



Yarra Ranges Council Councillor Expenditure Policy

Version:	3.0
Adopted by Council:	TBC
Review Date:	TBC
Policy Owner:	Manager Organisational Performance & Integrity
Applicable to:	Councillors, members of delegated committees and Council Officers.

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1. Introduction

- 1.1 Council is committed to supporting the Mayor, Deputy Mayor, Councillors and members of delegated committees (Members) in performing their role and effectively undertaking their duties.
- 1.2 This Councillor Expenditure Policy (Policy) includes details of the allowances, facilities, services and resources that are made available to the Mayor, Deputy Mayor and Councillors and also sets out the circumstances under which both they and members of delegated committees may incur and seek reimbursement for out-of-pocket expenses.
- 1.3 This Policy is to be read as being the Council Expenses Policy required to be adopted by Council in accordance with Section 41 of the *Local Government Act 2020* (the Act).
- 1.4 Section 40 of the Act requires Council to reimburse a Councillor and members of a delegated committee for expenses which 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.
 - (c) Are reasonably necessary for the Councillor or member of a delegated committee to perform that role.

2. Objectives

- 2.1 The Policy is designed to:
 - (a) Comply with the requirements of legislation and the overarching governance principles provided for in the Act, together with any recommendations made by the Council's auditors.
 - (b) Provide a transparent and accountable process for the payment of allowances and reimbursement of expenses.
 - (c) Ensure that the activities of the Council are conducted professionally.

3. Strategic links

- 3.1 This Policy was developed in accordance with:
 - (a) Sections 39, 40, 41, 42 and 43 of the Act.
 - (b) The Councillor Model Code of Conduct, which states that Councillors will comply with council's adopted Expenses (Expenditure) policy.
 - (c) The Victorian Charter of *Human Rights and Responsibilities Act 2006*, specifically Section 8 (recognition and equality before the law) and Section 18 (take part in Public Life).

4. Scope

- 4.1 This Policy applies to:
- (a) All Councillors and members of delegated committees.
 - (b) Officers who administer the payment of allowances, who may incur expenditure on behalf of Councillors, and, who process and approve claims made by Councillors for the reimbursement of expenses.

5. Monitoring Compliance

- 5.1 Individual Councillors and Members are responsible for ensuring compliance with the provisions of this Policy.
- 5.2 This Policy will be reviewed periodically by the Council's Internal Auditors, with the findings being presented to the Chief Executive Officer (CEO) and the Mayor via the Audit and Risk Management Committee (ARMC). The ARMC will also receive regular updates to monitor the progress of any actions required to address issues of concern.
- 5.3 Council will provide details of all reimbursements made to Councillors and Members to the ARMC on a periodic basis (minimum yearly).

6. Resources and Facilities for the Mayor and Councillors

- 6.1 Councillors will be provided with the following resources and facilities to use in performing their duties:
- (a) Administrative support for the Mayor and Councillors, such as diary and correspondence management, research, preparation of speeches etc.
 - (b) An office for the Mayor.
 - (c) A Councillor lounge and meeting room.
 - (d) A smart phone.
 - (e) A dedicated land line for internet/telephone at their place of residence (if required)
 - (f) A laptop computer and if requested, a tablet device.
 - (g) If required, installation of wireless broadband connection at their place of residence
 - (h) A printer and cartridges as required
 - (i) A small selection of Yarra Ranges Council branded clothing, if required.
 - (j) Basic stationery items, such as pens and note pads.
- 6.2 In respect of costs associated with the provision of a smart phone and/or landline, connection fees, service charges and the cost of business calls will be met by Council.
- 6.3 The Mayor will be provided with a Council vehicle, if desired, to be selected from those prescribed by the Motor Vehicle Policy and will be available for full official and private use during the Mayoral term. All conditions and requirements outlined by the Motor Vehicle Policy will apply to the use of this vehicle.

7. Allowances for Mayors, Deputy Mayors and Councillors

Allowances Payable

- 7.1 The Mayor, Deputy Mayor and Councillors are entitled to receive an allowance in accordance with a Determination of the Victorian Independent Remuneration Tribunal under the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019*. The Tribunal is required to make an annual adjustment to the values of allowances.
- 7.2 The allowance payable to a Councillor commences on the day that the Councillor takes the oath or affirmation of office.
- 7.3 Subject to paragraph 7.1, the Mayor or Deputy Mayor are not entitled to receive a Councillor allowance while receiving an allowance as a Mayor or a Deputy Mayor.
- 7.4 If a Councillor is appointed to act as Acting Mayor under section 20B of the Act for a continuous period exceeding 30 days, the Acting Mayor may be paid a Mayoral allowance instead of a Councillor allowance for the period that they are acting as Mayor.
- 7.5 The Mayor, Deputy Mayor or Councillor may elect to receive the total allowance, a partial allowance or no allowance.¹
- 7.6 A Councillor elected to be Mayor is entitled to receive a Mayoral allowance from the date they are elected.
- 7.7 The payment of the allowance for the Mayor, Deputy Mayor and Councillors is coordinated through the Governance and Finance Teams. Payments are made monthly in advance, on the first week of the month.

Withholding Allowances

- 7.8 Council will withhold payment of allowances until a Councillor has completed induction training and made the written declaration required by section 32(3) of the Act.

Allowances and Tax

- 7.9 At the end of each financial year, Councillors will receive a statement showing the amount paid to them in allowances and expenses for carrying out their duties as a Councillor.
- 7.10 Tax is not deducted from the allowance paid to Councillors but allowances do need to be included in tax returns. Any personal taxation implications from the

¹ See Section 39(5) of the Local Government Act 2020

receipt of allowances are the responsibility of individual Councillors. *Councillors are advised to seek their own advice in respect of their personal tax affairs.*

- 7.11 For further information, Councillors are advised to contact the Australian Taxation Office.

Payment of Allowances in an Election year

- 7.12 In an election year, all allowances outlined in this Policy will cease to be paid from 6.00am on the day of an election, when the Mayor, Deputy Mayor and Councillors vacate office.
- 7.13 Following an election, allowances will only be paid from the date each Councillor takes the oath of office.

Leave of Absence for Councillors

- 7.14 If a Councillor is required to take leave of absence, the Councillor:
- (a) May continue to be a Councillor but must not perform the duties or functions of a Councillor during the period of leave.
 - (b) Remains entitled to receive a Councillor allowance unless the Act otherwise provides.
 - (c) Is not entitled to be reimbursed for out-of-pocket expenses during the period of leave.
 - (d) Must return all Councillor equipment and materials to the Council for the period of leave if Council requires.
- 7.15 If the Mayor or the Deputy Mayor is required to take a leave of absence, the Mayor or the Deputy Mayor is, for the duration of the leave, to be considered as is incapable of performing the duties of the office of Mayor or Deputy Mayor. The provisions of paragraph 7.14 will apply to the Mayor or Deputy Mayor as if they were a Councillor, with this also to include any vehicle that has been provided by Council.

Eligible Local Governing Body Status

- 7.16 Council can decide to become an 'Eligible Local Governing Body' (ELGB).
- 7.17 As an ELGB, Councillors are deemed employees for superannuation purposes and superannuation contributions will be made, as of right, and allowances will be pre-taxed.
- 7.18 The Council is not an ELGB and any change to this would need to be determined by a unanimous resolution of Council.

8. Reimbursement of Expenses incurred by Councillors and Members

When Expenses can be Reimbursed

- 8.1 For clarity and transparency:

- (a) The circumstances whereby Councillors can claim reimbursement of expenses are:
 - (i) Council meetings and meetings of delegated committees of Council.
 - (ii) Formal briefing sessions convened by Council, Mayor or Chair of a delegated committee.
 - (iii) Civic or ceremonial functions convened by Council or Mayor.
 - (iv) Meetings scheduled by Council or the Mayor.
 - (v) A meeting, function or other official role attended as representative of Council or Mayor.
 - (vi) Meetings of community groups, organisations and statutory authorities to which the Councillor has been appointed a Council delegate or is authorised by Council, but the reimbursement by Council is to be reduced by however much the body pays travelling expenses directly.
 - (vii) Inspections of a street, property or area, or to discuss with any person, any matter affecting or affected by Council and/or to attend to carry out activities in the capacity of a Councillor.
 - (viii) Discussions with officers on any matter relating to Council.
 - (ix) Meetings, or to participate in delegations or deputations to which the Councillor has been appointed as a representative by Council, the CEO or the Mayor.
- (b) The circumstances whereby members of delegated committees can claim reimbursement of expenses are:
 - (i) Council meetings and meetings of delegated committees of Council.
 - (ii) Formal briefing sessions convened by the Council, Mayor or Chair of a delegated committee.
 - (iii) Discussions with officers on any matter relating to Council.

- 8.2 Circumstances in which a Councillor or Member will generally not be taken to be performing their duties include, but are not limited to:
- (a) Where the conduct of a Councillor contravenes Council's Councillor Model Code of Conduct.
 - (b) Where a Councillor or Member is campaigning for election (including Local, State or Federal elections).
 - (c) Where a Councillor or Member is acting unlawfully.
 - (d) Where a Councillor or Member is acting solely in their capacity as a private individual.
 - (e) Where a Councillor or Member is carrying out work in their capacity as a worker or deemed worker of another individual, company organisation, or other body, or as a self-employed person.

Travel and Car Mileage Expenses

- 8.3 Councillors and Members may make a written request for reimbursement of the travel costs incurred for the use of their own private vehicle or the cost of public transport fares when performing duties as a Councillor or Member.

- 8.4 Councillors and Members should understand that all travel must be undertaken in the most cost/time efficient and effective manner and that travel costs for partners/others will not be met by Council.
- 8.5 Reimbursement of car mileage can be claimed from the Councillor's or Member's normal place of residence or work to the location of the event and return by the most direct route.
- 8.6 To ensure that private and Council related travel is clearly separated, Councillors and Members are to retain a log of:
- (a) The date and location of Council or Delegated Committee related events/meetings attended.
 - (b) Purpose of business.
 - (c) Odometer reading.
 - (d) Any tax invoices relating to travel costs e.g. parking fees.
- 8.7 While travelling on Council business, Councillors or Members may incur tolls including those associated with the use of City Link and East Link. Councillors or Members may seek reimbursement of costs associated with tolls, including the use of day passes or those transactions incurred as part of existing personal e-tag accounts. Copies of relevant supporting documentation must be provided.
- 8.8 Where private vehicles are used, Councillors and Members are able to claim reimbursement for each kilometre of travel associated with performing their duties as a Councillor or a Member. This will be reimbursed at the rate adopted by Council for the claims made by officers.
- 8.9 Councillors are required to lodge travel and mileage expenses via Council's electronic claim form.

Use of Council Pool Vehicles

- 8.10 Council has a number of Council "pool vehicles" available for business use only. These vehicles can be booked using Council's Fleet booking system and use is at no cost to the councillor.

General Expenses

- 8.11 Throughout the year there are various other expenses incurred by Councillors that are connected with undertaking their duties. General expenses incurred by Councillors may include:
- (a) Expenses for a meal for the Councillor (inclusive of food and beverages but excluding alcohol) either immediately prior to, or after, an official function/meeting (for example, opening a facility).
 - (b) Car parking associated with attending a meeting/function.
 - (c) Councillor ticket to a function/event (see Expenses for Partners or Guests for clarification about tickets for partners).
 - (d) Council related books.
 - (e) Council related subscriptions.
 - (f) Hire of halls and other venues for meetings with the community.
 - (g) Dry cleaning for attire provided by Council.

Expenses for Partners or Guests

- 8.12 Reimbursement can be claimed for a Councillor and their partner or guest (inclusive of the meal and beverages but excluding alcohol) for costs associated with the attendance at functions for which the Councillor (and guest) have received a formal invitation (in writing).

Expenses for Carers in a Care Relationship

- 8.13 Councillors' or Members' families may require support as a result of the Councillor undertaking their public duties. It is important to recognise that providing care for family is not limited to children, but this extends to a Councillor or a Member who is a carer in a care relationship within the meaning of section 4 of the *Carers Recognition Act 2012*.
- 8.14 Expenses for carers in a care relationship will only be reimbursed for care provided by:
- (a) A recognised childcare or care provider.
 - (b) A person who does not:
 - (i) Have a financial or pecuniary relationship with the Councillor or Member.
 - (ii) Reside either permanently or temporarily with the Councillor or Member, except where a live-in (professional) helper such as a nanny is required to work extra time at extra expense because of the Councillor's or Member's duties.
 - (iii) Have a relationship with the Councillor, the Member or their partner such that it would be inappropriate for Council to reimburse monies paid to the Care provider.
 - (iv) Have a relationship as a family member as defined in section 126 of the Act.

- 8.15 Councillors or Members shall engage the most cost effective option for delivery of care as is practicable given industry practices and the relevant circumstances.

Expenses that Cannot be Reimbursed

- 8.16 Apart from expenses for partners/guests previously mentioned in this Policy, it is not appropriate for a Councillor or Member to request payment or reimbursement for expenses relating to their:
- (a) Personal business.
 - (b) Private business.
 - (c) Own employment.
 - (d) Election campaign (including Local, State or Federal elections)
- 8.17 Any expenditure incurred that is not specified in this Policy will be the responsibility of the Councillor or Member.
- 8.18 Claims for expenses, other than those included in this Policy, will not be reimbursed, except in exceptional circumstances after approval by a resolution of Council.

9. Submitting a Claim for Reimbursement

- 9.1 All claims for reimbursement of out-of-pocket expenses incurred while performing duties as a Councillor or Member should be made in writing, using the appropriate electronic form, providing full details and original receipts and supporting documentation.
- 9.2 The following information is required to support any request for reimbursement:
- (a) 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 or Members may be required to provide a statutory declaration.
 - (b) The appropriate electronic claim form, fully completed with documentation attached (if applicable).
- 9.3 Claims that relate to care provided in support of a Councillor or Member undertaking their duty must be accompanied by a copy of an invoice, receipt, including date and time of care and the reason care was required.
- 9.4 Reimbursement will be provided for meals, car parking and tickets only where a written formal invitation (which may be an email confirming the details of the event/invitation) is provided with the receipt. A diary entry is not sufficient.
- 9.5 Claims for reimbursement that are not supported with the required information will not be considered until all of the necessary documentation is provided.
- 9.6 The claim form will be deemed to have been submitted by a councillor or Member if:

- (a) A claim form is signed by a Councillor or Member.
 - (b) A claim form is received via email from a Councillor or Member.
- 9.7 All claims for reimbursement should be submitted by Councillors and Members on a monthly basis, with this being a recommendation made by Council's Auditor.
- 9.8 Notwithstanding paragraph 9.7, claims must be made within three months of the date an expense has been incurred. If the claim is made after three months, the claim must be determined by a resolution of Council.
- 9.9 Claims by a Councillor for a previous term or prior to ceasing to be a Councillor must be finalised within one month of a Council election or by-election. After this time, the entitlement of the Councillor to claim the expense ceases.
- 9.10 Once approved, reimbursement will be made only by Electronic Funds Transfer (EFT) to the Councillor's or Member's nominated bank account.

10. Approval of Claims for Reimbursement of Expenses

- 10.1 All claims for the reimbursement of expenses incurred by a Councillor or Member will be considered by the Director Corporate Services or the Manager Organisational Performance & Integrity.

11. Conferences, seminars, training and Councillor development

- 11.1 It is a requirement for Councillors to undertake professional development throughout their term of office, with this to be based on the relevance to the role and responsibilities of the respective Councillor and any specific professional development needs identified. This may include:
- (a) Courses and training that relate directly to Council duties.
 - (b) Sessions organised by Local Government peak bodies such as:
 - (i) The Municipal Association of Victoria.
 - (ii) The Victorian Local Governance Association.
 - (iii) The Australian Local Government Association.
 - (iv) The Australian Local Government Women's Association.
 - (c) Specialist training related to Council duties, as agreed by the CEO.
 - (d) The Australian Institute of Company Directors (AICD) course or any other suitable courses approved by the CEO (in consultation with the Mayor) related to governance and leadership.
 - (e) Specific needs-based training including, but not limited to, media and public speaking.

Accommodation

- 11.2 Where the seminar, conference, or training course requires accommodation to be booked, the cost of a standard room will be met by Council from the day of registration until the conference/course concludes.

- 11.3 If registration is early in the day or the event finishes late in the evening, accommodation may be booked the night before the commencement or the night of the conclusion where no other practical option exists.
- 11.4 Accommodation booked in conjunction with official travel must be arranged through the EA Mayor and Councillors.

Approval Processes

- 11.5 All requests to attend a seminar, conference or training course together with details about the event are to be forwarded to the EA Mayor and Councillors.
- 11.6 Requests will be considered by the Director Corporate Services or the Manager Organisational Performance & Integrity, who will check and endorse the request if it relates to performing duties as a Councillor and is in accordance with this Policy.
- 11.7 Registration and payment will be organised through the EA Mayor and Councillors.

Report to Council

- 11.8 Councillors attending conferences and seminars will provide a report to Council on their attendance. This may be done under the regular item "Reports from Delegates" that is included on the Agenda for each Council Meeting.

12. Professional Memberships

- 12.1 Council will organise and pay for Councillors' membership of local government bodies, including but not limited to:
 - (a) The Victorian Local Governance Association.
 - (b) The Australian Local Government Association.
 - (c) The Australian Local Government Women's Association.

13. Interstate Travel

- 13.1 Interstate travel will be booked by the EA Mayor and Councillors.
- 13.2 When travelling interstate, the following guidelines need to be followed by Councillors or Members:
 - (a) The use of taxis or rideshare should be considered where transport is required at an interstate or international location, particularly when the numbers attending do not make the use of a hire vehicle a viable alternative.
 - (b) Vehicles may be hired, with the focus being on using the least expensive vehicle that is practical for the purpose.
 - (c) A Councillor or Member will not be reimbursed for the cost of any infringement incurred for road, traffic or parking violations.

- (d) Where air travel is required, the cost of an economy class ticket will be covered. Councillors or Members may accept travel upgrades as long as there is no additional cost to Council.
- 13.3 Claims for reimbursement of any out-of-pocket expenses incurred while performing the duties of a Councillor or Members must be submitted to the EA Mayor and Councillors within 14 days of the date of travel. Once checked, these will then be submitted to Finance for payment.
- 13.4 Details of all Interstate travel will be recorded in the Travel Register that will be publicly available, in accordance with the provisions of Regulation 12(a) of the Local Government (General) Regulations 2015.
- 13.5 Should a partner be travelling with the Councillor, travel arrangements can be made on their behalf, however the Councillor must reimburse Council for the full cost of their partner's travel within four weeks of the date of travel.
- 13.6 Any reimbursements not received within four weeks will be deducted from the next expense claim lodged by the Councillor or the next Councillor allowance payment.

Overseas Travel

- 13.7 Any overseas travel must be approved by a formal resolution of Council prior to any travel arrangements being made. Such travel will only be considered where the proposed learning outcomes cannot be reasonably achieved within Australia. A comprehensive business case must accompany the request, clearly outlining the purpose of the travel, expected benefits, and relevance to Council's strategic objectives. Upon return, the traveller is required to present a detailed report to Council summarising the key learning outcomes, insights gained, and how these will be applied to benefit the community.
- 13.8 All interstate travel requirements included in 13.1-13.6 also apply to overseas travel arrangements.

Passport and Visas

- 13.9 Councillors or Members travelling overseas are responsible for ensuring that they have a current passport and visa.
- 13.10 Should a Councillor or Member be required to travel overseas as part of their role, the cost of a visa can be paid or reimbursed by the Council.

14. Public Transport

- 14.1 Councillors or Members have access to a Council supplied Myki card to enable travel on trains, trams, buses and light rail journeys while conducting Council

business within and outside the municipality. This is available upon request from the EA Mayor and Councillors.

15. Taxis / Rideshare / taxi vouchers

- 15.1 Councillors or Members incurring out-of-pocket expenses through using a taxi or Rideshare in the course of performing their duties should ensure that they obtain a receipt for their journey. The receipt must be submitted with the relevant electronic claim form.
- 15.2 Taxi vouchers are available from the EA Mayor and Councillors for use by a Councillor or Member when attending Council endorsed conferences or, when no other options exist, to allow for attendance at Council meetings or Council organised events. 5 days notice is required for a taxi voucher to be issued.

16. Ward Meetings

- 16.1 The reasonable costs of venue hire associated with Councillors holding meetings with residents and/or consultations within their ward can be reimbursed.

17. Councillors Reimbursing Council

- 17.1 A Councillor is able to reimburse Council for personal expenses paid by Council, by:
- (a) Providing written authorisation to the CEO to deduct the amount from their next allowance payment.
- 17.2 Failure to reimburse the Council for costs incurred through personal use will be considered to be a breach of this Policy.

18. Fines and Infringements

- 18.1 Councillors and Members are personally responsible for the payment of their own fines and infringements.

19. Insurance

- 19.1 The Council's insurance policies cover Councillors when discharging, in good faith, their Council duties including attendance at meetings of external bodies as Council representatives, for:
- (a) Public liability
 - (b) Professional indemnity
 - (c) Personal accident
 - (d) Councillors' and Officers'.

- 19.2 The Council will pay the insurance policy excess in respect of a claim made against a Councillor arising from carrying out their Council duties in good faith, where that claim is accepted by Council's insurers, whether defended or not.
- 19.3 Equipment provided to Councillors by the Council is covered for damage or theft under Council's insurance policies. Councillors are expected to exercise due care in protecting the equipment from damage or theft.

20. Legal Advice and Expenses

- 20.1 The CEO will obtain legal advice on behalf of the Council or will be authorised to do so by a resolution of Council.
- 20.2 Although a Councillor can seek legal advice, they must not direct officers to do this on their behalf.
- 20.3 Costs for legal work or representation, where this is initiated, organised or commissioned by a Councillor should be personally met by the Councillor and will not be reimbursed by the Council.

21. Indemnity

- 21.1 Section 43 of the Act requires that Council indemnify all Councillors and Members against actions and claims made against them while conducting their duties as a Councillor or Members in good faith.
- 21.2 Councillors or Members, unlike state and federal members of parliament, do not have parliamentary privilege and so can be subject to civil action by a person who considers that a Councillor or Member has defamed them or has acted in a way that improperly harms them, whether this occurs in the Council Chamber or not.
- 21.3 Councillors or Members may have legal protection against defamation under 'qualified privilege' when undertaking their duties, however, only when comments are made by them in good faith and without malice.
- 21.4 If a Councillor or Member is subject to a civil action, they will have to deal with the matter as an individual, even if Council is paying the legal costs.
- 21.5 In some cases, Council or its insurers may refuse to provide indemnity for a Councillor's or Member's actions or statement. This is because the action or statement was either not considered to have occurred in the course of performing a Council duty or not to be done in good faith.
- 21.6 In the event a Councillor or Member makes an intentional defamatory comment, Council will not provide resources to legally defend the Councillor or Member, the Councillor or Member may face action under the Councillor Code of Conduct and could be sued.

22. Decision Review

- 22.1 If a Councillor or Member is not satisfied with a decision made by officers in line with this Policy, the matter can be referred to a panel consisting of the Mayor (or Deputy Mayor if the matter relates to the Mayor) and CEO (or delegate, who cannot be the original decision maker).
- 22.2 The panel shall jointly consider the application in accordance with the Policy and can determine to support the application, not support the application or refer the matter to Council for consideration.

23. WorkCover entitlement for Councillors

- 23.1 A Councillor injured while carrying out duties as a councillor may be entitled to claim under WorkCover following changes to the *Accident Compensation Act 1985*. The Council will be deemed to be the employer of a Councillor while they are carrying out duties as a councillor.
- 23.2 The Council's Return to Work and Injury Management Business Partner will be able to provide assistance but any enquiries should first be directed to the CEO.

24. Reporting of expenses claims

- 24.1 The Local Government (Planning and Reporting) Regulations 2020² require Council's Annual Report to include details of the expenses, including reimbursement of expenses, for each Councillor and member of a Council committee paid by the Council, categorised separately as:
 - (a) Travel expenses.
 - (b) Car mileage expenses.
 - (c) Childcare expenses.
 - (d) Information and communication technology expenses.
 - (e) Conference and training expenses.
- 24.2 To ensure open and transparent governance, a report will also be prepared on a quarterly basis outlining the claims received and processed over the period. The report will be made available on the Council's website and provide year to date expenditure relating to the aforementioned expenses.
- 24.3 Council's ARMC will review quarterly reporting of Councillor and Member expenses claimed.

25. Policy Review

- 25.1 This Policy will be reviewed every four years, within 12 months of a Council election.
- 25.2 From time to time, circumstances may require minor administrative or consequential amendments to be made to this Policy. Where such an

² See Regulation 10 (g)

amendment does not materially alter the Policy, this may be made administratively by the CEO.

- 25.3 Any amendment which materially alters the Policy must be approved by resolution of Council.

26. Revision History

Version	Date	Summary of revisions
2.0	August 2020	Updated to reflect and comply with the requirements of the <i>Local Government Act 2020</i> .
3.0	TBC	Updates include: Requirement for Overseas Travel to require a resolution of Council, various administrative changes to better reflect current practice and minor formatting changes