

# Councillor Civic Support and Expenses Policy

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<b>Approved by:</b>	Council

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## 1. TITLE

Councillor Civic Support and Expenses Policy

## 2. OBJECTIVE

To set out the entitlement of Councillors to allowances, facilities, resources and reimbursement of certain expenses to assist them to discharge their responsibilities and to provide for reimbursement of certain expenses for members of delegated committees. This Policy is in accordance with the requirements of Division 6 of Part 2 – Entitlements of the *Local Government Act 2020*.

## 3. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
N/A	

## 4. POLICY

### 4.1 Councillor Allowances

- 4.1.1 Councillor Allowances will be determined by the Victorian Independent Remuneration Tribunal under the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019* in accordance with section 39 of the *Local Government Act 2020*.

### 4.2 Insurance

- 4.2.1 Councillors are covered under the following Council insurance policies, while performing their duties as a Councillor including attendance at meetings of external bodies as Council's representatives:
- Public Liability / Professional Indemnity
  - Councillors and Officers Liability
  - Travel Insurance (accompanying partners are also covered)
  - Workcover Insurance
- 4.2.2 All policies have limitations which are usual for the type of policy. Some examples are requirements to act honestly, to act in good faith and not to act recklessly.
- 4.2.3 Insurance policies generally have requirements for early notification to the insurer of potential claims, the right for the insurer to take over the handling of the matter and appoint lawyers and settle the matter and a requirement for full and frank disclosure of all relevant material.
- 4.2.4 Liability for a particular WorkCover claim is determined by Council's WorkCover Agent. There are statutory timelines upon the lodgement of a valid WorkCover Claim.
- 4.2.5 Council will pay the insurance policy excess in respect of any claim made against a Councillor arising from Council business where any claim is accepted by Council's insurers, whether defended or not.

### 4.3 Child Care/Carer Expenses

- 4.3.1 Council will reimburse expenses for bona fide childcare services or for those Councillors with carer responsibilities as described in section 4 of the Carers Recognition Act 2012, if the childcare or carer services were necessary in order to enable a Councillor to:
- attend Ordinary and Special Council Meetings and meetings of Committees of Council;

- attend formal assembly / briefing sessions and civic or ceremonial functions convened by Council or Mayor;
- attend meetings scheduled by Council or the Mayor;
- attend a meeting, function or other official role attended as an appointed representative of Council or Mayor;
- attend meetings of community groups, organisations and statutory authorities to which the Councillor has been appointed Council delegate or is authorised by Council, but the reimbursement by Council is to be diminished by however much the body pays travelling expenses directly;
- attend to inspect a street, property or area (or to discuss with any person) any matter necessary in performing the duties of a Councillor;
- attend to discuss with Officers any matter relating to the City necessary in performing the duties of a Councillor; or
- attend meetings, or to participate in delegations or deputations to which the Councillor has been appointed as a representative by Council or the Mayor.

4.3.2 Council will reimburse expenses for bona fide childcare/carer services if the care was necessary in order to enable a member of a delegated committee to:

- attend meetings of the delegated committee of which they are a member;
- attend formal briefing sessions, inductions or other meetings or events which they are required to attend in order to fulfil their duties as a delegated committee member.

4.3.3 Childcare/carer expenses are calculated on the basis of hourly fees.

4.3.4 Expenses cannot be claimed in respect of care provided by a family member of the person claiming.

4.3.5 Receipts must show Council meeting or event which the Councillor or delegated committee member is claiming in respect of, the name of the carer, the address at which the care was provided and details of times and fees.

#### **4.4 Facilities and Expenses for Councillors with Disabilities**

For any Councillor with a disability, Council may resolve to provide reasonable additional facilities and expenses which may be necessary for the performance of their duties.

#### **4.5 Home/Workplace Facilities**

4.5.1 Each Councillor will be provided with:

A Laptop or Desk Top computer (to the same standard as determined by Council for use in the organisation) and a desktop photocopier/printer for necessary use in performing their duties as a Councillor. Council will pay all reasonable charges associated with the use of the computer and printer.

4.5.2 Access will be provided for Councillors to relevant Council systems (e.g. email and internet) and the Chief Financial Officer will determine the most efficient and economical means for providing access.

4.5.3 Council will provide Councillors with a mobile telephone to handle calls and other electronic communications which are necessary in performing their duties as a Councillor. Council will not pay for, or arrange fitting of in-car accessories.

4.5.4 Council will pay charges associated with the use of the telephone for Council business. Councillors may be required to reimburse Council for any costs which were not necessary in performing their duties as a Councillor.

4.5.5 If a Councillor does not accept a Council-provided phone or mobile phone, reimbursement for calls and charges made on a private phone can be claimed where these are substantiated as being necessary to perform a Councillor's duties. 4.5.6

All facilities, including hardcopy material provided by Council to a Councillor remain the property of Council and must be returned at the end of a Councillor's term of office, retirement or resignation.

- 4.5.7 Councillors must agree in writing to comply with Council policies or procedures, as amended from time to time, related to the security, maintenance and use of a computer, printer and telephone equipment provided in accordance with this policy.

#### **4.6 Mail**

Council will post mail which has been generated by Councillors in performing their duties.

#### **4.7 Record-keeping**

Councillors should note that emails, text messages, social media posts on Council-owned sites, letters and all documents written by a Councillor in performing their duties, or received by a Councillor in their professional capacity, are Council documents and accordingly:

- (a) a record must be kept by Council of these in accordance with the Public Records Act 1973;
- (b) must be in accordance with the Councillor Communications and Media Protocol; and
- (c) they are subject to Freedom of Information law and processes and Council's Privacy Policy.

Advice on record-keeping can be provided by Council's Co-ordinator of Councillor Business.

#### **4.8 Reimbursement of Expenses**

- 4.8.1 Council will reimburse a Councillor or a member of a delegated committee for out-of-pocket expenses with which Council is satisfied:

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

Council must provide details of all reimbursements under this section to the Audit and Risk Committee.

- 4.8.2 Councillors will be reimbursed reasonable expenses necessarily incurred while entertaining visiting dignitaries on behalf of Council including the reasonable cost of drinks accompanying a meal, provided that approval by Council resolution is obtained before the expenditure is incurred.
- 4.8.3 Where Councillors are invited to attend functions which are necessary for performing their duties and there is a charge, Council will pay or reimburse the cost. However, if the total cost exceeds, or is likely to exceed, \$750, approval by Council resolution is required before the expenditure is incurred.
- 4.8.4 Where the above sub-clause applies, and it is a function to which partners are invited, Council will pay or reimburse the reasonable cost for a Councillor's partner as well.

#### **4.9 Room Use**

- 4.9.1 Council provides
- an Office for the Mayor and
  - a Councillors' room for Councillors to use in performing their duties.

- 4.9.2 In addition, meeting rooms owned and controlled by Council can be booked by Councillors through secretarial support for meetings, interviews and other functions which are necessary for the performance of their duties as a Councillor, provided that they are in attendance.

#### **4.10 Publications, Stationery and Secretarial Support**

- 4.10.1 Councillors will be supplied with the following publications relevant to their civic duties:
- a) *Local Government Act 2020 (Vic)*
  - b) Bulletins of the Municipal Association of Victoria; and
  - c) Other relevant publications.
- 4.10.2 Councillors will be supplied with business cards and a diary (if required) and can avail themselves of stationery as necessary to perform their Councillor duties. If a Councillor requires a prepaid envelope to be mailed, it must be returned to Council to be sent.
- 4.10.3 Council stationery is not to be converted or modified in any way, and Council's logo, colour schemes or design schemes are not to be used except in official Council publications. Council stationery may only be used for carrying out duties as a Councillor. It may not be used for personal, electoral or party-political purposes.
- 4.10.4 Secretarial support will be made available at the Town Hall to assist Councillors in undertaking activities which are necessary for performing their duties. Staff members will provide such support within all applicable policies, including those dealing with record keeping, privacy etc.

#### **4.11 Building Access and Parking**

- 4.11.1 Each Councillor will receive one access card allowing 24-hour access to the Councillors' area at the Town Hall.
- 4.11.2 A designated parking space for the Mayor is available at the Town Hall at all times. Designated parking spaces for the Councillors are available at the Town Hall from 5.30pm to midnight each day.
- 4.11.3 Councillors must comply with all parking signs and restrictions in the Glen Eira municipality and are personally liable to pay any infringement penalties arising due to failure to comply.

#### **4.12 Name Badge**

- 4.12.1 Each Councillor and their partner will be provided with one name badge each for use while on Council business.

#### **4.13 Facilities for the Mayor**

- 4.13.1 Secretarial support will be made available to assist the Mayor in performing his/her duties.
- 4.13.2 Office accommodation will be provided to assist the Mayor in performing his/her duties.
- 4.13.3 The Mayor may book and use Council's pooled vehicles for official use in accordance with the Fleet Vehicle Policy and procedures.

#### **4.14 Private Vehicle Use**

- 4.14.1 Council will reimburse Councillors for using their private vehicles on travel which is necessary for performing their duties as a Councillor (listed under Child Care / Carers in section 4.3.1). Reimbursement will be according to the relevant rates set by the Australian Taxation Office and upon completion and submission of the relevant Council claim form.

#### **4.15 Overseas Travel**

- 4.15.1 Prior to Councillors travelling overseas in the performance of their duties, the travel must be authorised by Council Resolution.
- 4.15.2 The mode of transport is to be determined on the advice of the Chief Executive Officer based on the most cost-effective form of transport and will be economy class only. Bookings and payments are to be made by City Management.

#### **4.16 Travel Expenses**

- 4.16.1 Councillors may use Cabcharge vouchers for taxi travel for journeys within the metropolitan region which are necessary for performing their duties as a Councillor.
- 4.16.2 Council will reimburse Councillors for taxi trips or other travel expenses, including by rideshare and public transport, which are necessary for performing their duties upon production of receipts.

### **5. CONFERENCES, SEMINARS, TRAINING & DEVELOPMENT**

- 5.1 Councillors are encouraged to attend conferences and seminars relevant to their work as Councillors in order to enhance their personal skills and knowledge to better perform their role. Councillors must comply with section 32 of the *Local Government Act 2020*, including completing induction training within six months after the day the Councillor takes the Oath or Affirmation of office.
- 5.2 In-house training will include:
  - a) Training programs for newly elected and returning Councillors, with additional training as required;
  - b) Workshops held in Council or outside the municipality involving Councillors and Senior Officers;
  - c) Media training; and
  - d) Governance topics (such as meeting procedure, policy development, advocacy and strategic thinking).
- 5.3 The Chief Executive Officer should ensure that no scheduled meeting is left without a quorum because of the absence of Councillors at conferences and seminars.
- 5.4 Attendance by the Mayor or Councillors at a conference, seminar, function or training event where the total cost exceeds, or is likely to exceed, \$750 requires prior approval by Council resolution.
- 5.5 All bookings and payments are to be made by City Management.
- 5.6 A Councillor attending an interstate or overseas conference/seminar will provide a written report within one month of the end of the conference. The purpose is to share information and maximise the benefit to Council.

### **6. ACCOUNTABILITY**

#### **6.1 Claims**

Claims for expenses claimable under this policy are to be submitted on a monthly basis to the Co-ordinator Councillor Business. No claims will be accepted for expenses which occurred more than two calendar months previously.

#### **6.2 Approval**

Expenditure and reimbursements will be processed in accordance with this Policy. Claims which are not covered by this policy may be submitted to a Council Meeting for determination.

#### **6.3 Elections**

Council's policy on conduct and use of resources during the election period is set out in Council's Election Period Policy.

#### **6.4 Party Political**

No Council resource is to be used for Party Political purposes or any purpose that may present the appearance of being Party Political.

## **6.5 Reporting**

- 6.5.1 Details of civic expenses for each year (1 November to 31 October) will be disclosed annually on Council's website not later than the end of February each year.
- 6.5.2 Civic expenses will be the subject of a review by Council's Internal Auditor after the third year of each Council Term with regular reporting to the Audit and Risk Committee.

## **7. HUMAN RIGHTS CHARTER COMPATIBILITY**

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006*.

## **8. ASSOCIATED INTERNAL DOCUMENTS**

Councillors' Code of Conduct  
Governance Rules  
Election Period Policy  
Other Council Policies  
Councillor Communications and Media Protocol

## **9. EXTERNAL REFERENCES/RESOURCES**

*Local Government Act 2020 (Vic)*  
Municipal Association of Victoria