

Councillor Support and Expenses Policy - 2017

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Introduction

In accordance with the *Local Government Act 1989* (*the Act*) a Council must reimburse a Councillor for expenses if the Councillor establishes that the expenses were reasonable bona fide Councillor out-of-pocket expenses incurred while performing the duties as a Councillor. In addition Council must adopt and maintain a policy in relation to the reimbursement of expenses for Councillors which must be made available to the public.

In 2008 the Victorian Government, based on the recommendations of the Local Government (Councillor Remuneration Review) Panel Report, issued a Policy Statement which provided a minimum toolkit in supporting all Mayors and Councillors in Victoria titled, *Recognition and Support, the Victorian Government's Policy Statement on Local Government Mayoral and Councillor Allowances and Resources* (Recognition and Support Policy Statement).

Section 76 of *the Act* outlines the primary principle of Councillor conduct and the general Councillor conduct principles which has informed the State Government's Recognition and Support Policy Statement and are based on the following principles:

- 1. Councillor Conduct principles.
- 2. Encouraging diversity in participation, equity and access.
- 3. Accountability, transparency and community acceptance.
- 4. Local flexibility according to complexity, needs and standards.
- 5. No disadvantage separation of allowances from reimbursement of expenses and provision of resources and facilities support.

The level of Mayoral and Councillor allowances are determined annually by the Minister for Local Government and are not considered as part of this policy.



Purpose

This policy has been developed in recognition of the essential support Councillors require to serve, engage and act in the best interests of the community - in their elected representative role as a Councillor.

The policy covers Maribyrnong City Council's civic support for Councillors, and the parameters and procedures for reimbursement of out-of-pocket expenses incurred. Councillors should put in place processes for documenting their claimable expenses. They should also seek their own financial and taxation advice.

Scope

The Policy relates to Councillors of the City of Maribyrnong, however reimbursement of expenses may also include those incurred by members of Council committees in attending meetings or performing the endorsed duties of the committee.

Definitions

Act means the Local Government Act 1989.

Appropriate documentation means an original tax invoice clearly identifying the expenditure incurred, and including an official receipt for payment received.

In the event of a lost or misplaced tax invoice, a Statutory Declaration which includes the specific details of the financial transaction, will be considered appropriate documentation.

The financial details of the transaction to be provided are:

- a) The name of the supplier and their ABN;
- b) A description of product or service provided;
- c) The date that the service or goods were received;
- d) The total amount paid, inclusive of GST; and
- e) The date the payment was made to the supplier.

Councillors means elected Councillors whose term of office has not expired.

Demonstrable benefit means that the event/conference/training/meeting etc attended has met the requirements of 'duties as a Councillor', and the Councillor's attendance has assisted the Council to achieve its key commitments under the Council Plan.



Duties as a Councillor means duties performed by a Councillor that are necessary or appropriate for the purposes of achieving the objectives of a Council having regard to any relevant Act, regulations, Ministerial guidelines or Council policies or as otherwise stipulated in this policy.

Family member means:

- a) a spouse or domestic partner of the person; or
- b) a son, daughter, mother, father, brother or sister that regularly resides with the person.

Member of Council Committee means any Council appointed member to Special Committees (section 86 of *the Act*) and advisory committees (as defined in section 3 of *the Act*).

Portal means a specially designed web based application or website that serves as the single point of access for information.



Policy and procedure

1 Civic support resources and facilities

This Policy recognises that Council is committed to ensuring that Councillors are provided with the facilities required to enable them to perform their duties.

Councillors acknowledge the following guiding principles for this policy:

- a) Councillors shall generally make use of Council's administrative systems rather than incur personal expenditure whilst performing their duties.
- b)
- c) Claims for reimbursement, shall only be for Council business related items.
- d) All equipment is to be returned to Council at the end of a Councillor's term of office (including resignation/retirement). Councillors may request to take existing allocated mobile telephone numbers upon departure from office.

1.1 Office facilities

1.1.1 Mayor's Office

An office – including computer, printer and telephone landline – is provided for the Mayor at the Maribyrnong Council Offices, to carry out his/her Mayoral duties.

1.1.2 Councillors' Office

An office – including photocopier, printer and telephone landlines – is provided for Councillors at the Maribyrnong Council Offices, to carry out their Councillor duties.

1.1.3 Councillors' Lounge

A lounge and kitchen (including light refreshments) is provided for Mayor/Councillors at the Maribyrnong Council Offices, to carry out their Councillor duties.

1.1.4 Building access and parking

Each Councillor receives a security card allowing access to the Councillors' Office, Lounge and public areas at the Maribyrnong Council Offices. The Mayor also has access to the Mayor's Office.

Shared parking spaces are available for Councillors use at the Maribyrnong Council Offices (a permit is required).

1.2 Communication/technical equipment



1.2.1 Mobile telephone, mobile computer device, and internet access

Councillors will be provided with a mobile telephone and a mobile computer device with internet access (Wi-Fi and 4G network access), and an in-car phone kit (if required) to facilitate communication relating to the Councillor's duties.

While the mobile telephones are provided for Council business use, it is recognised that for practical reasons Councillors may make a reasonable number of non Council business related calls on mobile telephones. It is also recognised that the individual level of usage of Council supplied mobile telephones may differ according to individual circumstances, the nature of their Council activity and involvement. The onus will be on each Councillor to determine what is reasonable according to their individual circumstances and role.

Where private telephone use is deemed by Councillors themselves, or the Chief Executive Officer (the CEO), to be beyond reasonable limits, Councillors will be required to reimburse Council for the cost of such calls.

To assist Councillors in determining what is reasonable level of usage for private telephone calls on mobile telephones the following guidelines are provided:

- International calls would not be considered reasonable private use.
- Telephone calls to information/service providers which incur a significant per minute charge will normally not be considered reasonable.



Compliance

Councillors are required to ensure that they have read, understood and comply with Council's corporate policies (available on the Councillor portal) in respect to the use of any communication and IT equipment and resources.

In relation to internet access, the policy covering private usage and mobile telephones will apply and Councillors must have particular regard to what is "appropriate material" that is sent, stored or spoken.

General

All key strategic documentation for Councillors will be available via a portal, including Council Agendas and Minutes, Council Plan, Annual Actions and Annual Budgets. Where required, hardcopies of certain documents will be made available to Councillors upon request.

Stolen items must be reported to the Victoria Police and to the Manager Governance and Customer Service. The equipment remains the property of Council and is recorded on Council's Asset Register.

1.3 Administration support

1.3.1 Administrative support – Mayor and Councillors

Administrative support is provided to the Mayor and Councillors for work directly related to the duties of office. All support will be overseen by the Director Corporate Services, and undertaken by the Executive Assistant to Mayor and Councillors.



1.3.2 Stationery/mail

Councillors shall, upon request, be supplied with standard stationery held or obtained generally for the organisation's requirements. Stationery may include but not necessarily be limited to paper, writing implements, USBs, business cards, Council Christmas cards and diary.

Stationery and postage must not be used by a Councillor for any personal, business, political or election related purposes.

All correspondence sent by the Mayor or Councillors is to be recorded in Council's record management system and organised through the Executive Assistant to Mayor and Councillors.

Each Councillor will be provided with two Councillor name badges (magnetised, approved Councillor format) for use while undertaking Council business.

Each Councillor will be provided with a Councillor business card (approved Councillor format, including photo) for use while undertaking Council business. On request, the business card can include a Councillor's facebook address (set up and maintained by a Councillor for the purposes of their role), but not a personal facebook address.

1.3.3 Photocopying

A photocopier is provided in the Councillors' Office for small amounts of photocopying directly related to Council business.

1.3.4 Newspapers/publication subscriptions

Council will provide Councillors with an internally-produced media monitoring record (Media Watch). Copies of The Age and Herald Sun newspapers are available for reading online with hardcopies available from the Communications and Engagement Team. Council will provide Councillors with subscription copies of key local government industry publications. Use of material is for Councillors only and not to be forwarded on.



1.3.5 Photographs

On request, Council will provide Councillors with access to the Council image library for Council-related business. The images remain the property of Council (copyright) and must only be used by Councillors for a specified and approved purpose related to Council business.

On request, Councillors will be able to update their official Councillor headshot (using a Council-engaged photographer) each year.

Images must not be used by a Councillor for any personal, business, political or election-related material. All image access and use must be approved by the Director Corporate Services.

1.4 Representative memberships

1.4.1 Memberships

Council will organise and pay for individual and collective Council/Councillor membership to peak local government industry bodies, including the Municipal Association of Victoria (MAV) and the Victorian Local Governance Association (VLGA), Australian Local Government Women's Association (ALGWA), Australian Local Governance Association (ALGA).

Council will also pay membership for individual Councillors to other peak associated bodies, e.g. the Australian Institute of Company Directors. -.



1.5 Community interaction

1.5.1 Festivals and events

Councillors will be invited to attend key Council festivals and events in the City, to engage with residents and visitors.

1.5.2 Online engagement

Each Councillor will be profiled on Council's website – containing their official headshot photo, contact details, and representation on committees. A ward map will also be included on the website.

1.5.3 Maribyrnong Messenger

Councillors names, contact details and headshots will feature in each edition of the Maribyrnong Messenger. The Mayor will also feature in a Mayoral column in each edition.

Councillors must use their own private resources to produce and distribute their own individual letters or newsletters (ward or other).

1.5.4 Social Media

Councillors must comply with the Councillor Social Media Policy which includes that Councillors are responsible for maintaining their own personal social media pages and must state that all views are their own. A copy of the Policy is available on the Councillor portal.

1.6 Meals

1.6.1 Meals/refreshments

Where Council or Committee Meetings are held at times which extend through normal meal times, Council will provide suitable meals/refreshments served on the premises.



2 Reimbursements

2.1 Child care/family care

Council will reimburse the out of-pocket carer (child and family) expenses incurred by Councillors in the course of carrying out their duties and when they attend:

- Ordinary and Special Council Meetings or Special Committees of Council
- Formal briefing sessions and planning forums
- Civic or ceremonial functions convened by the Council or the Mayor
- Meetings scheduled by the Council or the Mayor
- Meetings necessary for the Councillor to exercise a delegation given by Council
- A meeting, function or other official role as a representative of the Council or Mayor
- Meetings of community groups, organisations and statutory authorities to which the Councillor has been appointed Council delegate or is authorised by Council except where the body reimburses relevant child care expenses incurred by the Councillor
- Conferences, study tours/official visits (domestic and overseas), training sessions and functions in the capacity as Councillor
- Community forums, meetings with officers or other meetings and events attended in the course of their duties as a Councillor.

This category covers child care for children 0-15 years inclusive and other forms of care needed to support immediate family members.

Council will reimburse the Councillor for carer expenses paid to:

- An accredited child care/attendant care provider; or
- A person providing care who does not:
 - Have a familial or like relationship with the Councillor; or
 - Reside either permanently or temporarily with the Councillor; or
 - Have a relationship with the Councillor or his or her partner such that it would be inappropriate for Council to reimburse monies paid to the care provider.

Fees are generally payable per hour or part of an hour subject to any minimum period which is part of the care provider's usual terms.



Reasonable child care fees will be determined as not exceeding reasonable prevailing child care market rates within the municipality.

Reimbursement Procedure for Child or Family Care:

- All claims for reimbursement of child or family care shall be made on a monthly basis (within 30 days from the end of the month)
- Councillors must complete a "Councillor Expenses Claim Form C: Child/Family Care Expenses" form (refer appendix) and submit to the Executive Assistant to Mayor and Councillors for processing and subsequent authorisation.
- A completed Statement by a Supplier Form is required if not quoting an Australian Business Number (ABN) for the care provider.
- A copy of the appropriate documentation from the care provider must be submitted together with the Councillor Expenses Claim form clearly outlining:
 - The date the service was provided
 - The times the service was provided
 - The reason for the service provided
 - The total number of hours for the service
 - The hourly rate of the provider
 - The name of the person who has provided the service.

2.2 Transport

In carrying out their duties, Councillors are required to attend numerous meetings, functions and events. The following section details the policy in relation to reimbursement of Councillor out-of-pocket travel expenses incurred while performing their duties.

2.2.1 Use of private vehicles

Costs relating to private vehicle use will be reimbursed where it is a necessary Council expense incurred while performing duties as a Councillor. Note that this is for travel to events outside the municipality. It does not include travel from home to Council meetings or events held within the municipal boundary. The allowance payable to Councillors shall be in accordance with the rates determined by the Australian Taxation Office each year, and as varied from time to time.

Note, at the time of adoption of this Policy, claims are limited by the Australian Tax Office to a maximum of 5000kms per year.

Councillors may be reimbursed private vehicle travelling expenses for:

• Travel for inspections, functions and external meetings associated with legitimate Council business, outside the municipality.



- Travel for attendance at authorised conferences, courses and seminars, outside the municipality.
- Travel to and from air, rail or bus ports when embarking on interstate or international Council business, outside the municipality.

A record of private vehicle use must be maintained by the Councillor and submitted on a monthly basis using the Councillor Expenses Claim Form A Motor Vehicle Expenses form (refer appendix). The record shall contain details of Council business, date, destination and number of kilometers and any tolls.

In accordance with Council's Motor Vehicle Policy 2011, private vehicles used in the course of conducting official Council business, must have full comprehensive insurance coverage to be eligible for reimbursement of any excess to the value of up to \$1,000 (plus GST). Council's Motor Vehicle Policy 2011 does not apply where comprehensive insurance is not maintained for private vehicles used in the course of conducting official Council business.

2.2.2 Municipal Parking Permits

Each Councillor will be issued with a City of Maribyrnong Municipal Parking Permit, approved by the Manager Governance and Customer Service, to assist in performing the duties as a Councillor where the nature of performing those duties would be hindered, unless an exemption from some parking restrictions on Council controlled land was granted.

Municipal Parking Permit Conditions

Conditions of a Municipal Parking Permit for Councillors performing their duties as a Councillor, include:

- Permission to park without time restrictions in any time restricted area of 1 hour (1 P) and over.
- In Council owned and operated paid parking areas Councillors are not expected to pay the fee, and are exempt from imposed time limitations.
- Municipal Parking Permits are valid in on-street residential parking permit zones and Council owned and operated car parks with the exception of the Western Hospital site, Highpoint Shopping Centre and the Maribyrnong Aquatic Centre.
- Strictly observing all other road rules and parking limitations.

Municipal Parking Permits do not apply to:

- No stopping areas.
- Within 10 meters of an intersection.



- Loading zones.
- Clearways.
- Disabled parking bays.
- Time restrictions less than one hour.
- All statutory offences as defined by the Victorian Road Rules.

Parking infringement notices may be issued where a permit holder does not comply with the parking conditions, or where doubt exists that the vehicle was being used in the course of a Councillor performing the duties of a Councillor.

Annual Renewal

Municipal Parking Permits are required to be renewed annually and approved by the Manager Governance and Customer Service. Councillors will be contacted prior to Municipal Parking Permits expiring.

2.2.3 Flexicar

Councillors wishing to use a Flexicar must book the vehicle on-line and complete a Councillor Expenses Claim Form B: General Expenses Claim form together with the provision of a Flexicar receipt.

2.2.4 Use of taxis

Cabcharge vouchers are available for Councillor use for taxi services when travelling on Council related business. They can be obtained from the Manager Governance and Customer Service.

Details of the Council business reason for the trip should be recorded on the cabcharge document by the Councillor.

Should Councillors incur costs in using a taxi service without a cabcharge voucher, reimbursement will be made following completion of a Councillor Expenses Claim Form B: General Expenses form together with the provision of the appropriate documentation from the taxi.



2.2.5 Public transport

Myki cards are available for Councillor use to enable travel on trains, trams, buses and light rail journeys while conducting Council business within and outside the municipality.

These cards are available from the Executive Assistant to the Mayor and Councillors.

2.2.6 Car parking fees

Car parking fees incurred while conducting Council business will be reimbursed on the basis of appropriate documentation and relevant detail regarding the purpose, date and time of the meeting or function.

Claims must be made using the Councillor Expenses Claim Form B: General Expenses form together with the provision of the parking appropriate documentation.

2.2.7 Mayoral vehicle

A fully maintained vehicle (final decision to rest with the CEO in accordance with the Fleet Policy) will be provided to assist the Mayor to carry out his/her duties and for private use during the Mayoral term.

The Mayoral vehicle will be traded in accordance with Council's normal vehicle replacement policy, unless authorised by the CEO.

2.2.8 Access to Council's Car fleet vehicles and bicycle pool

Where practicable, and by prior arrangement through the Fleet Administrator, a Council pool vehicle may be made available to Councillors for travel outside the municipality where use of private vehicles or other means of transport is not possible. Councillors must fill out the logbook in car pool vehicles.

Councillors may also access the Council bicycle pool for transport related to Council business. Councillors must however undertake Council's safety training prior to being able to utilise Council bicycles.

2.2.9 Reimbursement for travel expenses

All claims for reimbursement of travel related expenses must be submitted by Councillors on a monthly basis consistent with Council's financial cycle. Claims must be made within 1 month of the date of service to ensure accurate and equitable reporting of Councillor expenses.

All claims for the financial year must be finalised and submitted to the Governance Unit by the end of the financial year.



2.3 Professional development and civic representation

2.3.1 Conferences and seminars

Criteria

Attendance at relevant conferences and seminars are necessary for effective representation and advocacy for the City, and the development of Councillors in their role.

Councillors can attend seminars and conferences that:

- Relate directly to performing duties as a Councillor (that are necessary or appropriate for the purposes of achieving the objectives of a Council having regard to any relevant Act, regulations, Ministerial guidelines or Council policies).
- Are organised by a Local Government peak body/association MAV, VLGA, ALGA, ALGWA, etc.
- Have a 'demonstrable benefit' for the City of Maribyrnong community.

Under s.12 (a) of the Local Government (General) Regulations 2015 Council is required to make available for public inspection all details of overseas or interstate travel undertaken by Councillors/staff.

Expenses covered for Councillor as a delegate:

- Registration Fees
 - The payment of registration fees for attendance at conference/seminars sessions.
- Conference Dinner/Meals
 - Payment for the main conference seminar dinner, if not covered by registration cost, together with all meals, within reasonable limits, for the duration of the conference or seminar. Minibar use will not be covered.
- Accommodation
 - The payment of accommodation costs on the following basis:
 - Appropriate accommodation from the day prior to registration day and each day on which official sessions of the conference seminar are held, provided that the conference takes place outside the Melbourne metropolitan region.
 - Any additional accommodation costs incurred as a result of the attendance of partners and/or children shall be borne by the Councillor.



Transportation

- Council will provide a Councillor with transportation to, from and during, conferences and seminars. Transportation may be by:
 - Aircraft Economy Class
 - Taxi
 - Private/Council vehicle
 - Train/bus economy class
 - Hire car for carpooling/child seat requirements.

Car Parking Fees

 Council will reimburse the cost of commercial parking fees associated with the Councillor attending a conference or seminar sessions.

Council will not cover any expenses other than those listed above (please refer to 'Exclusions' section). The costs of partners or family members to attend conferences and seminars will not be covered by Council, (excepting Councillor/executive planning weekends, if approved by the CEO). A Councillor should use their mobile telephone, rather than their accommodation telephone, whenever possible, to keep call costs to a minimum.

Requirements

Councillors require approval from the CEO for all discretionary trips and interstate travel and attendance at conferences.

All overseas travel by Mayor or Councillors requires a resolution of Council.

For incidental expenses incurred (that meet the criteria) Councillors need to provide:

- Completed General Expense claim form.
- A copy of all appropriate documentation for services/costs
- For audit purposes, in the unlikely event appropriate documentation cannot be produced, the reimbursement of expenses will require approval by the Director Corporate Services.

Limits

Within the current financial year budget for the Mayor.

5,000 (plus GST) for Councillors per financial year (amount can be varied by agreement with the CEO, if resources within the budget are available).



Timeframe for claims

All conference registration, travel and accommodation costs will be organised through the Manager Governance and Customer Service. Claims for incidental expenses reimbursement should be submitted on a monthly basis consistent with Council's financial cycle. A claim should be made within the timeframes specified in 6.2, to ensure equitable reporting of expenses.

All claims for the financial year must be finalised and submitted with the Governance Team by the end of the financial year. Claims must be finalised one month prior to a Council election. One month grace will be given post-election for sitting Councillors who are not re-elected - at this time, the ability of a Councillor to claim costs closes.

2.3.2 Professional development and education

Professional development and education opportunities are available to Councillors through a range of providers, professional bodies and private sector providers on issues and events which are relevant to the role of Councillors and the City in general.

Councillors will be given the opportunity to attend professional development opportunities, such as accredited education, training, study tours and mentoring sessions as they are important in enhancing the knowledge of Councillors and their ability to make contemporary informed decisions. The selection of the professional development will be based on its relevance to the responsibilities of the respective Councillor specific areas of priority interest to the city:

- Professional development organised by Local Government peak bodies

 the MAV, VLGA, ALGA or ALGWA or relevant government departments and entities.
- Specialist training and education related to the duties and responsibilities Australian Institute of Company Directors (AICD) or other courses related to governance and leadership
- Relevant interstate and international professional development opportunities.
- Specific needs based training including, but not limited to, media, social
 media, public speaking, governance and financial management. Training and
 development costs for the first year of a Council term following a general
 election, will be absorbed as part of an induction period budget to promote
 training of incoming and re-elected Councillors.



Reimbursement

Course registration and payment for all Councillor training and development courses will be organised through the Manager Governance and Customer Service.

The CEO will assess and approve all training/development course requests by Councillors on a case by case basis, aiming for an equitable use of the development course fund.

Expense reimbursement claims will be in accordance with those set for conferences and seminars.

A \$30,000 (plus GST) per annum development course fund will be administered by the CEO to cover the costs of training and development for all Councillors. Attendance at the Australian Institute of Company Directors course will be financed outside of this fund following approval by the CEO.

2.3.3 Local events

Attendance at local events benefits the Maribyrnong community (through representation, engagement and advocacy) and contributes to the development of Councillors in their role.

The Act contains conflict of interest provisions in relation to gifts, favours and/or offers of hospitality. Under Section 78C(1)(a) of the Act, an indirect interest because of receipt of an applicable gift does not include reasonable hospitality received by the person at an event or function the person attended in an official capacity as the Mayor, a Councillor, a member of Council staff or a member of a special committee.

Hospitality is not a gift if the following conditions are met:

- Where attending a function in an official capacity
- The hospitality is reasonable (i.e. appropriate and not excessive). For most this is sandwiches and tea/coffee – a two-three course meal with wine is excessive.

Hospitality is a gift where a Councillor attends an event or function:

- From free tickets the Councillor received and they have NO official duties to perform; or
- With free membership; or
- Where the hospitality is generous e.g. a two-three course meal with wine at an unpaid training event.

Councillors should carefully consider when they are invited to events, whether paid or otherwise, where there could be a real or perceived conflict arising due to a current planning application, tender, grant deliberation or the budget process etc.



Receipt of gifts of hospitality should also be decided on in accordance with Council's Gifts and Hospitality Policy, and registered on Council's Gift Register.

Council will cover the cost for Councillors to attend paid events that:

- Are Council-organised or Council-sponsored
- Are held by councils, groups or organisations in the City of Maribyrnong or the Western Region and have a 'demonstrable benefit' to the local community
- Are not incongruent with any Council policies or resolutions eg. gambling.

To ensure the objectives of strategic partnerships between Council and key organisations are met, Council will cover the cost of a ticketed event (for example, fundraisers) for Councillors invited by written invitation to attend Melbourne-based events hosted by key community partners/stakeholder organisations.

Each event will be assessed on its merits, and Councillor attendance must have a 'demonstrable benefit' to the local community. The cost of a Councillor's partner or guest will not be covered by Council, and may constitute an applicable gift under *the Act* for the Councillor if accepted free of charge.

The Mayor, in consultation with the CEO, will determine appropriate events for Council to purchase 'a table', if invited to do so. In principle, a table should be purchased only if 50% or more of Councillors are able to attend.

Requirements

All Councillor event registration and payment will be organised through the Manager Governance and Customer Service.

Limits

Within budget allocations.



3 Councillors with a disability

For any Councillor with a disability, the CEO will assess and approve reasonable support - through additional facilities and expenses - to allow the Councillor to perform his/her civic duties.

4 Health and wellbeing

Councillors are entitled to access Council's EAP counselling service – Councillor Support, to assist with their health and wellbeing, during their term of office. Access to this program can be organised through the CEO or Director Corporate Services.

5 Exclusions

Any expenses arising from a breach of road, traffic parking or other regulations or laws, will not be reimbursed or funded in any way by Council.

If a Councillor does not claim a particular expense, this cannot be offset against a claim for any additional amount of another expense.

Council will not provide reimbursements for immediate family members/associates at the attendance of conferences, seminars, training or planning sessions.

Councillors will not be able to access the Maribyrnong City Council employee discount rate for membership to Maribyrnong Aquatic Centre, as under legislation, in their role as a Councillor, they are not able to receive an employee financial benefit.

Council will not provide reimbursements for any claims not made within the designated timeframe specified.

Claim for expenses, other than those included in the policy, will not be reimbursed, except when they are subject to a Council resolution.

Councillors must not use Council provided materials and/or facilities for election purposes. This applies to their own candidature or in assisting the candidature of others. Refer Council's Election Period Policy 2016.



6 Reporting

6.1 Public reporting

In accordance with *the Act*, the Local Government (General) Regulations 2015, and in the interest of transparency and accountability, the following documents and registers relating to Councillors' duties will be made available for public inspection:

- Councillor Support and Expenses Policy (s. 75B)
- Details of overseas or interstate travel, with the exception of interstate travel to a neighbouring municipality, undertaken in an official capacity by Councillors or any member of Council staff in the previous twelve months (r. 12 (a)).

It is Council policy to make details of all Councillor expenditure publicly available. The expenses will be reported to Council quarterly and published on Council's website.

6.2 Reporting cycle and deadlines for claims

Council's internal quarterly reporting cycle is as follows:

- First quarter, November to January expenses will be reported in the month of February each year. Deadline for Councillor reimbursement claims is 28 February each year.
- Second quarter, February to April expenses will be reported in the month of May each year. Deadline for Councillor reimbursement claims is 31 May each year.
- Third quarter, May to July expenses will be reported in the month of August each year. Deadline for Councillor reimbursement claims is 31 August each year.
- Fourth quarter, August to October expenses will be reported in the month November each year. Deadline for Councillor reimbursement claims is 30 November each year.

All Councillor reimbursement claims submitted outside of these reporting deadlines will be referred to the Chief Executive Officer for approval.

7. Procedure for reimbursement

7.1. Receipts

Councillors are to provide fully accredited appropriate documentation for any expenses incurred. Expenses will be paid in arrears.

7.2. Reimbursement of expenses

When a Councillor requires reimbursement of monies expended while conducting Council business, provided such expenditure is deemed acceptable under the provisions of this policy, he/she should following the procedure below.



Members of Council Committees should follow this process, and submit claims to the relevant Council contact officer for their committee.

Reimbursements for expenses should be applied for within the quarter, to align with support expense reporting.

Procedure

Councillor obtains appropriate documentation for expenditure incurred.

Councillor completes the appropriate Expense Reimbursement Form.

Councillor attaches the appropriate documentation to the relevant Councillor Expenses Claim form (refer appendix) and forwards it to the Governance Team.

The claim will be authorised by the Manager Governance and Customer Service .

All claims will be processed through the Accounts Payable system and will be paid directly into the Councillor's nominated bank account. A remittance form will then be provided.

If a Councillor requires goods or services (allowable under this policy) to be ordered for Council business, he/she must request the Governance Team prepare a requisition order. The order will need to be authorised by the Manager of Governance and Customer Service, and an order will be placed to obtain the goods/services as soon as possible.

7.3. Councillors reimbursing Council

A Councillor can only reimburse Council for personal expenses paid for by Council via Council's cashiering service.

8. Non Compliance

In the event that Councillors fail to adhere to the aforementioned policy, a written directive will be issued by the CEO, requesting that immediate action be taken to rectify any reported breach.

Councillors should note that pursuant to 76D of the Local Government Act 1989, serious breaches in which Councillors are found to have misused their position, may result in a maximum penalty of 600 penalty units and/or five years imprisonment. As at 1 July 2016, the value of a penalty unit is \$155.46 and is set annually by the Victorian Department of Treasury and Finance.



Legislative requirements

The following sections of the Act provide for the reimbursement of expenses of Councillors.

Section of the Act	Provision
75	Requires Council to reimburse a Councillor for expenses incurred while performing duties as a Councillor.
75A	Provides for Council to reimburse members of Council committees for necessary out-of-pocket expenses incurred while performing duties as a committee member.
75B	Requires Council to adopt and maintain a policy for the reimbursement of expenses for Councillors and members of Council committees.
75C	Requires Council to provide resources and facilities for Councillors.

Related documents

Councillor Code of Conduct 2016.

Motor Vehicle Policy 2011.

Gifts and Hospitality Policy 2010.

LGV – Recognition and Support, the Victorian Government's Policy Statement on Local Government Mayoral and Councillor Allowances and Resources, April 2008 (Local Government Victoria).

Information Guide: Mayor and Councillor Entitlements, November 2008 (Local Government Victoria).

Election Period Policy 2016



Review of policy

This Policy will be reviewed, within 12 months following a general election, or whenever Council determines that a need for review has arisen.



Appendix: Councillor Expense Claim Forms

Councillor Expenses Claim Form A: Motor Vehicle Expenses

Councillor Expenses Claim Form B: General Expenses

Councillor Expenses Claim Form C: Child/Family Care Expenses

Councillor Expenses Claim Form A: Motor Vehicle Expenses



	ne:		
	ement for the expenses listed below incurred by me nament Act 1989 and Maribyrnong City Council's Council Co		
Date	Purposes of Trip/Event/Destination	Toll Fees	Kms Travelled
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
	Total	\$	
City Council and i	xpenses claimed herein were actually incurred by me in a meetings and/or events as a result of an activity authorised in carrying out my duties as a Councillor in accordance to	d by the Counc	il, or reasonable

Privacy Statement

The personal information collected from this from will be used for those primary purposes or directly related purposes of reimbursing a Councillor in relation out-of-pocket expenses the Councillor has incurred in the conduct of their duties, and for the purposes of reporting to Council. The collection and handling of personal information will be conducted in accordance with Council's Privacy Policy which is displayed on Council's website or is available for inspection at Council's customer service centre. Please refer to the Privacy Policy for further information.

Councillor Expenses Claim Form B: General Expenses



Please ensure a	all necessary appropriate documentation is attached to this E	Expenses	Claim Form.
Councillor Nar	me:		
	sement for the expenses listed below incurred by me in acco Government Act 1989 and Maribyrnong City Council's Councy y 2017.		
Date	Description of Expense Item Destination/E	Event	Cost
		9	5
		9	3
		9	3
		3	8
		9	5
		9	5
		9	5
		9	5
		9	5
		9	5
		Total 9	B
0:	Data		
Signature:	Date:		

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Councillor Expenses Claim Form C: Child/Family Care Expenses



Service Provided Service Reason for Service of Service (\$) \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Please ensu	re all necess	sary appropriate documentation	on is attached to	this Expenses	Claim Form.
75 of the Local Government Act 1989 and Maribyrnong City Council's Councillor Superposes Policy 2017. Date Service Provided Times of Service Reason for Service Total Hours of Service Se	Councillor N	Name:				
Service Provided Reason for Service Reason for Service Service Reason for Service Servic	'5 of the Loc	cal Governm				
\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ Total Name of Child/Family care provider: I certify that the expenses claimed herein were actually incurred by me in attending meetings Maribyrnong City Council and meetings and/or events as a result of an activity authorised by or reasonable expenses incurred in carrying out my duties as a Councillor in accordance with the Local Government Act 1989, and exclude items of a personal nature.	Service		Reason for Service			Total Cost
\$ \$ \$ Total Name of Child/Family care provider: I certify that the expenses claimed herein were actually incurred by me in attending meetings Maribyrnong City Council and meetings and/or events as a result of an activity authorised by or reasonable expenses incurred in carrying out my duties as a Councillor in accordance with the Local Government Act 1989, and exclude items of a personal nature.					\$	\$
S S Total Name of Child/Family care provider: certify that the expenses claimed herein were actually incurred by me in attending meetings Maribyrnong City Council and meetings and/or events as a result of an activity authorised by or reasonable expenses incurred in carrying out my duties as a Councillor in accordance with the Local Government Act 1989, and exclude items of a personal nature.					\$	\$
Name of Child/Family care provider: certify that the expenses claimed herein were actually incurred by me in attending meetings Maribyrnong City Council and meetings and/or events as a result of an activity authorised by or reasonable expenses incurred in carrying out my duties as a Councillor in accordance with the Local Government Act 1989, and exclude items of a personal nature.					\$	\$
Name of Child/Family care provider: certify that the expenses claimed herein were actually incurred by me in attending meetings Maribyrnong City Council and meetings and/or events as a result of an activity authorised by or reasonable expenses incurred in carrying out my duties as a Councillor in accordance with the Local Government Act 1989, and exclude items of a personal nature.					\$	\$
Name of Child/Family care provider: certify that the expenses claimed herein were actually incurred by me in attending meetings Maribyrnong City Council and meetings and/or events as a result of an activity authorised by a reasonable expenses incurred in carrying out my duties as a Councillor in accordance with the Local Government Act 1989, and exclude items of a personal nature.					\$	\$
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Name of Child/Family care provider:certify that the expenses claimed herein were actually incurred by me in attending meetings faribyrnong City Council and meetings and/or events as a result of an activity authorised by reasonable expenses incurred in carrying out my duties as a Councillor in accordance with the Local Government Act 1989, and exclude items of a personal nature.					\$	\$
certify that the expenses claimed herein were actually incurred by me in attending meetings Maribyrnong City Council and meetings and/or events as a result of an activity authorised by or reasonable expenses incurred in carrying out my duties as a Councillor in accordance with the Local Government Act 1989, and exclude items of a personal nature.					Total	\$
Signature: Date:	certify that th Maribyrnong (or reasonable	ne expenses o City Council a expenses ind	claimed herein were actually incured meetings and/or events as a curred in carrying out my duties a	irred by me in atte result of an activit as a Councillor in	ending meetings or y authorised by t	he Council,
	Signature:			Dat	re:	

Privacy Statement

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