleaned and detailed in time for the commencement of the incoming Mayor.

12.4 Meals and Refreshments
a) Council will provide suitable refreshments during planned meetings regarding Council business.

b) Council will provide meals where Council meetings or briefings are scheduled to be held at times which extend through normal meal times, or over an extended period, or are likely conclude at a late hour.

c) The type of refreshments and meals provided by Council will be determined by the CEO or delegate, or as determined by Council, in consultation with the Mayor. Factors relevant to the determination will include the type of meeting, the invitees, and the start and finish times.

d) Where a Councillor is undertaking Council business that requires them to be away from home during normal meal times, or over an extended period, they are entitled to be reimbursed for the actual cost incurred for suitable refreshments and meals.

e) A tax invoice must be provided to substantiate the claim, and the amount reimbursed will not exceed the amount actually incurred.

f) The amount reimbursed will not exceed the meal allowance expense amounts in the most recent determination of the Australian Taxation Office.

g) Reimbursement will not be made in circumstances where a meal was provided.

12.5 Apparel
a) Council will, upon request, provide to each Councillor once each term such protective clothing as is required to carry out the duties of office, comprising any or all of: a high visibility vest; hard hat; safety glasses; gumboots; and wet weather jacket.

b) The CEO or delegate, or as determined by Council, is responsible for determining any request for additional apparel.

12.6 Return of Council Supplied Equipment
a) Councillors must return all Council supplied communications equipment to the CEO or delegate, or as determined by Council, one week prior to a general Council election.

b) Any stationery, apparel or other items which bear the Council’s logo must be returned to the CEO or delegate, or as determined by Council, at the conclusion of the Councillor’s term.

c) In the event of the resignation, retirement, suspension or disqualification of a Councillor, the Councillor must return to the CEO or delegate, or as determined
by Council, within one week of ceasing to be a Councillor, all Council supplied communications equipment and any items which bear the Council’s logo.

13. TRAINING AND EDUCATION EXPENSES AND EVENTS

It is desirable that Councillors undertake appropriate training and professional development throughout their terms in office. Whilst some training is provided in-house, it is important that Councillors are able to attend other relevant forums, to further develop their understanding of the many issues faced within local government, and to network with other Councillors. Accordingly, Councillors are entitled to reimbursement of expenses incurred through attending recognised and industry approved conferences, seminars, events, study and training courses that are relevant to their role, and which provide a significant professional development opportunity to the benefit of Council.

13.1 Annual Budget Allocation

a) A specific Councillor training and education allocation may be made in the Council’s annual budget, to meet or reimburse Councillors’ reasonable costs of travelling, transport, accommodation, registration fees, meals and other out of pocket expenses associated with relevant training, education and professional development.

b) Each Councillor will be entitled to an equal share of the training and education allocation and the annual budget allocation for each Councillor cannot be exceeded unless Council resolves to fund the additional amount.

c) The annual budget allocation for each Councillor is not transferable between Councillors or for other purposes, and unexpended funds cannot be rolled over to a subsequent financial year.

13.2 Conferences, Seminars, Events and Training Courses

a) A Councillor attending a conference, seminar, event or training course as an authorised representative of Frankston City Council is entitled to have all reasonable expenses for travelling / transport, accommodation, registration fees, meals and other necessary associated out of pocket expenses reimbursed or paid on their behalf.

b) Councillors’ attendance at conferences, seminars, events and training within the state of Victoria must be approved by the CEO or delegate, or as determined by Council, in order for reimbursement of associated expenses to be claimable.

c) Councillors’ attendance at conferences, seminars, events and training outside the state of Victoria is subject to prior approval by Council after consideration of an officer’s report.

d) Matters relevant to the approval of a Councillor’s attendance at a particular conference, seminar, event or training course are:

(i) course topic, content, location, date and duration;

(ii) relevance of conference to Council business and the Councillor’s personal development requirements;

(iii) analysis of the costs including the course, course material, travel and accommodation for the Councillor; and
(iv) benefits expected to result from attendance.

e) All claims for reimbursement of out-of-pocket expenses for meals, any required transport or other necessities related to attendance at the conference, seminar, event or training course must be substantiated by the production of a tax invoice.

f) Where overnight accommodation is required, the *CEO or delegate*, or as determined by *Council*, will arrange booking and payment for a Councillor’s accommodation at the conference hotel (or appropriate nearby venue, in accordance with Council’s Procurement Policy, if the cost is less than that promoted by the conference organiser).

g) Councillors wishing to make their own arrangements for transport or accommodation will have *reasonable expenses* reimbursed, as determined by the *CEO or delegate*, or as determined by *Council*.

h) After attending a conference, seminar, event or training course, a Councillor will provide a written summary to Council, which outlines the purpose of the conference, learning outcomes, matters of relevance to the Frankston municipality, issues for consideration by Council and any recommendations.

13.3 Attendance of Partner at Events

a) Generally, Council will not meet or reimburse any of the costs associated with the attendance of a *partner* at seminars or conferences; such costs must be met by the Councillor.

b) Payment or reimbursement of expenses associated with the attendance of a Councillor’s *partner* at a *civic function* is subject to prior approval by the *CEO or delegate*, or as determined by *Council*, or by Council.

c) Matters relevant to the approval of a payment or reimbursement of the costs associated with the attendance of a Councillor’s *partner* include:

   (i) the additional cost to Council through the attendance of the *partner*, and the availability of funds in the relevant budget;

   (ii) whether there is an expectation or agreement for *partners* to attend (for example, if other attendees are generally accompanied, or if the *partner* is specifically included in the invitation); and

   (iii) equity amongst all Councillors.

13.4 Formal Study

a) Where relevant to the role of the Mayor or a Councillor, and subject to annual budget limits, Councillors are entitled to be reimbursed for costs incurred for *formal study*.

b) Evidence of the successful completion of each unit of study must be produced in order to claim reimbursement of course or tuition fees.

c) Course or tuition fees may be paid by Council up-front, subject to a resolution of Council. Such payment must be refunded back to Council in the event that the unit of study is not successfully completed.
13.5 **Memberships**

a) Councillors are entitled to reimbursement of membership fees paid to any recognised organisation operating within Victoria, which provides access to information, training, seminars or networking directly relevant to the role of Mayor or Councillor.

b) Where a membership extends beyond the current term of the Councillor, reimbursement will be provided on a pro rata basis.

13.6 **Frankston Arts Centre House Seat Tickets**

a) Councillors are entitled to 8 complimentary double House Seat tickets per year for theatre performances at the Frankston Arts Centre. These tickets are for use by the Councillor and a guest, and cannot be transferred.

b) Requests for House Seat tickets will be determined by the CEO or delegate, in accordance with relevant policies and procedures.

c) Councillors must declare all House Seat tickets they have received on Council’s Gifts Register, within one month of the performance to which the tickets relate.

d) The CEO or delegate will monitor and record Councillor usage of House Seat tickets, and the value of the tickets will be reported as Councillor expenses in accordance with clause 17 of this policy.

14. **TRAVEL EXPENSES**

14.1 Councillors are entitled to reimbursement of travel expenses incurred in performing their **official duties and functions**.

14.2 When travel costs are to be paid or reimbursed from Council funds, it is expected that, wherever practicable:

a) Travel must be undertaken as efficiently as possible, using the shortest practicable route, and by the most cost effective means of transport. Public transport should be used wherever feasible. Examples where it may not be feasible to use public transport include performing **official duties and functions** at events scheduled late into the evening or at venues located outside the public transport network, or where the use of a private vehicle would be more costly than travel by taxi or uber, such as travel to and from the airport which would also involve parking fees.

If in doubt about the appropriate form of transport, a Councillor should, if practicable, consult with the Mayor.

b) Where more than one Councillor attends the same function outside the municipal boundaries, a vehicle should be shared.

c) Any proportion of the travel costs that relate to activities other than the Councillor’s **official duties and functions** will be excluded from the calculation of expenses to be paid.

14.3 The standard form of travel outside the state of Victoria will be economy class air. If a Councillor chooses instead to use their own vehicle for interstate travel, the maximum amount for which they are entitled to be reimbursed is equivalent to the cost of the cheapest available return airfare to the destination.
14.4 **Travel expenses** associated with the use of a private vehicle within Victoria for the performance of a Councillor’s **official duties and functions** will be reimbursed in accordance with the rates specified in Council’s Enterprise Agreement, upon submission of a completed Councillor Travel Claim Form (see Attachment B to this policy). This form includes a declaration to verify that the travel claimed was undertaken in the performance of the Councillor’s **official duties and functions** and in compliance with this policy.

14.5 **Travel expenses** will not be reimbursed in instances where the Councillor is entitled to a sitting fee or payment from another organisation for their attendance.

### 15. CARER EXPENSES

15.1 The cost of care for a dependent child aged under 14 years, or a person with a disability or medical condition, or who is frail aged, may be claimed by a Councillor where:

a) the expense is incurred to enable the Councillor to perform their **official duties and functions**; and

b) the child or person who requires care:

(i) resides in the Councillor’s household and the Councillor is the primary carer; or

(ii) is a person in respect of whom the Councillor is entitled to a Commonwealth Carer Payment or Allowance; or

(iii) is a person for whom the Councillor’s **partner** is the primary carer, when the **partner** is accompanying the Councillor to a Council function; and

c) the care is provided by:

(i) a registered care provider; or

(ii) a person who does not reside with the Councillor, and who does not have a familial or similar relationship with the Councillor (eg. **partner**, mother, father, sister, brother, aunt, uncle, cousin, niece, nephew, grandparent, sister-in-law, brother-in-law).

15.2 A claim for reimbursement of carer expenses must include the details of the meeting or **Council business** that was undertaken during the period of care, and must be substantiated by a tax invoice or receipt from the care provider which includes the dates and times when the care was provided, the care provider’s signature and ABN (where relevant).

15.3 Where care is provided by a registered care provider, Council will reimburse the amount on the official tax invoice.

15.4 Care that is not provided by a registered care provider will be reimbursed at a maximum rate of $25 per hour.
16. CLAIMING EXPENSES

16.1 Expenses must be claimed within 60 days of being incurred, or within 60 days from the date of return from the conference, event or study tour (whichever date is later).

16.2 An expense claim must be:
   a) made on the appropriate claim form (see Attachments to this policy);
   b) accompanied by proof of expenditure, such as a tax invoice; and
   c) signed by the Councillor, to verify that the claim is accurate, relates strictly to Council business, and complies with the relevant legislative provisions and Council policy; and

16.3 An expense claim which complies with clause 16.2 may be submitted to the CEO or delegate, or as determined by Council, for processing.

16.4 Councillors’ expense claims will be processed as quickly as possible so that Councillors receive rapid reimbursement for all reasonable out-of-pocket expenses incurred as a result of performing their official duties and functions.

16.5 Late claims cannot be approved by the CEO or delegate, or as determined by Council, but may be reimbursed subject to a Council resolution.

17. REPORTING

17.1 In the interests of transparency and accountability, details of Councillor expenditure are published on Council’s website as soon as practicable after the information is available.

17.2 All Councillor expenses paid are included in a register which is available on Council’s website.

17.3 Details of expenses paid and reimbursed are also required to be included in Council’s annual report.

17.4 Prescribed details in relation to overseas and interstate travel, comprising the Councillor’s name, the date, destination, purpose and total cost of the travel, are required to be included in a register that is available for public inspection. (Local Government (General) Regulations 2015).

18. LEGAL FEES

18.1 Legal fees for Councillor matters may be paid from Council’s budget only where prior approval has been obtained from the CEO or delegate, or as determined by Council, or by Council resolution.

18.2 The situations in which the CEO or delegate, or as determined by Council, or the Council by resolution, may approve payment from Council’s budget of legal fees relating to a Councillor or Councillors include, but are not limited to:
   a) Defending proceedings brought against a Councillor in relation to activities undertaken in good faith while carrying out official duties.
   b) Responding appropriately to a Councillor conduct investigation, or to any other investigation by a regulatory body such as the Victorian Office of Local
Government, the Independent Broad-based Anti-corruption Commission or the Victorian Ombudsman, which relates to activities undertaken in good faith while carrying out official duties.

c) Effective management of a complaint or dispute under the Councillor Code of Conduct.

d) Responding appropriately to an investigation conducted by Victoria Police in relation to the Councillor’s duties and responsibilities (excluding criminal investigations).

e) A circumstance where the CEO or delegate, or as determined by Council, or the Council by resolution determines that external legal advice is required in relation to a Councillor’s pecuniary interests or a potential conflict of interest.

19. INSURANCE

19.1 In accordance with sections 76 and 76A of the Act, Councillors are indemnified against any action or claim, as long as the acts giving rise to the action or claim were done in good faith and relate to the Councillor’s official duties and functions.

19.2 Council holds a range of insurance policies including public liability and professional indemnity insurance, Councillors’ and officers’ liability insurance, travel insurance which includes cover for personal accident and illness, and motor vehicle insurance which covers the insurance excess or minor damage to a comprehensively insured personal vehicle damaged while being used for Council business.

20. EXCLUSIONS

The following expenses cannot be funded or reimbursed by Council:

20.1 any expense arising from a breach of road, traffic, parking, or other regulations or laws;

20.2 stationery, furniture or equipment additional to that provided for in this policy;

20.3 damage to or loss of personal possessions;

20.4 expenses for a Councillor’s partner which are not expressly provided for within this policy;

20.5 donations, tips or gratuities, gifts, the purchase of raffle tickets, or tickets or entry fees to events, unless endorsed by Council resolution;

20.6 hotel mini bar, room movies, room service and similar;

20.7 expenses incurred by third parties;

20.8 expenses claimed by a Councillor as a tax deduction;

20.9 expenses which are fully or partly recoverable from a third party; and

20.10 expenses associated with the election campaign of any Councillor.
21. APPEALS

21.1 A Councillor is entitled to make a complaint or appeal in writing to the Mayor against any decision regarding a reimbursement.

21.2 In the event of a complaint or appeal against a decision regarding a reimbursement under this policy, the CEO or delegate, or as determined by Council, will advise the Mayor of the reason or reasons for refusal of the claim.

21.3 If the matter remains unresolved, it will be reported to Council for determination. Council’s decision on the matter will be final.

22. AUDIT

Expenses paid or reimbursed under this policy will be subject to:

22.1 regular review by Council’s internal auditors; and

22.2 annual review by Council’s Audit and Risk Management Committee.

23. REGISTER OF EXPENSE CLAIM FORMS

23.1 A register consisting of the following Councillor expense documents will be available for inspection by any Councillor upon request:

a) All Councillor Expense Claim Forms submitted to the CEO or delegate, or as determined by Council, for processing;

b) All Councillor Travel Claim Forms submitted to the CEO or delegate, or as determined by Council, for processing;

c) All Councillor Cabcharge Declaration Forms submitted to the CEO or delegate, or as determined by Council, for processing;

d) All Corporate Credit Card Charge Reconciliation Forms submitted by (or on behalf of) the Mayor or any Councillor; and

e) Documents regarding expenses attributable to any Councillor, paid directly by the Council (eg. phone and internet charges, communications equipment and office supplies, conferences and training, memberships etc).

23.2 The register will include Councillor expense documents from 2 November 2016 (ie the date on which Councillors were declared elected, being the commencement of the current Council term).
COUNCILLOR EXPENSE CLAIM FORM

This form is to be used to claim reimbursement for reasonable expenses incurred performing **official duties and functions**¹, in accordance with the Councillor Expense Reimbursement Policy. Expenses must be claimed within 60 days and must be accompanied by proof of expenditure (e.g. tax invoice).

<table>
<thead>
<tr>
<th>Name of Councillor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period of claim:</td>
</tr>
</tbody>
</table>

**Expense Category:**
- Communications equipment
- Stationery
- Meals and refreshments
- Care
- Training and education
- Equipment
- Other (specify)

**Details of Expense Claimed:**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Details of Expense: (please be specific and include details to clearly link the expense to your official duties and functions)</th>
<th>GST:</th>
<th>Cost (incl. GST):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Declaration:**
I hereby declare that the expenses claimed on this form were incurred in the performance of my **official duties and functions**¹ as a Councillor and that this claim complies with the Councillor Expense Reimbursement Policy.

Signature of Councillor: __________________________ Date: / / 

**Approval:**
I hereby determine that the expenses claimed on this form are suitable for reimbursement in accordance with the Councillor Expense Reimbursement Policy.

Signature of CEO: __________________________ Date: / / 

¹ **official duties and functions** as a Councillor means activities consistent with the role of a Councillor as defined in s.66 of the Act. It includes Council business, civic and statutory duties and activities conducted on behalf of Council to further the achievement of Council’s objectives. Examples include preparing for, attending and participating in Council meetings, councillor briefings, committee meetings, workshops and inspections; attending civic functions, representing Council at ceremonies and community events where formally invited as a Councillor to undertake an official duty; attending public meetings, annual meetings or presentation dinners where invited as a Councillor, and attending meetings of community groups where invited to speak about Council programs or initiatives; private meetings with residents, ratepayers, community groups, developers etc, where arranged through official Council channels and details of discussions are documented in official records or diaries.
# COUNCILLOR TRAVEL CLAIM FORM

This form is to be used to claim reimbursement for travel in a Councillor’s own vehicle whilst performing *official duties and functions*, in accordance with the Councillor Expense Reimbursement Policy.

<table>
<thead>
<tr>
<th>Name of Councillor:</th>
<th>Period of claim:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vehicle make and model:</th>
<th>Vehicle registration:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Number of cylinders of vehicle:**
- 4 □ ($0.0369 per km)
- 6 □ ($1.137 per km)

These rates are as at March 2017, based on the Enterprise Agreement. The non-taxable component of both rates is $0.66 per km. Confirmation of current rates can be obtained from Payroll.

**Details of travel claimed:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Purpose (please be specific and include details to clearly link the travel to your <em>official duties and functions</em>)</th>
<th>Calling points</th>
<th>Odometer</th>
<th>Total kms</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Origin</td>
<td>Destination</td>
<td>Start</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Declaration:**

I hereby declare that the travel claimed on this form was in the performance of my *official duties and functions* as a Councillor and that this claim complies with the Councillor Expense Reimbursement Policy.

_________________________ Date: / / 
Signature of Councillor

**Approval:**

I hereby determine that the travel claimed on this form is suitable for reimbursement in accordance with the Councillor Expense Reimbursement Policy.

_________________________ Date: / / 
Signature of CEO

---

* *Official duties and functions* as a Councillor means activities consistent with the role of a Councillor as defined in s.65 of the Act. It includes Council business, civic and statutory duties and activities conducted on behalf of Council to further the achievement of Council’s objectives. Examples include preparing for, attending and participating in Council meetings, Councillor briefings, committee meetings, workshops and inspections; attending civic functions, representing Council at ceremonies and community events where formally invited as Councillor to undertake an official duty; attending public meetings, annual meetings or presentation dinners where invited as a Councillor; and attending meetings of community groups where invited to speak about Council programs or initiatives; private meetings with residents, ratepayers, community groups, developers etc, where arranged through official Council channels and details of discussions are documented in official records or diaries.

YOU MAY WISH TO KEEP A COPY OF THIS CLAIM FORM TO ASSIST WITH THE COMPLETION OF YOUR TAXATION RETURN.

Office use only

Date received: Receiving officer:
**Corporate Credit Card Charge Reconciliation**

This form is to be filled in online (in the Excel template) then printed and signed by the card holder and the approver. Both the signed hard copy and the soft copy must then be submitted to the Assistant Accountant, within 2 days of receiving the monthly credit card statement.

<table>
<thead>
<tr>
<th>Purchase Date</th>
<th>Ledger Account</th>
<th>GST Code</th>
<th>Amount (incl/GST)</th>
<th>Name of Supplier</th>
<th>Details of expense (what was purchased?)</th>
<th>Council business to which expense relates (please be specific and include details to clearly link the expense to Council business* )</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Card holder declaration:**

I hereby declare that the charges detailed on this form were incurred in the course of conducting Council business* in compliance with the following relevant Council policies:

- Council Expense Reimbursement Policy
- Corporate Credit Card Policy and Procedures
- Procurement Policy (tick all that apply)

Name: ____________________________________________

Signature: _______________________________________

Date: __________________________

**Approval:**

Note: the CEO or delegate is responsible for approving purchases by the Mayor and Directors; the Mayor is responsible for approving purchases by the CEO; other approvals are in accordance with the financial delegations.

I hereby declare that the charges detailed on this form appear to comply with relevant Council policies.

Name: ____________________________________________

Signature: _______________________________________

Date: __________________________

**Reconciliation Completed By:** ____________________________

* Council business means activities and matters relevant to Council’s objectives, roles and functions, as described in the Local Government Charter (Part 1A of the Local Government Act 1989).

Please return the completed form along with your credit card statement, receipts/tax invoices and any other supporting documentation to the Assistant Accountant.