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# **COUNCILLOR SUPPORT AND EXPENSES POLICY 2013**

**(Revised March 2016)**

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This policy, which incorporates the statutory requirements prescribed for a Councillor Reimbursement policy in accordance with section 75B of the *Local Government Act 1989*, was adopted by resolution of Darebin City Council on 6 May 2013.

| Version | Date Adopted by Council | Amendment  |
|---------|-------------------------|--|
| 1.0     | 6 May 2013              | Initial version  |
| 2.0     | 16 December 2013        | 2.1 Home Office and Mobile Communications<br>3.4 Communications and Equipment Services |
| 3.0     | 21 March 2016           | 2.1 Home Office and Mobile Communications<br>3.4 Communications and Equipment Services |

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## 1. INTRODUCTION

### 1.1 Policy Objectives

Councillors are elected to provide leadership for the good governance of the municipal district and the local community.

The objective of this policy is to establish the resources, facilities and administrative support to be provided to Councillors of the Darebin City Council and provides for Councillors to have out-of-pocket expenses, incurred while performing their official duties as a Councillor, either reimbursed or paid direct by the Council.

The policy also provides guidelines for Councillors on the process for claiming expenses and outlines the methods and standards for reporting and accountability.

### 1.2 Legislative Framework

#### 1.2.1 Allowances

The Victorian Government views Councillor allowances 'not as a form of salary, but as some recognition of the contributions made by those elected to voluntary, part time roles in the community'.

The Government acknowledges the value and significance of local government Councillors – both through their skills and ability to represent and engage with their constituents and their leadership in developing solutions to the pressing social and cultural, environmental and economic challenges facing communities everywhere.

Sections 73A to 74C of the Local Government Act 1989 (the Act) provide the framework for payment of annual allowances to Mayors and Councillors.

The allowance framework provides a three-level structure for allowances based on Council population and total revenue. The allowances are reviewed and adjusted annually by the Minister for Local Government.

In addition to the allowance, an amount equivalent to the superannuation guarantee contribution is payable.

Details of current allowances fixed for the Mayor and Councillors of Darebin City Council are available for public inspection at the Council offices.

Allowances are taxable income and are paid fortnightly in advance. Personal taxation implications are the responsibility of individual Councillors.

#### 1.2.2 Resources and Facilities

Section 75C of the Act provides that a Council must make available for the Mayor and the Councillors the minimum resources and facilities prescribed.

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### 1.2.3 Expenses

Sections 75 to 75C of the Act provide for the reimbursement of expenses of Councillors and members of Council committees.

Section 75 provides that a Council must reimburse a Councillor for expenses if the Councillor applies in writing and establishes in the application that the expenses were reasonable bona fide Councillor out-of-pocket expenses incurred while performing duties as a Councillor.

'Duties as a Councillor' means duties performed by a Councillor that are necessary or appropriate for the purposes of achieving the objectives of a Council having regard to any relevant Act, regulations, Ministerial guidelines or Council policies.

Section 75A provides that a Council may reimburse members of Council Committees for necessary out-of-pocket expenses incurred while performing duties as a Committee member.

## 1.3 Duties as a Councillor

### 1.3.1 Duties of a Councillor will therefore include attendance at:

- Meetings of the Council or its Committees;
- Briefing sessions, workshops and civic or ceremonial functions convened or scheduled by the Council or the Mayor;
- Meetings of community groups, organisations and statutory authorities to which a Councillor has been appointed as Council representative;
- A meeting, function or other official role as a representative of the Council or the Mayor; and
- Other meetings, inspections or events attended by a Councillor in an official capacity,

together with the associated research, discussions and communication.

1.3.2 The basic test to be applied to determine whether or not an expense is bona fide is whether the expense is necessary because it is either supplemental to, incidental to, or consequent on, the exercise of the duties as a Councillor.

## 1.4 Members of Council Committees

Sections 3 and 4 of this policy apply to members of Standing Committees of the Council.

## 2. RESOURCES, FACILITIES AND SUPPORT

In accordance with the Victorian Government policy statement on support for Councillors, a range of resources, facilities and support will be provided to Councillors to assist in performing their duties as a Councillor.

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## 2.1 Home Office and Mobile Communications

- 2.1.1 The following equipment will be provided to Councillors:
- Smartphone with personal Wi-Fi hotspot capability and Bluetooth connectivity for use in Councillors cars equipped with Bluetooth (unless a Councillor opts for reimbursement under the *Councillors Mobile Phone Policy and Procedures* and the reimbursement provisions section 3.4);
  - An Apple iPad or similar tablet with Wireless Internet Broadband connection using a pre-paid data SIM card and Wi-Fi internet connectivity and associated software (“Apps”);
  - A multifunction printing, scanning, copying and fax device;
  - Cordless telephone and answering machine connected to a dedicated ‘Council business’ telephone line installed at the Councillor’s place of residence (unless a Councillor opts for reimbursement under section 3.4); and
  - A four-drawer filing cabinet.
- 2.1.2 Council will establish individual iTunes accounts for each Councillor to support the delivery of Apps to the Apple iPad or similar tablet. Councillors may use this account to purchase software for personal use through the purchase of iTunes Gift Cards or by using a personal credit card.
- 2.1.3 Council will meet the fixed charges of the smart phone, internet or telephone land line services. Council will also meet the call or data costs for these services incurred for duties as a Councillor.
- 2.1.4 Details of smart phone, internet and telephone land line expenses will be provided to Councillors via email for review monthly. Councillors are expected to highlight personal usage on the bill and reimburse the cost of non-Council usage on a monthly basis. See Section 3.4 for further information about reimbursement of personal usage charges.
- 2.1.5 Payment of personal usage is required to be made at Councils Customer Service Centre.
- 2.1.6 The exact equipment provided to Councillors may depart from that outlined in this policy due to changing technology or individual Councillor needs. Where the equipment provided to Councillors differs from this list, these changes will be approved by the Director Corporate Services after consultation with the Mayor and relevant Councillors.
- 2.1.7 All equipment remains the property of Darebin City Council and must be returned at the end of a Councillor’s term of office or, if requested by the Council under Section 66B(d) of the Act, during leave of absence of a Councillor.

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- 2.1.8 If, at the conclusion of the term of office, the equipment is not required for Council use, a Councillor may purchase all or any part of the equipment at the value determined by the Director Corporate Services taking into account the age and condition of the equipment, depreciation and market value. A departing Councillor's iTunes account may be transferred to them upon provision of a personal email address.

## **2.2 Building Access and Parking**

Each Councillor will receive a key and security access card allowing 24 hour access to the Civic Area at Darebin Civic Centre at 350 High Street, Preston and the car park at the rear of the Centre.

## **2.3 Meeting Rooms and Councillor Office**

- 2.3.1 The Civic Area on the first floor of Darebin Civic Centre includes an office/lounge area and meeting rooms available for use by Councillors.
- 2.3.2 The Councillors' office/lounge is reserved for exclusive use by Councillors. The room is equipped for computer access and is suitable for office work, reading and research, and small meetings.
- 2.3.3 Other meeting rooms in the Civic Area can be booked for meetings through the Chief Executive's staff. Meeting equipment and tea/coffee, biscuits and chilled water can be made available for meetings upon request.
- 2.3.4 Other meeting rooms owned and controlled by Darebin City Council and which can be accessed without staff attendance, can be used (subject to availability) by Councillors for meetings associated with their role as a Councillor. This does not extend to use by community groups or organisations.

## **2.4 Stationery and Secretarial Support**

- 2.4.1 Secretarial support will be made available by the Chief Executive for Councillors to assist them with diary management and in responding to correspondence, enquiries and requests for service as part of their official duties as a Councillor.
- 2.4.2 Councillors will be supplied as required with standard Council stationery including letterhead, envelopes, business cards and computer consumables required for their duties as a Councillor. An allocation of corporate 'Seasons Greetings' cards will be provided each year.
- 2.4.3 Council's letterhead stationery is only to be used for official Council business. Two types of letter stationery will be available to Councillors:
- One with Council logo and Councillor photograph – this stationery can be used for official replies prepared for a Councillor by the Chief Executive's staff.

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- Personalised letter stationery (no Council logo) provided to Councillors for incidental and unofficial use by Councillors.

Any other proposals for use of Council's letterhead should be discussed with the Chief Executive.

- 2.4.4 Items on Council supplied stationery which relate to Council business (excluding electoral or bulk ward related material) and Corporate Christmas cards can be posted through Councils mail service.
- 2.4.5 Council business papers, personal mail and other Council information will be couriered to Councillors' places of residence weekly or as required. Increased use of electronic mail for information distribution and communication with Councillors will continue.
- 2.4.6 Councillors will be provided with a business diary and satchel/briefcase upon request.

## **2.5 Name Badge and Apparel**

- 2.5.1 Each Councillor will be provided with a Darebin City Council name badge for use while on Council business.
- 2.5.2 Councillors will be provided with approved corporate apparel upon request.

## **2.6 Facilities for the Mayor**

- 2.6.1. A Council maintained executive vehicle (selected from the range of vehicles available under the Council Motor Vehicle Policy) will be provided to the Mayor for Council use and reasonable private use during his or her term of office, should he or she choose that option.
- 2.6.2. The vehicle will be fitted with a hands free mobile telephone car kit and fleet card for fuel purchases.
- 2.6.3. Secretarial support will be made available by the Chief Executive's staff to assist the Mayor (and where appropriate the Mayor's partner) in performing their official duties.
- 2.6.4. Office accommodation and associated equipment will be provided to assist the Mayor at the Darebin Civic Centre at 350 High Street, Preston.

## **2.7 Insurance**

- 2.7.1. While undertaking the duties of a Councillor, the following insurance covers will apply to all Councillors:
  - Public Liability
  - Professional Indemnity
  - Councillors and Officers Liability
  - Personal Accident (accompanying partners are also covered).



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- 2.7.2. Council will pay the insurance policy excess in respect of any claim made against a Councillor arising from Council business where any claim is accepted by Council's insurers, whether defended or not.
  - 2.7.3. Council equipment provided to Councillors to assist in performing their role, 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.

## **2.8 Civic and Community Events**

Councillors (and their partners) will be invited to attend many civic and community functions and events over their term of office as Councillors.

### **2.8.1. Civic and Mayoral Functions**

Civic receptions are formal and usually large events where Council welcomes or pays tribute to an organisation or a person of national, state, regional or local significance or acclaim.

Mayoral functions are less formal but more regular events hosted by the Mayor including receiving visitors to the city, citizenship ceremonies, national celebration or remembrance days, launch of Council strategies or programs, opening of council facilities.

On other occasions the Mayor, on behalf of the Council, may provide hospitality to groups or individuals who are regarded as key stakeholders in the City and with whom the Council seeks to develop and maintain effective working relationships.

Arrangements, invitations and formalities for Civic and Mayoral functions are at the discretion of the Mayor with advice from the Chief Executive. There are opportunities for Councillors to invite guests to some Civic events during the year.

A Council resolution would be required to initiate a significant function which has not been provided for in the Civic Functions Budget.

The common element which underpins hospitality extended by the Mayor on behalf of the City is that such hospitality is judged to be of assistance to the City of Darebin in furthering the interests and objectives of the Council.

### **2.8.2. Mayoral Event**

In addition to the regular and annual civic functions, the Mayor of the Day has discretion to host one Mayoral Event during the term of office.

The Mayor should ensure that the function/event is in proportion to the expected community benefit.

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Prior to any Mayoral event, the Mayor is to present the theme of the event to Councillors for discussion prior to organising the event. Any fundraising activities proposed for such events are to be approved by Council Resolution in line with the provisions of the Mayoral Event Policy.

### 2.8.3. Community Functions

From time to time Council representatives are invited to attend community functions and events. It is usual for the Mayor of the Day to represent the Council at these functions and any payment required to attend the function is paid by the Council. If another Councillor attends the function, either representing the Mayor or in an official capacity as Council representative to that particular group, any attendance charge will be paid or reimbursed by the Council.

The cost of Council representatives attending civic functions and events hosted by other Councils will be paid by the Council.

### 2.8.4. Meals and Refreshments

Where Council or Committee meetings are held at times which extend through normal meal times, Council will provide suitable meals served on the premises.

Light refreshments will be made available in the Councillors' Lounge.

## **2.9 Conferences, Training and Professional Development**

### 2.9.1. Conferences and training programs

Councillors are encouraged to attend conferences, seminars, workshops and training programs to enhance their professional and personal skills and knowledge to better perform their role as a Councillor.

Proposals for attendance at conferences and training programs are to be discussed with and approved by the Chief Executive and will be assessed on an equitable basis. Information to be considered includes:

- Details of the conference/training program, location, date and duration;
- Relevance of the conference/training to Council business and/or a Councillor's personal development requirements;
- Estimated cost of conference/training including fees, travel and accommodation for the Councillor;
- Benefits expected to flow from attendance; and
- Equitable distribution of the Budget allowance.

After attending a conference/training program, Councillors are expected to provide a summary report to the Council. The summary should outline the benefits of the conference to themselves personally and to Council operations.

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### 2.9.2. Councillor Professional Development Program

The Councillor Professional Development Program is designed to support Councillors who wish to undertake a formal program of study leading to a recognised qualification relevant to the role of Councillor.

Examples of such study include (but are not limited to):

- Australian Institute of Company Directors (AICD) Company Directors Course;
- Tertiary studies in business management or governance;
- Specialist studies in specific disciplines relevant to a Councillor's role including (but not limited to) accounting, law, public participation and urban planning.

Applications for support under the Councillor Professional Development Program will be made in writing to the Chief Executive and will include:

- the name of the program or course;
- the registration cost;
- an estimate of any other associated costs including travel, accommodation and study materials;
- a brief statement of how the professional development program will enhance their ability to perform their role as a Councillor.

The Chief Executive will approve support for a Councillor's study under the Councillor Professional Development Program where he or she is satisfied that the study will enhance the Councillor's ability to perform their role as a Councillor.

The Chief Executive may require evidence of satisfactory completion of earlier studies before continuing payments are approved. Where a subject needs to be repeated due to unsatisfactory performance, the Chief Executive will consider the circumstances before approving additional support under this program.

### 2.9.3. Payment for Conferences, Training and Personal Development

The Chief Executive shall not approve applications where the cost of conferences, training or personal development (including all fees, travel, accommodation, meals, study materials and any other associated expenses) exceeds:

- around \$4,000 and not exceeding \$40,000 per Councillor in one financial year;
- \$40,000 for the Professional Development Program (for all Councillors) in one financial year.

Approved study fees will be paid by Council in advance, and incidental expenses will be reimbursed.

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No payments will be made by Council for study that extends beyond the conclusion of a Council term or for study that is not related to their role as an elected Councillor.

Reasonable bona fide out-of-pocket expenses associated with attending a conferences or training will be reimbursed on the production of related receipts.

2.9.4. Memberships

The Chief Executive will approve the costs of joining and ongoing membership of relevant professional associations (such as the Australian Institute of Company Directors) where he/she is satisfied that the membership will enhance the Councillor's ability to perform their role as a Councillor.

2.9.5. Interstate or International Travel

Proposals for conferences, study tours, delegations or visits in an official capacity outside of Australia require endorsement by Council.

Where a conference or seminar involves interstate or overseas travel, Councillors need to complete a Travel Register form, and where relevant, a Travel Diary. Details of interstate or overseas travel are included in a travel register available for public inspection.

### **3. EXPENSES TO BE REIMBURSED**

#### **3.1 Family Care**

- 3.1.1. Family care expenses will be reimbursed for the care of a dependant whilst the Councillor is engaged in official duties, such as attending a council related meeting or event, plus reasonable travelling time.
- 3.1.2. Family care includes childcare, specific home care and any other support provided in the case of a dependant.
- 3.1.3. Family care expenses include hourly fees paid by the Councillor and/or agency booking fees if applicable.
- 3.1.4. No payments will be made to a person who:
- Has a financial or pecuniary relationship with the Councillor; or
  - Resides either permanently or temporarily with the Councillor; or
  - Has 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; or
  - has a relationship as a family member as defined in s78 of the Act.

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## 3.2 Councillors with Disabilities

The Council may resolve to meet reasonable additional expenses to assist a Councillor with a disability to perform his/her duties as a Councillor.

## 3.3 Travel

### 3.3.1. Green Travel Plan

Council's Green Travel Plan encourages a range of travel options conducive to the environment. Public transport can be a convenient and efficient form of travel for many Council business events in Darebin and in the central business district of Melbourne.

Public travel expenses incurred by Councillors in the course of official duties as a Councillor will be reimbursed.

### 3.3.2. Private Vehicle Use

Councillors using their private vehicles to carry out official duties as a Councillor will be reimbursed at the motor car allowance rate determined by the Australian Tax Office for tax deduction purposes.

### 3.3.3. Taxi Fares

Where it is not possible or convenient to use public transport or a private motor vehicle, a taxi can be used by Councillors for travel required for their official duties as a Councillor. Councillors will be supplied, upon request, with a cab charge card or e-tickets. Travel of a private nature will not be reimbursed or paid by Council.

If a Councillor incurs costs for the use of a cab charge card or e-ticket in any month they will be sent a copy of those charges along with a *Councillors Declaration of Cab Charge Use* form. The *Councillors Declaration of Cab Charge Use* form must be completed and returned to the Corporate Governance and Performance Department within 14 days of the account being sent.

Further, where a Councillor completes a *Councillors Declaration of Cab Charge Use* and indicates that a charge/s was for personal use, the Councillor must reimburse Council for that/those charge/s within 14 days of submitting the *Councillors Declaration of Cab Charge Use*.

Failure to complete the *Councillors Declaration of Cab Charge Use* or to reimburse Council for personal use charges within the required timeframes will result in a Councillors access to the cab charge card or e-tickets being revoked.

The Councillor will then be required to personally pay for the use of cabs and submit a claim for reimbursement of the charges upon the supply of evidence that the charge/s was/were incurred as a result of undertaking Council related business.

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#### 3.3.4. Council vehicle pool

If it is assessed as the most practical means to attend a location to conduct Council related business, a vehicle from the Council motor vehicle pool may be provided for use by a Councillor or a group of Councillors.

### 3.4 **Communications Equipment and Services**

Where, by arrangement, a Councillor directly arranges for communications services, the Council will reimburse Councillors for the charges incurred for duties as a Councillor. Installation costs and usage of a private nature will not be reimbursed.

#### 3.4.1. Private landline telephone service

Where a Councillor elects to use their private landline for Council business, only the call costs will be reimbursed.

Where individual calls are included in a 'bundled' or 'capped' service, the amount of reimbursement is the difference between the total bill and the amount it would have been had the Council business calls not been included.

#### 3.4.2. Mobile Phone Service

(a) The Councillors Mobile Phone Policy and Procedures restricted to the options made available to Councillors for:

- the use of personal mobile phones for Council related activities;
- the use of Council supplied mobile phones for personal use;
- reimbursement to Council by Councillors for personal calls made using Council supplied mobile phones;
- reimbursement to Councillors for Council related calls made on personal mobile phones.

(b) Councillors will be provided with three options in relation to the use of mobile phones for Council related activities. The Councillor will be asked to select their preferred option using the Councillors Selection of Mobile Phone Option form (attached as **Appendix A**). These available options are:

- **Option 1:** Council supplies a mobile phone to the Councillor at a specified call rate within the Darebin City Council's contractual arrangements with Telstra through the MAV. The Councillor will be required to reimburse the Council for any personal use calls;
- **Option 2:** Council supplies a mobile phone to the Councillor at a specified call rate for Council related calls only within the Darebin City Council's contractual arrangements with Telstra through the MAV. The Councillor will supply and use their own phone for personal calls;

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- **Option 3:** The Councillor will supply their own phone with their preferred call plans with a Telecommunication partner of their choice. This phone is to be used for both Council related calls and personal calls. The Councillor will apply to have Council related calls reimbursed.
- (c) Any mobile phone supplied by Council to a Councillor will have the International Roaming feature disabled.
- (d) Councillors will complete the Councillors Selection of Mobile Phone Option form (attached as **Appendix A**), specifying which option they wish to select and the starting date for the selected option.
- (e) For Councillors who have chosen **Option 1**, the following process will apply:
- Each month, the Corporate Governance and Performance Department will supply the Councillor with an itemized mobile telephone bill and a *Councillor's Declaration of Personal Calls* (attached as **Appendix B**) for the Councillor to declare the value of the personal calls made, even if \$0;
  - The Councillor will be required to complete and return the form to the Corporate Governance and Performance Department within 14 days of receipt of the copy of their mobile telephone bill;
  - The Corporate Governance and Performance Department will be responsible for verifying the *Councillor's Declaration of Personal Calls* (attached as **Appendix B**);
  - Where a Councillor submits a *Councillor's Declaration of Personal Calls* with an amount identified as being for personal calls, the Councillor must make payment to Council within 14 days of submitting the *Councillor's Declaration of Personal Calls* form.
  - Failure to complete the *Councillor's Declaration of Personal Calls* or to reimburse Council for personal phone calls made using a Council supplied phone within the required timeframes will result in a Councillors access to the mobile phone being revoked. The Councillor would then be required to personally pay for the use of a mobile phone and submit a claim for reimbursement for the call charges upon supply of evidence that those charges were incurred as a result of undertaking Council related business.
- (f) For Councillors who have chosen **Option 2**, the following process will apply:
- In the event that the Council supplied mobile phone has been used for personal calls, the Councillor will be responsible for contacting the Corporate Governance and Performance Department and completing a *Councillor's Declaration of Personal Calls* (attached as **Appendix B**), even if \$0, within 14 days of receipt of their mobile telephone bill;

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- The Corporate Governance and Performance Department will be responsible for verifying the *Councillor's Declaration of Personal Calls* (attached as **Appendix B**);
  - Where a Councillor submits a *Councillor's Declaration of Personal Calls* with an amount identified as being for personal calls, the Councillor must make payment to Council within 14 days of submitting the *Councillor's Declaration of Personal Calls* form.
  - Failure to complete the *Councillor's Declaration of Personal Calls* or to reimburse Council for personal phone calls made using a Council supplied phone within the required timeframes will result in a Councillors access to the mobile phone being revoked. The Councillor will then be required to personally pay for the use of a mobile phone and submit a claim for reimbursement for the call charges upon completion of a *Councillor's Reimbursement Claim for Council Related Mobile Calls* form.
- (g) For Councillors who have chosen **Option 3**, the following process will apply:
- The Councillor will provide to Corporate Governance and Performance Department with an itemized mobile telephone bill (each calendar month when appropriate) for council business related calls for which reimbursement is being sought along with a *Councillor's Reimbursement Claim for Council Related Mobile Calls* (attached as **Appendix C**).
  - The Councillor will be required to complete the form within 14 days of receipt of their mobile telephone bill;
  - The Corporate Governance and Performance Department will be responsible for verifying the *Councillor's Reimbursement Claim for Council Related Mobile Calls* (attached as **Appendix C**) and arranging the reimbursement to the Councillor;
  - After the reimbursement request has been verified, the Finance Department will be responsible for ensuring the reimbursement of any owed amounts, as per standard procedures.

### 3.4.3. Private internet connection

Where a Councillor elects to use their private internet connection for Council business, the proportion deemed for Council business purposes shall be 50%.

Where the internet connection is part of a 'bundled' package of services and does not include a discrete amount for internet services, the figure used to calculate the cost of the internet service will be the closest equivalent standalone service offered by the same provider.

The amount reimbursed will not exceed the cost to Council of providing the internet connection described at 2.1.1.



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### **3.5 General**

The following general provisions and guidelines apply to determine the amount of out-of-pocket expenses that will be reimbursed to, or paid on behalf of, Councillors:

- 3.5.1. Reimbursements will normally be made in respect of expenses already incurred. Cash advances may be made in special circumstances approved by the Chief Executive.
- 3.5.2. Travel must be undertaken as efficiently and by the shortest route possible.
- 3.5.3. Where travel is by air or by other means of public transport, economy class will be the standard.
- 3.5.4. Travel claims will only be made on the basis of the actual form of transport used and in the form of a reasonable allowance towards, or reimbursement of, necessary out of pocket expenses.
- 3.5.5. Expenses incurred which are not directly related to the official Council duties of a Councillor, cannot be included in the calculation of a claim for reimbursement.
- 3.5.6. The cost of any penalties incurred for road, traffic or parking infringements will not be reimbursed.
- 3.5.7. If a particular expense is not claimed, this cannot be offset against a claim for an additional amount of another expense.
- 3.5.8. Council will reimburse the cost of a Councillor's partner accompanying the Councillor to engagements where the presence of the partner is necessary to support the business or representation needs of the Council. The engagement will normally be of a nature where other attendees will be accompanied by partners.

## **4. ACCOUNTABILITY AND AUDIT**

### **4.1 Claiming of Expenses**

The following provisions apply when making a claim for reimbursement of expenses:

- 4.1.1. All claims for expense reimbursements must be made on the *Councillor and Committee Member Expense Claim Form*.
- 4.1.2. Original receipts must be attached for all purchases (credit card receipts will not be accepted).
- 4.1.3. Where the provider of the goods or service is registered for GST, a 'Tax Invoice' must be obtained for all purchases in excess of \$55 (including GST); if a 'Tax Invoice' is not submitted, the GST component cannot be reimbursed.

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- 4.1.4. Claims are to be lodged with the Officer of the Chief Executive or the Manager Corporate Governance in a timely manner to ensure transparency and accountability.
  - 4.1.5. Claims for reimbursement will be authorised by the Chief Executive or his/her delegate.
  - 4.1.6. Reimbursements will be paid by electronic funds transfer (EFT) within 21 days of receipt of a properly completed and supported claim form.

## **4.2 Audit and Reporting**

A quarterly report on Councillor expenses and reimbursements by category will be prepared, circulated to all Councillors and submitted to each (quarterly) meeting of Council's Audit Committee.

Audits of Councillor expenses and reimbursements may be carried out from time to time as part of Council's annual audit program.

## **4.3 Public Disclosure**

A register of quarterly schedules of allowances, expenses and reimbursements will be available for public inspection via Councils website.

Schedules will be included in the register within 120 days of the conclusion of each quarter.

## **5. REVIEW**

This policy will be reviewed within 12 months of each general election unless the Council determines that an earlier review is required.

## Councillor's Selection of Mobile Phone Option

### Purpose and Usage of this Form

This form is to be used by Councillors to nominate the mobile phone option they wish to use.

The three available options are:

- ◆ **Option 1:** Council supplies a mobile phone to the Councillor at a specified call rate. The Councillor will be required to reimburse the Council for any personal use calls;
- ◆ **Option 2:** Council supplies a mobile phone to the Councillor at a specified call rate for Council use only. The Councillor will supply and use their own phone for personal calls;
- ◆ **Option 3:** The Councillor will supply their own phone to be used for both Council related calls and personal calls. The Councillor will apply to have Council related calls reimbursed.

By signing this form Councillors also acknowledge that if Option 1 or 2 is selected the declaration form at Appendix B will be completed and returned to Corporate Governance and Performance within 14 days of receiving their monthly mobile phone bill.

### Details of Councillor and Mobile Phone(s)

|   |  |
|---|--|
| <b>Name of Councillor:</b>                                  |  |
| <b>Council Supplied Mobile Phone Number:</b>                |  |
| <b>Councillor's Personal Mobile Phone No (if required):</b> |  |

### Details of Option Selected (✓ Relevant Box)

|                    |  |                  |   |                  |  |  |
|--------------------|--|------------------|---|------------------|--|--|
| <b>Option 1:</b>   |  | <b>Option 2:</b> |   | <b>Option 3:</b> |  |  |
| <b>Start Date:</b> |  |                  | Selected option will remain in use until further notice (new form required) |                  |  |  |

|                                 |  |
|---------------------------------|--|
| <b>Signature of Councillor:</b> |  |
| <b>Date Signed:</b>             |  |

| <b>Authorised By (Title)</b> | <b>Name (Print)</b> | <b>Signature</b> | <b>Date</b> |
|------------------------------|---------------------|------------------|-------------|
|                              |                     |                  |             |

### **Authoriser's Comments**

|  |
|--|
|  |
|--|

## Councillor's Declaration of Personal Calls

### Purpose and Usage of this Form

This form is to be submitted to Corporate Governance and Performance within 14 days of receiving their mobile bills by Councillors to declare the value of personal calls (**even if \$0**) made on their Council supplied mobile phone (Option 1 or option 2 as shown below):

◆ **Option 1:** Council supplies a mobile phone to the Councillor at a specified call rate. The Councillor will be required to reimburse the Council for any personal use calls.

◆ **Option 2:** Council supplies a mobile phone to the Councillor at a specified call rate for Council only. The Councillor will supply and use their own phone for personal calls.

### Details of Councillor and Mobile Phone(s)

|   |  |
|---|--|
| <b>Name of Councillor:</b>                                  |  |
| <b>Council Supplied Mobile Phone Number:</b>                |  |
| <b>Councillor's Personal Mobile Phone No (if required):</b> |  |

### Councillor's Declaration

|                    |  |                  |  |
|--------------------|--|------------------|--|
| <b>Start Date:</b> |  | <b>End Date:</b> |  |
|--------------------|--|------------------|--|

|  |  |
|--|--|
| <b>Total Value of Personal Calls for Specified Period:</b> |  |
|--|--|

Please attach a copy of mobile phone bill with personal calls highlighted

|                                 |  |
|---------------------------------|--|
| <b>Signature of Councillor:</b> |  |
|---------------------------------|--|

|                     |  |
|---------------------|--|
| <b>Date Signed:</b> |  |
|---------------------|--|

| Authorised By (Title) | Name (Print) | Signature | Date |
|-----------------------|--------------|-----------|------|
|                       |              |           |      |
|                       |              |           |      |

### Authoriser's Comments

|  |
|--|
|  |
|--|

## Councillor's Reimbursement Claim for Council Related Mobile Calls

### Purpose and Usage of this Form

This form is to be used by Councillors to claim reimbursement of expenses for Council related business mobile phone calls made from their personal mobile phone (Option 3 as shown below):

◆ **Option 3:** The Councillor will supply their own phone to be used for both Council related calls and personal calls. The Councillor will apply to have Council related calls reimbursed.

### Details of Councillor and Mobile Phone(s)

**Name of Councillor:**

**Councillor's Personal Mobile Phone No :**

### Councillor's Claim

**Start Date:**

**End Date:**

**Total Value of Council Calls for Specified Period:**

Please attach a copy of mobile phone bill with Council calls highlighted

**Signature of Councillor:**

**Date Signed:**

**Authorised By (Title)**

**Name (Print)**

**Signature**

**Date**

**Authoriser's Comments**

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## CONTACT US

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