

COUNCILLOR EXPENDITURE POLICY - REIMBURSEMENT OF EXPENSES FOR CR MARRIOTT

Report Author: Executive Officer Governance Risk & Compliance

Responsible Officer: Director Corporate Services

Ward(s) affected: Streeton;

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 \$1,101.85 incurred by Cr Marriott during the period 1 April 2025 through to 30 May 2025.

RECOMMENDATION

That Council approve the reimbursement of out-of-pocket expenses of \$1,101.85 incurred by Cr Marriott during the period 1 April 2025 through to 30 May 2025.

RELATED COUNCIL DECISIONS

Yarra Ranges Councillor Expenditure Policy was adopted by Council on 24 June 2025.

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, provided that Council is satisfied that these expenses:

- Are bona fide expenses.
- Have been reasonably incurred in the performance of the role of Councillor or member of a delegated committee.
- 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 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 Marriott 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 Marriott 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 Marriott can be met from within the current 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. The validity of the claim has been confirmed by Officers.

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

Nil