


COUNCIL POLICY

Reimbursement of Expenses of Councillors and Members of Delegated Committees	Adopted By Council:	24/03/98	
	Date/s Revised:	20/02/01;	
		18/10/11; 24/02/16; 19/09/19; 23/07/20; 03/2024	
	Next Review Date:		
		*(may be subject to legislative changes)	
	Document No:	CP016	
	Directorate:	CEO	
	Responsible Officer:	Chief Executive Officer	

CONTEXT

This policy applies to Councillors and members of delegated committees in relation to the reimbursement of expenses and is a requirement under Section 40 of the *Local Government Act 2020* (the Act) and excludes Council staff.

Section 40 of the Act states that:

A Council must reimburse a Councillor or a member of a delegated committee for out-of-pocket expenses which the 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.*

PURPOSE

The purpose of this Policy is to:

- Provide policy and guidance to allow consistency and control over expense reimbursements;
- Demonstrate accountability to ratepayers; and
- Provide guidance on ethical behaviour regarding Councillor or members of delegated committee's out-of-pocket expenses.

DEFINITIONS

For the purposes of this policy, the following definitions apply:

Childcare expenses expenses incurred by a Councillor or member of a Council Committee solely as a result of the performance of a Council duty and paid to a recognised child care provider or a person who does not have a family relationship with the Councillor or their partner.

Family Relationship means the immediate family of the Councillor or member of a Council Committee including parents, spouse/partner, relatives and children.

Pre-approved means approved by the Chief Executive Officer or by resolution of the Council.
Care Relationship means a person who provides another person, or receives from another person, care because one of the persons in the relationship—
(a) has a disability; or
(b) is older; or
(c) has a mental illness; or
(d) has an ongoing medical condition (including a terminal or chronic illness or dementia).

POLICY

Council will reimburse each Councillor and member of a Council Committee, subject to budget considerations, for expenses if the Councillor or member of a Council Committee:

- applies in writing to the Council for reimbursement of expenses using the appropriate reimbursement form; and
- establishes in the application to Council, that the expenses were reasonable bona fide Councillor or members of a delegated committee out-of-pocket expenses incurred while performing duties as a Councillor or Delegated Committee member.

The types of expenses eligible for reimbursement are:

- pre-approved conference and meeting related expenses including accommodation
- pre-approved travel outside the State of Victoria
- local travel (including public transport costs and parking)
- phone (relevant call costs)
- internet
- childcare expenses
- printing and stationery supplies (for items not available through Council supplies)
- expenses incurred by a Councillor or member of a delegated committee who is a carer in a care relationship

Councillors and members of delegated committees must forward the claim form, together with a valid tax invoice, proof of payment and specific details of the nature of the Council duties performed, to the Chief Executive Officer, or their delegate for approval. All claims must be lodged with the Chief Executive Officer within one month of incurring the expense.

Legal costs incurred by Councillors, without prior approval of the Chief Executive Officer, will not be reimbursed by the Borough of Queenscliffe without a formal resolution of Council.

CONTINUOUS IMPROVEMENT

This policy will be reviewed on a continuous basis, but as a minimum every 3 years.

OTHER REFERENCES

Local Government Act 2020

END