

## **COUNCILLOR EXPENDITURE POLICY - REIMBURSEMENT OF EXPENSES FOR CR EASTHAM**

---

Report Author: Governance Officer  
Responsible Officer: Director Corporate Services  
Ward(s) affected: Chandler;

---

*The author(s) of this report and the Responsible Officer consider that the report complies with the overarching governance principles and supporting principles set out in the Local Government Act 2020.*

### **CONFIDENTIALITY**

This item is to be considered at a Council meeting that is open to the public.

### **SUMMARY**

The *Local Government Act 2020* (the Act) governs the reimbursement of expenses for Councillors and members of a delegated committee. This requires Council to reimburse reasonable, bona fide out-of-pocket expenses incurred while performing their respective roles.

The Councillor Expenditure Policy (the Policy) requires all claims for the reimbursement of expenses to be made within three months of the date an expense has been incurred.

Claims submitted that fall outside this three-month period must be considered by Council.

In accordance with the Policy, approval is sought to reimburse out-of-pocket expenses relating to travel, to the value of \$1,188.18 incurred by Cr Eastham during the period 4 April 2023 to 31 May 2023.

### **RECOMMENDATION**

***That Council approve the reimbursement of out-of-pocket expenses of \$1,188.18 incurred by Cr Eastham during the period 4 April 2023 to 31 May 2023.***

## **RELATED COUNCIL DECISIONS**

Yarra Ranges Councillor Expenditure Policy was adopted by Council on 11 August 2020.

### **BACKGROUND**

Section 40 of the Act covers the reimbursement of expenses of Councillors and members of a delegated committee. Council must reimburse a Councillor or a member of a delegated committee for out-of-pocket expenses that the Council is satisfied:

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

The following information is required to support any request for reimbursement:

- a tax invoice or a receipt clearly identifying the nature of the expense, the date it was incurred and ABN where applicable. If receipts cannot be produced, Councillors may be required to provide a statutory declaration.
- the appropriate claim form, fully completed.
- documentation outlining the nature of the event and breakdown of costs if the claim relates to travel or a conference, seminar or training session.

Claims for reimbursement will not be considered until all of the necessary documentation is provided. Once submitted, claims are then forwarded to the Director Corporate Services for authorisation.

In cases where expenses have been incurred more than three months prior to the claim being submitted, the Policy requires that these be referred to Council for consideration.

The claim made by Cr Eastham is for the reimbursement of expenses incurred more than three months prior to his claim being submitted and has therefore been referred to Council for consideration.

With the exception of the three month submission requirement, Officers have determined that the travel claim for reimbursement relates to Cr Eastham performing the role of a Councillor and is in accordance with the provisions of both the Act and the Policy.

## **FINANCIAL ANALYSIS**

The reimbursement of the expenses claimed by Cr Eastham can be met from within the 2023-2024 approved budget.

## **APPLICABLE PLANS AND POLICIES**

The Councillor Expenditure Policy sets out the circumstances under which Councillors may incur and seek reimbursement for out-of-pocket expenses.

## **RELEVANT LAW**

The *Local Government Act 2020* (the Act) requires Council to reimburse reasonable, bona fide out-of-pocket expenses incurred by Councillors while performing their duties as a Councillor.

## **SUSTAINABILITY IMPLICATIONS**

There are no foreseeable or known economic, social or environmental impacts arising from this report.

## **COMMUNITY ENGAGEMENT**

As the report is operational and administrative in nature, community engagement was not undertaken on this matter.

## **COLLABORATION, INNOVATION AND CONTINUOUS IMPROVEMENT**

No collaboration with other Councils, Governments or statutory bodies was sought.

## **RISK ASSESSMENT**

There are no known or foreseeable risks. Provision is made within the Policy for Council to consider the reimbursement of expenses incurred more than three months prior to the claim being submitted.

## **CONFLICTS OF INTEREST**

No officers and/or delegates acting on behalf of the Council through the Instrument of Delegation and involved in the preparation and/or authorisation of this report have any general or material conflict of interest as defined within the *Local Government Act 2020*.

## **ATTACHMENTS TO THE REPORT**

Nil