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|  | <b>Resource Support and Expenses of Councillors and Special Committee Members</b> |
| <b>Version No.</b>  | 3.1 1 July 2016   |
| <b>Endorsement</b>  | Policy Review Panel 30 June 2016  |
| <b>Authorisation</b>  | Council TBC   |
| <b>Expiry date</b>  | 1 July 2019   |
| <b>Responsible officer</b>  | General Manager Corporate Services  |
| <b>Policy owner</b>   | General Manager Corporate Services  |

### 1. Purpose

To provide guidelines for the provision of resources and support to Mayor and Councillors, and reimbursement of necessary out of pocket expenses of Councillors and members of Special Committees of Council.

### 2. Scope

This policy applies to the Mayor, Councillors and appointed members of Special Committees of Council.

### 3. Definitions

| Word/Term   | Definition  |
|-------------|---|
| Hospitality | Provision of tea/coffee, drinks and/or a light meal.  |
| Sitting Fee | A fixed amount paid to a Special Committee Member for attending a meeting of the Committee. |

### 4. Policy

#### 4.1 Resources

Council will provide the following resources/support as a minimum tool kit.

##### 4.1.1 Mayor

- Full private use of a fully maintained motor vehicle of a standard of up to Holden Caprice or equivalent
- An office at each of Melton Civic Centre and Caroline Springs Library fitted with desktop PC, phone, dictaphone, copier/printer/scanner/fax machine, desk, office chair, 2 visitor chairs, tea and coffee facilities, bar fridge and filing cabinet
- Refreshments to be provided on direction of the Mayor and Deputy Mayor
- Council corporate purchase card for use in accordance with adopted guidelines and procedures
- A Personal Assistant and an Administrative Assistant to provide administrative and secretarial support to Mayor and Councillors

- Laptop and tablet computer with wireless internet service
- Phone/copier/fax/printer at place of residence, including landline connection
- Mobile Phone/Personal Digital Assistant (PDA)
- Business Cards for Mayor and Mayor's domestic partner/Mayoress
- Letterhead for Mayoral correspondence

#### 4.1.2 Councillors

- Administrative support through the Personal Assistant to the Mayor and Councillors, and Administrative Assistant
- Access for all Councillors to a Council corporate purchase card; held by the Councillor PA, for use in accordance with adopted guidelines and procedures
- Access to Council "Pool" vehicle for Council related business
- Shared office for Councillors with desktop P.C. and printer/copier
- Laptop and tablet computer with wireless internet service
- Phone/copier/fax/printer at Councillor's place of residence including landline connection
- Mobile Phone/Personal Digital Assistant (PDA)
- Business cards
- Personalised letterhead for Councillor correspondence

#### Note:

Mayor and Councillors must reimburse Council for personal call costs made on council provided mobile phone should the phone bill exceed the phone plan charges. A quarterly statement of private use must be submitted with payment of any reimbursement due.

#### 4.2 Travel Expenses

Councillors are entitled to be reimbursed for all travel expenses (including public transport costs) necessarily incurred in carrying out their duties as a Councillor, including travel to:

- a. A formal Council meeting
- b. Meetings and Civic or ceremonial functions held by the Council that a Councillor is reasonably required to attend
- c. Meetings of external agencies to which the Councillor has been appointed on behalf of Council
- d. Diarised meeting with a constituent or local community group
- e. Diarised meetings with Mayor/other Councillors/Council Officers held at Council offices
- f. Urgent non diarised meetings with constituents or others, subject to the approval of the Mayor
- g. Any exceptional circumstances that arise in the bona fide performance of the role of Councillor, subject to approval of the Mayor.

Private vehicle travel claims will be reimbursed at the rate applying to Council staff in accordance with Council's Enterprise Bargain Agreement (EBA) as varied from time to time.

#### 4.3 Postage

Postage requirements shall be processed by the Records Department via the Personal Assistant. Postage is restricted to responding to correspondence from the community, and Council will not reimburse the cost incurred in "bulk" mail outs.

#### 4.4 Conferences and Seminars

Where Council has approved attendance by the Mayor or a Councillor at an event (as distinct from Councillor Development opportunities defined in 4.4a), all reasonable expenses incurred in attending the event will be reimbursed, including:

- Travel costs
- Registration Fee
- Meals and refreshments not provided within registration fee
- Accommodation
- Reasonable Mini-bar expenses
- In-house movies of a G, PG or M rating

##### (a) Councillor Development

Where Councillors wish to voluntarily register, enrol, participate or attend in activities, education, training or the like designed to improve the knowledge, skills, function and/or capacity of the Councillor in the discharge of their responsibilities to Council and service to the community more broadly, the following applies:

- i) Enrolment or attendance in a Councillor Development activity is subject to application and approval of the CEO.
- ii) Application by a Councillor to the CEO must be in the form of the defined application form attached (Form 2) supported by appropriate evidence to validate the proposal.
- iii) The CEO may only approve any application if satisfied that there is a genuine benefit in the development of skills, knowledge, expertise et cetera applicable to the role, duties and/or function of a Councillor.
- iv) Upon determination of any application by a Councillor to the CEO, the application must be reported to all Councillors via email as soon as practicable, inclusive of the outcome.
- v) The CEO may refer any application to a Council Meeting for consideration and determination at their sole discretion.
- vi) Attendance at international/overseas development opportunities must come before a Council Meeting for consideration.
- vii) Development activity must be completed within the elected term of the Councillor, or where it extends beyond the elected term, the Councillor must give a written undertaking to the CEO that they will reimburse Council for any uncompleted component at the time of their ceasing to be a Councillor.
- viii) Expenses incurred in the participation or attendance of a Councillor Development activity will be recorded and reimbursed as per standard expense procedures and obligations.

#### 4.5 Hospitality

Council will reimburse the Mayor and Councillors for reasonable costs incurred in extending hospitality to visiting dignitaries, Members of Parliament, and business leaders.

The Mayor and Councillors must submit to a briefing meeting of Council quarterly summaries of hospitality extended and the costs incurred, for ratification.

#### 4.6 Councillor Caring Allowance

Council will reimburse Councillors who incur expenses for providing care for the elderly or infirm immediate family members regardless of their age and for children (up to 16 years of age) when he or she is required to attend\*:

- i) Council and Forum meetings
- ii) Informal briefing sessions held by management or by other Councillors
- iii) Civic or ceremonial occasions convened by the Council
- iv) A meeting, function or official role attended as a representative of the Council
- v) Meetings arising as a result of a Councillor being appointed by Council to an external body or committee
- vi) Or discuss with Council Officers or other Councillors any matter relating to Council
- vii) In the capacity of a Councillor, to inspect a site, property or area (or to discuss with any person) any matter affecting or affected by the Council
- viii) Conferences, study tours/official visits, training sessions and functions in capacity as a Councillor.

Council will reimburse the Councillor for carer expenses for elderly and infirmed immediate family members and for childcare which has been paid to:

- i) A recognised care provider; or
- ii) To a person who does not:
  - Have an immediate family or like relationship with the Councillor
  - Reside permanently or temporarily with the Councillor
  - Have a relationship with the Councillor or his or her partner such that it would be inappropriate for Council to reimburse monies paid to the care provider.

Caring expenses consist of:

- i) Hourly fees
- ii) Agency booking fees
- iii) Reasonable travelling expenses.

Councillors need to provide:

- i) The date and title of the Council event/meeting for which reimbursement is being requested
- ii) Completed Australian Tax Office 'Statement by a Supplier' Form (required if not quoting an Australian business Number (ABN) for child care provided)
- iii) Completed Expense/Entitlement Reimbursement Claim form
- iv) Copy of the receipt clearly outlining:
  - a) The provider of the service
  - b) The type of service provided
  - c) The date on which the service took place
  - d) The hourly rate of the provider and hours of service
  - e) Signature of the person who has provided the service and
  - f) Total received payment.

Fees are payable per hour or part of an hour, subject to any minimum period which is part of the providers usual terms, to a maximum hourly rate in accordance with the schedule of fees

attached to this policy as **Appendix 1**. A receipt from the care provider shall be provided for the reimbursement of any expenses claimed.

A Councillor must certify that claims for care services relates to the business of Council Claims, together with invoices, are to be forwarded to the Chief Executive Officer.

\*Where a suitable carer lives under the same roof as the Councillor and they are both prepared and able to fulfil the caring responsibilities of the Councillor, while the Councillor is on Council business, then the Councillor will not be entitled to claim caring allowance.

#### 4.7 Members of Special Committees

Where members of special committees are paid a "sitting fee", no travel reimbursement will be made for attendance at such meetings for which the sitting fee is paid.

In all other instances, members of special committees are entitled to reimbursement of expenses for travel, conferences, seminars and training courses and childcare/family care as if they were a Councillor, provided that such expenses are incurred attending formal committee meetings or such other events as specifically approved by Council or the Special Committee under its Terms of Reference.

#### 4.8 Procedure for Reimbursement of Out of Pocket Expenses

To claim reimbursement a written request (pro-forma attached as Form 1) detailing the nature of the expense, the amount claimed, and stating that the expenses claimed are "reasonable bona fide Councillor out of pocket expenses incurred while performing duties as Councillor". Requests for reimbursement must be lodged within a 3 month period from when the expense has been incurred and must be signed by the Councillor, and approved by the Chief Executive Officer or his nominee as complying with this policy.

In the event that a Councillor ceases to hold the office of Councillor including outgoing Councillors after an election, any eligible outstanding expense reimbursement should be submitted for consideration within 1 month from the date of them ceasing to hold the office of Councillor and must be signed by the individual and approved by the Chief Executive Officer or his nominee as complying with this policy.

#### 4.9 Councillor Uniform

- i) Each Councillor to be provided with:
  - one jacket
  - one pair of pants or skirt
  - 2 shirts
  - 2 ties/scarves
  - Hat
  - Umbrella
  - Satchel and cardholder at the commencement of each Council term.
- ii) At the mid-point of each Council term, each Councillor is to be provided with replacement jacket and pants or skirt, as required.
- iii) A further allocation of \$1,000 per Council term per Councillor is made for the purchase of additional or replacement items of Councillor uniform.

**5. Responsibility/Accountability**

|            |  |
|------------|--|
| <b>5.1</b> | <b>General Manager Corporate Services</b>  |
|            | <ul style="list-style-type: none"> <li>• Policy owner and is responsible for updating and amending this policy and related documents.</li> <li>• Responsible for providing professional advice and guidance to Councillors regarding this policy.</li> </ul> |
| <b>5.2</b> | <b>Councillors</b>   |
|            | <ul style="list-style-type: none"> <li>• Familiarise themselves with the policy and understand their obligations.</li> </ul>   |

**6. References and links to legislation and other documents**

| <b>Name</b>                                   | <b>Location</b>   |
|---|---|
| <i>Local Government Act 1989 (section 75)</i> | <a href="http://www.legislation.vic.gov.au/">http://www.legislation.vic.gov.au/</a> |

**7. Attachments**

*Appendix 1 - Melton City Council Schedule for Care Services*

*Form 1 – Councillor Expense Reimbursement Request (Childcare/Respite, Miscellaneous, Car Parking and Travelling)*

## APPENDIX 1

MELTON CITY COUNCIL  
 SCHEDULE FOR CARE SERVICES  
 GST EXEMPT  
 2014/15

|   | Personal/Respite Care<br>(Hour) | Babysitting Service<br>Children up to 16 years<br>(Hour) |
|---|---------------------------------|--|
| Monday to Friday<br>(from 6.30am to 11.00pm)              | \$44.00                         | \$30.00  |
| Monday to Friday Active night<br>(from 11.00pm to 6.30am) | \$52.00                         | \$30.00  |
| Saturday<br>(6.30am to 11.00pm)                           | \$60.00                         | \$36.00  |
| Saturday<br>(11pm to 6.30am)                              | \$66.00                         | \$36.00  |
| Sunday<br>(6.30am to 11pm)                                | \$66.00                         | \$36.00  |
| Sunday<br>(11pm to 6.30am)                                | \$88.00                         | \$36.00  |
| Inactive Sleepover<br>(Monday to Friday – 11pm to 6.30am) | \$210.00<br>(Total Fee)         | N/A  |
| Inactive Sleepover<br>(Saturday – 11pm to 6.30am)         | \$250.00<br>(Total Fee)         | N/A  |
| Inactive Sleepover<br>(Sunday – 11pm to 6.30am)           | \$285.00<br>(Total Fee)         | N/A  |
| Public Holiday  | \$97.50                         | \$50.00  |

**FORM 1 – Childcare / Respite**

CR ..... CHILDCARE / RESPITE EXPENSE  
**REIMBURSEMENT REQUEST**

I, CR ..... hereby request reimbursement of the following reasonable bona fide Councillor out of pocket expenses incurred while performing duties as a Councillor.

Activity/Event

| Type of Expense | Date  | Amount |
|-----------------|-------|--------|
| .....           | ..... | .....  |
| .....           | ..... | .....  |
| .....           | ..... | .....  |
| .....           | ..... | .....  |
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| .....           | ..... | .....  |
| .....           | ..... | .....  |

\_\_\_\_\_  
 Signed

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 CEO / Nominee

Approved as complying with Council Policy



FORM 1 – Miscellaneous

CR ..... MISCELLANEOUS EXPENSE  
REIMBURSEMENT REQUEST

I, CR ..... hereby request reimbursement of the following reasonable bona fide Councillor out of pocket expenses incurred while performing duties as a Councillor.

Activity/Event

| Type of Expense | Date  | Amount |
|-----------------|-------|--------|
| .....           | ..... | .....  |
| .....           | ..... | .....  |
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Approved as complying with Council Policy

\_\_\_\_\_  
Signed  
  
\_\_\_\_\_  
Mayor  
  
\_\_\_\_\_  
CEO / Nominee

FORM 1 – Car Parking

CR ..... CAR PARKING EXPENSE  
REIMBURSEMENT REQUEST

I, CR ..... hereby request reimbursement of the following reasonable bona fide Councillor out of pocket expenses incurred while performing duties as a Councillor.

Activity/Event

| Type of Expense | Date  | Amount |
|-----------------|-------|--------|
| .....           | ..... | .....  |
| .....           | ..... | .....  |
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Approved as complying with Council Policy

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CEO / Nominee

FORM 1 – Travelling

CR ..... TRAVELLING EXPENSE  
REIMBURSEMENT REQUEST

I, CR ..... hereby request reimbursement of the following reasonable bona fide Councillor out of pocket expenses incurred while performing duties as a Councillor.

Activity/Event

| Type of Expense | Date  | Amount |
|-----------------|-------|--------|
| .....           | ..... | .....  |
| .....           | ..... | .....  |
| .....           | ..... | .....  |
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Approved as complying with Council Policy

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CEO / Nominee

FORM 2 – Councillor Development

## Councillor Development Application Form

### 1. Your details

Name Cr. \_\_\_\_\_

### 2. Development opportunity details

Event/Course name \_\_\_\_\_

Provider/Host etc. \_\_\_\_\_

Topic or theme \_\_\_\_\_

Date of training \_\_\_\_\_

Cost of training \$ \_\_\_\_\_

Additional estimated costs \$ \_\_\_\_\_

### 3. Links to professional development

How does the training link to your role and responsibilities as a Councillor? Attach any supporting evidence.

### 4. Travel details

Is interstate or overnight travel required?  No  Yes → If yes, complete details below

Destination \_\_\_\_\_

Travel cost \$ \_\_\_\_\_

Accommodation cost \$ \_\_\_\_\_

Estimated meal cost \$ \_\_\_\_\_

Estimated total cost \$ \_\_\_\_\_

### 5. Approval

CEO \_\_\_\_\_ Date \_\_\_\_\_

### Office Use Only

Received by \_\_\_\_\_

Date received \_\_\_\_\_

Please return completed form to the CEO:

**Mail:**  
 PO Box 21,  
 Melton VIC 3337

**Email:**  
[kelvint@melton.vic.gov.au](mailto:kelvint@melton.vic.gov.au)  
 (max. file size: 10MB)

**In person:**  
 232 High Street  
 Melton VIC 3337

