

# Council Expenses

<b>Council Policy Number</b>	<b>058</b>
Date adopted	21 February 2023
Scheduled for review	20 February 2027



## Preamble

Campaspe Shire Council ('Council') must adopt and maintain an expenses policy in relation to the reimbursement of out of pocket expenses for Councillors and members of Delegated Committee and Advisory Committees.

## Purpose

To provide guidance on the policy and process for the reimbursement of out of pocket expenses for Councillors and members of Delegated Committee and Advisory Committees.

This policy also outlines the resources and facilities provided to the Mayor and Councillors as required by sections 41 and 42 of the *Local Government Act 2020*.

## Policy Statement

### 1. Councillor Allowance

Mayor and Councillor allowances will be paid in accordance with section 39 of the *Local Government Act 2020*. In addition to the allowance, an amount equivalent to the superannuation guarantee contribution is payable. Councillor Allowances are taxable income and are paid by Electronic Funds Transfer ('EFT') monthly in advance.

### 2. Reimbursement of Out of Pocket Expenses

#### 2.1 General

Section 40 of the *Local Government Act 2020* specifies that:

- (1) A Council must reimburse a Councillor or a member of a Delegated Committee and Advisory 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 Advisory Committee; and
  - (c) are reasonably necessary for the Councillor or member of a Delegated Committee and Advisory Committee to perform that role.
- (2) A Council must provide details of all reimbursements under this section to the Audit and Risk Committee.

Councillors and Delegated Committee and Advisory Committee members will be reimbursed for approved out of pocket expenses and/or travel claims on the presentation of a signed form/s supported by official receipts and other relevant documentation. Refer to Attachment 1 and 2.

Councillors and Delegated Committee and Advisory Committee members must submit their claims on a monthly basis.

#### 2.2 Eligible Meetings and Events

Councillors will be eligible for reimbursement of expenses for the following:



- a) Council Meetings and Councillor Briefing Sessions;
- b) Delegated Committee and Advisory Committee meetings;
- c) Ordinary, committee or sub-committee meetings of State, Regional or local organisations or bodies when the Councillor has, by Council resolution been elected as a Council delegate;
- d) Meetings and civic or ceremonial functions convened by the Council or the Mayor;
- e) A meeting, function or other official event as a representative of the Council or Mayor;
- f) Conferences, functions, professional development and training when the attendance has been approved by the CEO in consultation with the Mayor.

### 2.3 Reimbursement of Travelling Expenses

- a) Councillors and Delegated Committee and Advisory Committee members will be reimbursed for the use of their own private vehicle in accordance with 2.3.d.
- b) Council will not reimburse the cost of any infringements incurred by Councillors or the Delegated Committee and Advisory Committee member.
- c) Council prefers and encourages Councillors and Delegated Committee and Advisory Committee members to utilise a Council pool vehicle and/or share transport when attending a conference or meeting outside the municipality.
- d) Councillors and Delegated Committee and Advisory Committee members may claim for travelling expenses for approved Council business as outlined in point 2.7 including:
  - i. Remote Area Travel Allowance – reimbursement rate set by *Victorian Independent Remuneration Tribunal*;
  - ii. reimbursement for private vehicle usage at current Australian Taxation Office rate;
  - iii. reimbursement for public transport and taxi/ride share expenses when travel to conferences, functions, professional development and training commences.
  - iv. car parking fees – fees will be reimbursed in respect of hotel/motel parking, airport parking and conference parking.
- e) Councillors and Delegated Committee and Advisory Committee members must submit claims for travelling expenses within 30 days of the end of the month. Claims greater than 2 months old will not be reimbursed. All claims must show details of the approved Council business attended and kilometres travelled. Refer to Attachment 1.

### 2.4 Accommodation and Meal Expenses

As a general principle, the following guidelines will apply to accommodation and meal expenses:

- The accommodation standard should not exceed the four star rating (Councillors and Delegated Committee and Advisory Committee members may upgrade accommodation at their own cost).
- Items purchased from the mini bar will be at the Councillor's or Delegated Committee and Advisory Committee member's own cost.
- Reasonable meals at breakfast, lunch and dinner are claimable as per Australian Taxation Office ('ATO') guidelines.
- Alcohol purchases are at the cost of the Councillor or Delegated Committee and Advisory Committee member.

If arrangements are made by the Councillor or Delegated Committee and Advisory Committee member that exceed the agreed rates, then the Councillor or Delegated Committee and Advisory Committee member is responsible for the difference between the agreed rate and the actual rate. Itemised tax invoices must be produced to confirm amounts claimed.



Council will reimburse the actual costs paid upon presentation of appropriate documentation.

Partners may join the Councillor or Delegated Committee and Advisory Committee member but at their own expense.

All arrangements will be coordinated through Councillor Support.

The Mayor in consultation with the CEO may vary these arrangements if considered appropriate.

## **2.5. Child and Family Care**

Council will provide reimbursement of costs for out of pocket expenses for the provision of child care (up to and including children aged 14 years) and carer services when it is reasonably required for a Councillor or member of a Delegated Committee and Advisory Committee to perform their role within the meaning of section 4 of the *Carers Recognition Act 2012* to undertake official duties and attend eligible meetings and events outlined in point 2.2.

No payments for care will be made to a person who:

- a) Has a financial or pecuniary relationship with the Councillor or Delegated Committee and Advisory Committee member.
- b) Resides either permanently or temporarily with the Councillor or Delegated Committee and Advisory Committee member.
- c) Has a relationship with the Councillor / Delegated Committee and Advisory Committee member or their partner such that it would be inappropriate for Council to reimburse monies paid to the same provider.
- d) Has a relationship as a family member as defined in section 126 of the Local Government Act 2020.

All claims for carers and child care must be submitted on the Reimbursement of Expenses Claim Form with sufficient evidence from the provider or a statutory declaration from the Councillor or Delegated Committee and Advisory Committee member. Refer Attachment 2.

## **2.6 Councillors with Disabilities**

The Council will meet reasonable additional expenses to assist a Councillor with a disability to perform their duties as a Councillor in accordance with legislation.

## **2.7 Expense Reimbursement Claims**

To assist Councillors and Delegated Committee and Advisory Committee members with their expense reimbursement claims the following guidance is provided:

### **What's Claimable**

- Travel to attend a site inspection or a meeting about an issue that's likely to come before Council or a Delegated Committee and Advisory Committee for a decision.
- Travel to and expenses related to a Council run event.
- Travel to Council Meetings and Councillor Briefing Sessions.
- Travel to Delegated Committee and Advisory Committee meetings.
- Travel to ordinary, committee or sub-committee meetings of State, regional or local organisations or bodies if the Councillor has, by Council resolution been elected as a Council delegate.
- Travel to meetings and civic or ceremonial functions convened by the Council or the Mayor.
- Travel to a Councillor only session.
- Travel to a meeting, function or other official role as a representative of the Mayor.
- Travel to invited functions within the municipality in the role as a Councillor or Delegated Committee and Advisory Committee member.
- Child and Family Care Costs if approved in accordance with this policy.



- Training and professional development if approved in accordance with this policy or by Council resolution.

#### **What's Not Claimable**

- Cost of raffle tickets
- Entry/ticket fees for community run events
- Cost of attending service clubs, cultural, arts, historical, recreational and sporting club events
- Donations
- Cost of attending business events
- School presentations
- Health organisations' promotions
- Expenses relating to attendance at a political function
- Educational organisations' promotions
- Business networking
- Community forums
- Informal meetings
- Traffic infringements
- Attendance at private events, e.g. weddings, funerals, birthdays, celebrations
- Attendance at Christmas parties
- Travel to non-approved functions
- Fundraising events especially for organisations with no presence in the municipality

Expense reimbursement claims must be submitted on the approved form. Refer Attachment 2.

#### **2.8 Charity Events**

If Councillors attend charity events for which payment is required, the cost is borne by the individual Councillor.

#### **2.9 Hospitality and Entertainment Expenses**

The Mayor may incur reasonable hospitality and entertainment expenses on behalf of Council when conducting Council business.

The incurring of reasonable hospitality and entertainment expenses by other Councillors while conducting Council business will only be accepted if appropriate and prior approval has been granted by the CEO in consultation with the Mayor.

#### **2.10 Political Functions**

If Councillors attend a political party fundraising event for which payment is required, the cost is borne by the individual Councillor.

#### **2.11 Council Presentations at Events and Functions**

In circumstances when the Mayor has been invited to an event or function in a particular Ward and is unable to attend and the Deputy Mayor is unavailable, a Ward Councillor will be given the first option to represent the Mayor.

In circumstances when the Mayor has been invited to an event or function outside of Campaspe on a particular subject and is unable to attend and the Deputy Mayor is unavailable, the relevant portfolio Councillor will be given the first option to represent the Mayor.

Organising Councillor attendance in lieu of the Deputy Mayor will be managed by Councillor Support.



### 3. Resources and Facilities

#### 3.1 General

Section 420 of the *Local Government Act 2020* specifies that:

- (1) *A Council must make available to the Mayor and the Councillors the resources and facilities reasonably necessary to enable them to perform their role.*

#### 3.2 Training and Professional Development

Councillors are encouraged to attend conferences, seminars, workshops and training programs to enhance their professional and personal skills and knowledge to better perform their role as a Councillor. A training request form is at Attachment 3.

Training and development should link with Council's goals, objectives and values.

##### 3.2.1 Training and Professional Development Budget Allocation

Councillors may choose to attend any conferences, seminars, workshops or professional development events to a maximum value of:

- Councillor \$8,000.00 per financial year
- Mayor \$10,000.00 per financial year

The budget allocation for individual training cannot be carried over from year to year and can only be used by the individual Councillor.

Councillors seeking to attend training courses or professional development programs that exceed the maximum assigned value must discuss the opportunity with the CEO and if attendance is considered appropriate, obtain consent from Council by resolution prior to registration for attendance.

- Costs relating to the following events are in addition to the Mayor and Councillors' budget allocation described above: - MAV State Council Meetings,
- MAV State Conference,
- Australian Local Government Association (ALGA) National General Assembly;
- Australian Local Government Women's Association (ALGWA) conferences and meetings;
- Australian Local Government Women's Association – Victorian Branch (ALGWA - Vic) conferences and meetings; and
- Rural Councils Victoria Annual Conference.

##### 3.2.2 Registrations and Bookings

Councillor and Delegated Committee and Advisory Committee member requests to attend professional development or training within the annual allocated budget should be submitted to Councillor Support to facilitate registration and bookings. Council may determine where the Councillor is staying.

##### 3.2.3 Reporting

Councillors and Delegated Committee and Advisory Committee members will be required to submit a written report in respect of any training and professional development courses/conferences attended. The report should be submitted no later than two months after the attendance. A template for the report is at Attachment 4.

#### 3.3. Information Technology

##### 3.3.1 Equipment

The following equipment will be provided for conducting Council business:



- Smartphone with email access
- iPad, tablet or laptop

Council will maintain a register of all equipment provided to Councillors for Council business. The register will be available for public inspection.

All equipment must be returned to the Director Corporate on the conclusion of the Councillor's term, or in the event the Councillor resigns their position earlier.

Reasonable personal use is permitted as long as it does not affect the primary use and functionality of the device. Councillors must not install software, apps or other products on Council devices without prior approval.

Council issued devices are not to be used in any other employment or business conducted by a Councillor.

Council will bear reasonable operating costs of Council supplied mobile telephone and devices but will not be responsible for calls and data roaming outside of Australia, unless a prior arrangement has been made with the CEO. The Councillor's mobile number will be made available to the public.

### 3.3.2 Email

Councillors will be provided with an email account managed through Council.

### 3.3.3 Document Management

All correspondence received as a Councillor that is provided to a Council officer is defined as corporate information. Councillors are responsible to ensure all corporate information is forwarded to Council for registration in the electronic document management system. This refers to, but is not limited to, formal letters and emails, noting Councillor Support has access to Councillor emails.

## 3.4 Office Space and Support

Councillors are provided with a meeting space equipped with a laptop, printer and telephone that may be used at any time within the general office security protocols.

In addition to the meeting room space, the Mayor is provided with a separate office.

The Mayor and Councillors will be provided with appropriate administrative support during normal business hours by Councillor Support.

## 4. Additional Facilities for the Office of the Mayor

### 4.1 Mayoral Vehicle

Council will provide, at its cost, the Mayor with a fully registered, insured and maintained vehicle for official and reasonable private use during the mayoral term

Reasonable private use excludes the use of the mayoral vehicle:

- By others (with the exception of spouse/partner and/or Councillors);
- For private business purposes
- For personal holidays
- For private purposes outside of the State of Victoria (excluding Moama and surrounds)

### 4.2 Hospitality and Entertainment expenses

The Mayor may claim reimbursement for, or Council payment of, reasonable hospitality expenses incurred in entertaining individuals and officials while conducting Council business.



## 5. General

### 5.1 Insurance

Councillors and members of Delegated Committee and Advisory Committees are covered by the following insurance policies while performing the duties of their civic office including attendance at meetings of external bodies as Council's representative – Personal Accident, Public Liability, Professional Indemnity and Councillors and Officers Liability insurances.

Council will pay the insurance policy excess in respect of any claim made against a Councillor or member of a Delegated Committee and Advisory Committee arising from Council business when any claim is accepted by Council's Insurers, whether defended or not.

### 5.2 Legal

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

### 5.3 Parking Permits

Councillors will receive a parking permit for on-street parking in Hare and Heygarth Streets, Echuca for use when undertaking approved Council business at the Echuca Civic Centre.

## Exclusions

Nil

## Human Rights

This policy has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of *Human Rights and Responsibilities Act 2006*.

## Definitions

Carer	A Carer is defined under section 4 of the <i>Carers Recognition Act 2012</i> .
CEO	Chief Executive Officer of Council.
Councillor	Elected representative of the Council.
Delegated Committee	A Delegated Committee established by Council including at least two Councillors and may include any other persons appointed to the Delegated Committee by the Council who are entitled to vote.

## Related Legislation

*Local Government Act 2020*

*Carers Recognition Act 2012*

## Related Policies, Procedures and Strategies

Council Policy 166 - Councillor Portfolios

Council Internal Policy INT072 ICT

Council Internal Policy INT003 Motor Vehicle Usage

## Related Forms

Travel Claim Form

Reimbursement of Expenses Form

Training Request Form

Councillor Skills Development Report



**Review Period**

Four years

**Responsible officer**

Director Corporate

**Administrative Updates**

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the policy, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

**Approval History**

Adopted	22 July 1999	Minute Book Reference No 3769 (Item 12.1)
Revised	12 September 2000	Minute Book Reference No 4658 (Item 12.1)
Revised	12 December 2000	Minute Book Reference No 4845 (Item 12.2)
Revised	11 September 2001	Minute Book Reference No 5565 (Item 12.2)
Revised	13 August 2002	Minute Book Reference No 6305 (Item 12.1)
Revised	14 October 2003	Minute Book Reference No 7100 (item 12.1)
Revised	12 October 2004	Minute Book Reference No 7999 (item 12.1)
Revised	13 September 2005	Minute Book Reference No 9008 (item 12.1)
Revised	14 February 2006	Minute Book Reference No 9529 (item 12.1)
Revised	9 November 2006	Minute Book Reference No 10418 (item 9.2)
Revised	14 June 2007	Minute Book Reference No 11114 (item 9.1)
Revised	18 August 2009	Minute Book Reference No 14208 (Item 9.1)
Revised	17 November 2009	Minute Book Reference No 14737 (Item 9.8)
Revised	21 September 2010	Minute Book Reference No 16407 (Item 12.6)
Revised	18 October 2011	Minute Book Reference No 18261 (item 13.3)
Revised	20 August 2013	Minute Book Reference No 1041 (item 6.3)
Revised	18 August 2015	Minute Book Reference No 905 (Item 6.2)
Revised	13 September 2016	Minute Book Reference No 823 (Item 6.5)
Revised	17 October 2017	Minute Book Reference No 2865 (item 6.3)
Revised	19 November 2019	Minute Book Reference No 5112 (item 7.6)
Revised	21 July 2020	Minute Book Reference No 2882 (item 9.2)
Revised	22 February 2021	Administrative update to apply consistent references to Campaspe Shire Council ('Council')
Revised	18 August 2021	Minute Book Reference No 9 (item 9.6)
Revised	16 November 2021	Administrative update to Councillor parking permits adopted by Council 21 February 2023
Revised	21 February 2023	
Revised	28 April 2023	Administrative update to travelling expenses

Chief Executive Officer: .....

Date: ..... 28/4/2023



# Councillor & Delegated Committee Member Travel Claim

Councillor/Delegated Committee Member: .....

Month: ..... Vehicle make: ..... Registration: .....

Date of Travel	Start Location	End Location	Start Time	Finish Time	Reason for Council Business	Odometer Start	Odometer End	Kilometres Claimed

Claimant's signature: ..... Date: .....

*I certify that the travel claimed for reimbursement has been incurred by me while performing my official duties and functions as a Councillor of the Campaspe Shire Council and that the claim complies with the Council Expenses Policy.*

## Authorising officer 1

Name: ..... Title: .....

Signature: ..... Date: .....

## Authorising officer 2

Name: ..... Title: .....

Signature: ..... Date: .....

## Office Use Only

Total kms		@	\$
Trips greater than 100kms		@	\$
TOTAL			\$
Account codes:			CC:1000 NA: 63204
Date received			
Date paid			



# Councillor & Delegated Committee Member Reimbursement of Expenses Claim Form

Councillor: ..... Month: .....

Date	Item	Reason for expense	Amount
	<input type="checkbox"/> Parking <input type="checkbox"/> Train/Tram/Taxi ticket <input type="checkbox"/> Meals <input type="checkbox"/> Child care <input type="checkbox"/> Other Taxi Invoice/Receipt attached <input type="checkbox"/>		
	<input type="checkbox"/> Parking <input type="checkbox"/> Train/Tram/Taxi ticket <input type="checkbox"/> Meals <input type="checkbox"/> Child care <input type="checkbox"/> Other Taxi Invoice/Receipt attached <input type="checkbox"/>		
	<input type="checkbox"/> Parking <input type="checkbox"/> Train/Tram/Taxi ticket <input type="checkbox"/> Meals <input type="checkbox"/> Child care <input type="checkbox"/> Other Taxi Invoice/Receipt attached <input type="checkbox"/>		
	<input type="checkbox"/> Parking <input type="checkbox"/> Train/Tram/Taxi ticket <input type="checkbox"/> Meals <input type="checkbox"/> Child care <input type="checkbox"/> Other Taxi Invoice/Receipt attached <input type="checkbox"/>		
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	<input type="checkbox"/> Parking <input type="checkbox"/> Train/Tram/Taxi ticket <input type="checkbox"/> Meals <input type="checkbox"/> Child care <input type="checkbox"/> Other Taxi Invoice/Receipt attached <input type="checkbox"/>		
	<input type="checkbox"/> Parking <input type="checkbox"/> Train/Tram/Taxi ticket <input type="checkbox"/> Meals <input type="checkbox"/> Child care <input type="checkbox"/> Other Taxi Invoice/Receipt attached <input type="checkbox"/>		

Claimant signature: ..... Date: .....

Authorising officer 1: ..... Date: .....

Authorising officer 2: ..... Date: .....



# Councillor/Delegated Committee Member Training Request



Training and Professional Development requests are considered in accordance with Council Policy 058 – Council Expenses.

To be completed for all training requests.

Forward completed form to the Manager Governance and Strategy at least **28 days** prior to event date

## Personal Details

Name

## Request Type

☐ Training

☐ Professional Development

*Registration forms and course information (learning outcomes and objectives) must be attached to the request.*

Training / Event

Date

Cost (inc gst)

Provider

Location / Address

This request is - ☐ Current (occurring within next 8 weeks) ☐ Planned (occurring within next 12 months)

Training details attached (mandatory) ☐ Registration Form ☐ Program / Course outline

## Reason for Training

How will this training align with Council's goals and values?

☐ Respect ☐ Customer Focus ☐ Teamwork ☐ Accountability ☐ Continuous Improvement

Explain

## Endorsed

Name

Date

Signature

Mayor

## Approved

Governance Manager

Council resolution

## Governance Use only - Conditions/Notes

Applicant Notified of outcome of request:

☐ Yes ☐ No



# Councillor & Delegated Committee Member Skills Development Training Report

presented as a verbal or written report

**Training:**    ☐ Short Course    ☐ Workshop    ☐ Forum    ☐ Conference / Seminar

Course Description:	
Provider:	
Location:	
Date:	
Councillor/Delegated Committee Member:	

## 1. Program Overview

.....

.....

## 2. How do the learning outcomes align with Council's goals and values?

☐ Respect    ☐ Customer Focused    ☐ Continuous Improvement    ☐ Teamwork    ☐ Accountability

*Explain*

.....

.....

## 3. How has the learning benefitted the Councillor/Delegated Committee Member?

.....

.....

## 4. How will the learning benefit Council?

.....

.....

## 5. Lessons learnt

.....

.....

## 6. Industry Trends

.....

.....

## 7. Innovations / Improvements the learning will bring to the work area

.....

.....



**8. Top three takeaways from the training**

- 1. ....
- 2. ....
- 3. ....