



MORNINGTON  
PENINSULA  
*Shire*

# Councillor Expenses Reimbursement, Resources and Facilities Policy 2020

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## 1 BACKGROUND AND PURPOSE

Section 41 of the *Local Government Act 2020* (Act) provides that the Council must adopt and maintain an expenses policy in relation to the reimbursement of out-of-pocket expenses for Councillors and members of delegated committees.

A policy adopted by Council under this section must

- a) Specify procedures to be followed in applying for reimbursement and in reimbursing expenses; and
- b) Comply with any requirements prescribed by the regulations in relation to the reimbursement of expenses; and
- c) Provide for the reimbursement of child care costs where the provision of child care is reasonably required for a Councillor or member of a delegated committee to perform their role; and
- d) Have a particular regard to expenses incurred by a Councillor who is a carer in a care relationship within the meaning of section 4 of the *Carers Recognition Act 2012*.

Section 42 of the Act provides that a council must make available to the Mayor and the Councillors the resources and facilities reasonably necessary to enable them to effectively perform their role. This includes a consideration of support that may be required by a Mayor, Deputy Mayor or Councillor because of a disability and have particular regard to support that may be required by a Councillor who is a carer in a care relationship within the meaning of section 4 of the *Carers Recognition Act 2012*.

Significant demands and expectations are placed on the Mayor, Deputy Mayor and Councillors of the Mornington Peninsula Shire in carrying out their civic and statutory functions.

Within the scope of their strategic policy development, representation and communication functions, Councillors accept a range of roles and responsibilities in representing the Shire, the community and stakeholders.

This Policy and associated guidelines provide an overview of how the Council can provide assistance and support to Councillors in carrying out their role and official duties as Councillors. It also seeks to set out parameters and processes for legitimate claims.

The allowance paid to Councillors is currently set by the State Government although the Act provides for a move to the Victorian Independent Remuneration Tribunal. The current allowance rates can be found on the Shire's website at [www.mornpen.vic.gov.au](http://www.mornpen.vic.gov.au) and will remain in place until the first determination of the Tribunal

The Policy acknowledges significant demands and expectations placed on the Councillors and where necessary provides that appropriate resourcing and facilities be offered to successfully fulfil their role.

The cost of allowances and reimbursed expenses paid to Councillors together with the costs of related services and resources are managed as part of Council's annual budget process.

This Policy applies to Councillors, members of a delegated committee and members of a joint delegated committee.

## 2 GENERAL PRINCIPLES

The Policy identifies resources and facilities available to Councillors and outlines the circumstances in which Councillors may seek reimbursement for out-of-pocket expenses incurred while carrying out their role.

Councillor expenses are those expenses necessarily incurred by Councillors or on behalf of Councillors for the purpose of Council business. The determining factor to be applied by Councillors is 'If I was not a Councillor, would I incur the expense?' Where this criterion is satisfied and a Councillor has incurred a reasonable out-of-pocket expense, the Councillor will be reimbursed by Council. Expenses incurred by Councillors relevant to their professional, business or private roles will not be reimbursed.

## 3 RESPONSIBLE OFFICERS

This Policy can only be adopted or amended by the Council. The Head of Governance and Legal and the Chief Financial Officer are responsible for the implementation and administration of this Policy.

## 4 POLICY STATEMENT ON COUNCILLOR EXPENSES

Section 40 of the Act provides 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;
- 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 delegated committee member to perform that role.

Section 40(2) of the Act provides that a Council must provide details of all reimbursements under this section to the Audit and Risk Committee.

The duties and activities considered to be necessary or appropriate for the purposes of achieving the Objectives of a Council include, but are not limited to:

- Attending Council meetings, Council Committee meetings, formal briefing sessions and civic or ceremonial functions convened by the Council, the Mayor or the Chief Executive Officer.
- Attending meetings or workshops scheduled by the Council, the Mayor or the Chief Executive Officer.
- Attending a meeting or function as the nominated representative of Council or the Mayor.
- Attending meetings of community groups, organisations and statutory authorities to which the Councillor has been appointed as the Council delegate or the nominated representative of the Council.
- Attendance at site inspections or meetings relevant to a matter which is, or is anticipated to be, the subject of a decision of Council.

- Attending to discuss with officers or any person any matter relating to the Shire.
- Attending conferences as an attendee and/or speaker as Council's nominated representative or delegate and which:
  - Are consistent with the Council's Objectives; and
  - Will cover or present material with application/importance/relevance to current or future issues faced by the Council; and
  - Are within the Councillor's annual budget allocations for the provision of training, conferences and seminars.

The Policy presumes Councillors are residents in the municipality (as Candidates are required to be on the voting roll) and any additional costs or expenses attributable to a Councillor's residence being outside the municipality are considered inappropriate for reimbursement in the absence of a prior Council resolution to the contrary.

Any cost or expense (or portion thereof) which should reasonably be borne by another entity or for which another entity is reasonably liable is outside the scope of this Policy and shall not be paid or reimbursed by Council.

#### 4.1 DELEGATE EXPENDITURE

Councillors are appointed as delegates and or substitute delegates to Council Committees by resolution of Council on an annual basis. Councillors attending meetings, conferences or seminars within Victoria as a delegate or substitute delegate of Council are performing Council business and incurring legitimate costs in the conduct of their Council duties. Expenditure attributed to a delegate's expenditure under this category is not to be allocated to an individual Councillor's Training, Conferences and Seminars allocation. The expenditure in the Delegate category is not attributed to individual Councillor expenditure but paid for through separate management accounts.

Any expenditure equal to or less than the threshold of \$2,500 will be approved by the Head of Governance and Legal and the Chief Financial Officer.

Delegate expenditure will be capped at \$2,500 per annum for each year. Any unspent funds within this allocation will accumulate from one year to the next within the current Council term. Expenditure over the threshold will require authorisation by Council resolution.

#### 4.2 REPORTING TO COUNCILLORS

Councillors will be provided with individual monthly reports on directly attributable Councillor expenses. Councillors will generally be provided with 14 days to review their report and seek clarification where required. Reporting of Councillor expenses will include running totals of reimbursements under each category.

The Councillor statements of expenses will contain information in relation to mileage paid.

#### 4.3 PUBLICATION

Details of Councillor expenses will be published on the Mornington Peninsula Shire Council website and will also be reported by the State Government through the Local Government Performance Framework.

The Interstate and Overseas Travel Register and Councillor Expense reports are concurrently published on the Mornington Peninsula Shire Council website each month.

## 4.4 TRAINING, CONFERENCES AND SEMINARS

Attendance at Training, Conferences and Seminars is available to all Councillors. Attendance at Training, Conferences and Seminars over the \$2,000 threshold must be approved by Council resolution.

Approval for Councillor attendance at intrastate and interstate Training, Conferences and Seminars equal to or less than \$2,000 is to be approved by the Head of Governance and Legal and the Chief Financial Officer subject to budget constraints and consideration of the community benefit of attendance.

Councillors will be provided with complete cost details for each Conference or Seminar prior to committing to attending. The Head of Governance and Legal and the Chief Financial Officer must ensure the estimated cost is not exceeded.

The cost of attendance at Training activities will be reported separately to the cost of attendance at Conferences and Seminars.

Upon the commencement of each Electoral Term a purpose designed induction program will be provided to Councillors. The cost of the Councillor Induction Program will be met from the Corporate Governance budget and not attributed to an individual Councillor's expenditure.

<b>Expenditure Type</b>	<b>\$ Amount per Councillor</b>
Training, Conferences and Seminars	\$16,000 for the 4 year Council term
Mayor – Training, Conferences and Seminars	(additional) \$3,500 for the term of Mayor

### 4.4.1 COMMITMENT OF ATTENDANCE

Once a commitment has been made by a Councillor to attend an official function, he or she (and their spouse/partner if approved for travel) is obligated to make all reasonable efforts to attend.

If due to unforeseen circumstances the Councillor and their spouse/partner are unable to attend, they are required to attempt to find an appropriate colleague to attend on their behalf and the expense will be reallocated to the attending Councillor's expenses.

However if a suitable representative is unable to attend, the Councillor must make contact with the organiser of the function to apologise in advance of the function.

The expenses will remain allocated to the original accepting Councillor.

### 4.4.2 ACCOMPANYING SPOUSE OR PARTNER

Attendance at seminars, conferences and civic functions accompanied by a spouse/partner is subject to available budget under Conferences and Seminars under the following circumstances:

- Attendance at one primary conference dinner when held in Victoria;
- Functions held by Council; and
- Functions held by another Victorian municipality where there is an agreed expectation of partners attending (ie. spouse/partner of the Councillor is specified on the invitation).

Events funded through the Council's grants programs will have conditions to allocate entry to Councillors and spouses free of additional charge to the Council.

Attendance by spouses at interstate or overseas seminar or conferences will be subject to approval through Council resolution.

## 4.5 TRAVEL – LOCAL

### 4.5.1 GENERAL

In carrying out their duties, Councillors are required to attend numerous formal and informal meetings, functions and events.

Travel costs can be significant and Council offers the following arrangements to assist Councillors when undertaking Council business.

Eligible travel means travel to attend:

- Council Meetings and meetings of Council Committees;
- Formal briefing sessions and civic and ceremonial functions convened by the Council or the Mayor;
- Meetings or workshops scheduled by the Council or the Mayor;
- Meetings necessary for the Councillor to exercise a delegation by the Council;
- Meetings, functions or other official events attended as a representative of the Council or Mayor;
- Meetings of community groups, organisations and statutory authorities to which the Councillor has been appointed the Council delegate or is authorised by the Council;
- To inspect a street, property or area or to discuss with any person any matter affected by Council and/or to attend to or carry out activities in the capacity of a Councillor;
- To discuss with officers any matter relating to the Shire; and
- Meetings to participate in delegations or deputations to which the Councillor has been appointed as a representative by the Council or the Mayor.

### 4.5.2 CAR PARKING FEES

Car parking fees incurred while conducting Council business will be reimbursed on the basis of original receipts and relevant details regarding the purpose, date and time of the meeting or function. The most value for money parking options should be sought.

### 4.5.3 PUBLIC TRANSPORT

Councillors will 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. Councillors with personal myki cards can submit a claim for specific trips undertaken on Council business.



#### 4.5.4 USE OF PRIVATE VEHICLES

While performing duties as a Councillor, private vehicle use will be reimbursed at a rate (or rates) pegged to that applied to staff in the Mornington Peninsula Shire's current enterprise bargaining agreement.

A record of private vehicle use must be maintained by the Councillor and submitted on a monthly basis. This record must contain details of Council business, date, destination, number of kilometres and tolls.

#### 4.5.5 TOLLS

While travelling on Council business, Councillors may incur tolls including those associated with the use of CityLink and EastLink. Councillors 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.

#### 4.5.6 FINES AND INFRINGEMENTS

Fines and Infringements will not be borne by Council. Councillors are responsible for the payment of their own fines and infringements.

### 4.6 COMMUNICATION

#### 4.6.1 GENERAL

Communication costs are met directly by the Shire and allocated to each Councillor's expenditure. This ensures Councillors are accessible while conducting Council business. This category comprises costs associated with use of mobile telephones and internet and broadband services while on Council business.

Councillors will be provided with the following:

- Mobile computing device;
- Mobile/Smart telephone with email, text and internet capability; and
- A printer with scanning, copying and facsimile capability.

#### 4.6.2 USE OF COUNCIL SUPPLIED MOBILE/SMART PHONE

Each Councillor shall be offered use of a mobile telephone with smart telephone functions for Council business use.

#### USE OF NON-COUNCIL SUPPLIED MOBILE TELEPHONE

For those Councillors who choose to use non-Council mobile telephone (in lieu of a Council supplied telephone) a claim for reimbursement of expenses incurred on Council business will need to be made. In such circumstances, the claim will need to identify specific Council use.

Councillors may also request the transfer to Council of their non-Council mobile telephone number. Approval will be given if there are no transfer costs or pre-existing contract arrangements imposed on the Shire.

### 4.6.3 INTERNET ACCESS

Councillors will be provided with internet access and broadband services to assist in conducting Council business while away from their office. The facilities provided will be tailored depending on the availability of internet services to each Councillor's residence.

## 4.7 ADMINISTRATIVE SUPPORT

Administrative support will be made available by the Shire for Councillors. This support will assist each Councillor with their official duties and assist with the response to correspondence, emails and enquiries.

Councillors will be supplied with stationery held or obtained generally for the Shire's requirements. The stationery may include but is not limited to paper, business cards, writing implements, diaries, writing pads, printer cartridges and envelopes.

When communicating with constituents, Councillors are encouraged to use electronic formats. Where postage services are required on Council business related matters Councillors shall have access to postal services which will be arranged through Council officers.

### 4.7.1 CORPORATE CHRISTMAS CARDS

Councillors will be given the opportunity to send corporate Christmas/festive season cards. These will be available in paper and electronic format. Interested Councillors are encouraged to use electronic format.

### 4.7.2 ADDITIONAL FACILITIES FOR THE MAYOR

Each Mayor will be provided with:

- A Mayoral medallion for use at official functions and at the end of the Mayoral term each Mayor will be presented with a replica medallion in recognition of their services;
- A fully maintained passenger vehicle (of an environmentally sustainable model), or the equivalent travelling allowance, which will be fitted with the appropriate hands free mobile telephone fitting, and fleet card for fuel purchase at Council expense to assist the Mayor to carry out their official duties;
- Secretarial support via the Mayoral Assistant to assist the Mayor in performing their official duties;
- Office accommodation and associated equipment within the Rosebud Municipal Office; and
- A corporate credit card for use in accordance with the Purchasing Card Policy.

The Mayoral Credit Card Reporting will be included in quarterly report in the Councillor Communicator.

### 4.7.3 COUNCILLOR WITH DISABILITIES

For any Councillor with a disability, Council must suitably accommodate that Councillor with additional facilities and will approve all relevant and additional expenses in order to support the performance of their civic duties.

## 4.8 CARER EXPENSES

### 4.8.1 EXPENSES INCURRED IN THE PROVISION OF CARER SERVICE

Council will reimburse the cost of necessary carer expenses incurred by Councillors in the course of carrying out Council duties.

This category covers the support for Councillors' immediate dependent family members who require special care.

In particular, the Council will reimburse the costs of necessary expenses incurred by the Mayor, Deputy Mayor or Councillor, where that Councillor is in a care relationship as defined in section 4 of the *Carer's Recognition Act 2012* where those costs are incurred so that Mayor, Deputy Mayor or Councillor may carry out Council duties.

### 4.8.2 CHILD CARE COSTS

Council will reimburse the cost of child care expenses necessarily incurred by Councillors for their immediate family whilst discharging their duties as a Councillor within the scope of this Policy subject to the following conditions:

The maximum hourly rate a Councillor will be reimbursed for child care expenses for each child effective at 1 March 2017 is as follows:

- \$31 per hour for day/evening weekday care;
- \$42 per hour for weekend care; and
- \$53 per hour for public holiday care.

These hourly rates will be indexed on 1 July each year using the consumer price index forecast for the relevant financial year published in the Victorian Budget in the previous May.

A Councillor will be reimbursed for mandatory booking or other agency fees claimed where child care is arranged through an agency service.

Reimbursement of child care costs will be available for immediate family only where the Councillor or domestic partner is the primary care giver.

Child care costs are not eligible for reimbursement if paid to a person who normally or regularly lives with the Councillor 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 duties.

Claims must be accompanied by a receipt from a registered child care provider showing the date and time care was provided and detail the reason care was needed on each occasion.

For the purpose of this Policy a child shall be defined as up to the age of 16.

## 4.9 GENERAL EXPENSES

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:

- Expenses for a meal for the Councillor (inclusive of food and non-alcoholic beverages) either immediately before or after an official function/meeting;
- Councillor ticket to a function or event;

- Council related books and subscriptions; and
- Token gifts.

#### 4.10 COUNCILLOR RESOURCES

The following resources and facilities will be provided to Councillors to use whilst performing their civic duties:

- Meeting room use;
- Councillor lounge;
- Office space within Council;
- Administrative support for meetings and Ward meetings;
- Computing devices;
- Mobile/Smart telephone;
- Stationery;
- Filing cabinet;
- Access to facsimile/copier machine;
- Provision of courier services as necessary;
- Copies as requested of the *Local Government Act 2020* and regulations made thereunder;
- Copies of public liability and professional indemnity insurance policies covering Councillors; and
- Business cards.

## 5 INTERSTATE AND INTERNATIONAL TRAVEL

### 5.1 INTRODUCTION

Councillors wanting to attend a seminar, conference or course held interstate or overseas will provide details of the proposed attendance to the Head of Governance and Legal, outlining the benefits expected to be gained and any other supporting information.

Council approval in the form of a resolution will be required for all Councillor Training, Conferences or Seminars held interstate or overseas (including conference, accommodation and travel costs).

A report seeking Council approval will be prepared by the Governance and Legal Unit providing background information, details of benefits expected, estimated costs and any other relevant information.

## 5.2 AUTHORISATION AND REPORTING FRAMEWORK

### 5.2.1 PROPOSAL TO TRAVEL

All proposals relating to interstate and international travel by Councillors as detailed in section 4.1 will require Council approval by way of formal resolution.

The report seeking approval for travel will provide the following:

- Details of reason and proposed location and dates of travel;
- Potential benefits to the Shire;
- Alignment with Council policies, strategies and goals under the Council Plan;
- Estimated cost of travel including airfares, accommodation, fees and incidentals;
- Funding sources including whether costs can be met from existing budget allocations; and
- Statement identifying that a post travel report (for international travel only) will be prepared within thirty (30) days of returning from travel.

### 5.2.2 POST TRAVEL REPORT

The Council will maintain and have available for public inspection a register of overseas and interstate travel by Councillors and Council officers.

Councillors and Council officers who have travelled overseas or interstate in an official capacity shall within seven (7) working days of returning provide details of their travel on the Interstate/Overseas Travel Report form and lodge the forms with the Governance and Legal Unit for inclusion in the appropriate Statutory Register.

Councillors attending any approved interstate activity will provide Council with a report on their attendance via the Councillor Communicator within thirty (30) days of returning from travel.

A post travel report is required for all approved international travel undertaken by Councillors. The report should outline the outcomes and benefits of the travel, costs incurred and should be prepared within thirty (30) days of returning from travel and submitted for agenda listing at the next available Council meeting.

### 5.2.3 PARTNER/COMPANION TRAVEL

The cost of a partner, spouse or companion accompanying a Councillor on a business trip must be borne by that person unless there is a bona fide business purpose to support their presence (i.e. to support the business or representational needs of the Shire). Travel at the Shire's expense by an accompanying spouse, partner or companion must be authorised by Council resolution.

### 5.2.4 NON-COUNCIL FUNDED TRAVEL

Offers of sponsored travel from international organisations, foreign governments, educational institutions and industry bodies should be considered provided that:

- The offer of travel is not made in exchange for or with an expectation of the granting of favourable treatment; and

- The acceptance of the offer does not give rise to an actual or perceived conflict of interest.

Care must be taken to ensure that there is no conflict of interest in such situations with Councillors being seen to use the status of their office to advance the interests of other organisations or interest groups.

Overseas or interstate visits in response to invitations from inter-governmental, official agencies, governments or private organisations (where all or part of the costs are to be met by the Council) are subject to this Policy.

Travel at the expense of other parties should be in accordance with the standards of the sponsoring organisation. Supporting documentation should be provided confirming both external funding arrangements and appropriate authorisation by the host city or organisation for such travel by Councillors.

Councillors undertaking private travel arrangements in conjunction with Council approved and funded travel must ensure that all costs incurred with private travel are clearly delineated from Council funded travel arrangements.

### 5.3 TRAVEL ARRANGEMENTS

When travelling, Councillors will need to maintain accurate documentation relating to expenses incurred. Councillors must complete travel diaries, including expense claims for travel in Australia or overseas of more than five successive nights in order to satisfy Fringe Benefits Tax legislative requirements. Completion of the Councillor Interstate and Overseas Travel Expense Statement following return from travel will satisfy this requirement. A travel diary will be issued prior to departure to assist Councillors in maintaining records and completing the Statement.

#### 5.3.1 BOOKINGS AND CONFIRMATION

Travel and accommodation arrangements will generally not be made in anticipation of approval. However, it is recognised that in some circumstances, tentative arrangements may need to be made.

All travel and accommodation reservations must be booked through the Council's Mayor and Councillor Support Team.

Councillor related expenses are not eligible for personal loyalty rewards programs.

#### 5.3.2 DURATION OF TRAVEL

In order to minimise the cost of accommodation at Council expense, the duration of any travel should be kept to an appropriate level given the planned travel distance. Sufficient time to recuperate from travel prior to undertaking the purpose of the visit should be considered.

#### 5.3.3 INSURANCE

Councillors are covered by WorkCover under the *Accident Compensation Act 1985*, in Australia and overseas. Section 84(1) of the Act states:

*'Where an employer who resides or has a place of business in Victoria engages a worker in Victoria and an injury is caused to or suffered by the worker outside Victoria in circumstances which had the injury occurred in Victoria would have entitled the worker or the worker's dependants to compensation:*

a) *The worker;*

b) *In the case of the death of the worker, the worker's dependants-*

*shall be entitled to compensation in accordance with this Act.'*

The Council also has in place a Personal Accident and Corporate Travel Insurance policy. This covers Councillors and staff while they are engaged in any activity connected with or on behalf of the Council.

Non-business related travel and non-business related items are not covered by this Policy.

#### 5.3.4 PASSPORT AND VISAS

Councillors travelling overseas are responsible for ensuring that they have a current passport and relevant visas. Responsibility for the cost for visas will be considered on a case by case basis. Visa requirements will be specified by the Council's travel agent. Costs can be paid or reimbursed by the Council.

### 5.4 TRAVEL EXPENSES

#### 5.4.1 FARES

Interstate and overseas fares including air and rail can be arranged in accordance with section 5.3 of this Policy.

#### 5.4.2 AIR TRAVEL

Councillors will travel economy class on domestic travel and international flights. Unless otherwise approved, travel is to be by the most economical and direct route. Councillors may accept travel upgrades as long as there is no additional cost to Council.

#### 5.4.3 ACCOMMODATION

Accommodation in conjunction with official travel must be arranged through the Council's Mayor and Councillor Support Team.

Councillors can stay in reasonable accommodation appropriate to the area travelled to and the nature of the visit. Four star accommodation is considered appropriate with standard rooms being used. When a Councillor attends a Council related conference or event at a five star venue, a Councillor may arrange five star accommodation at the same venue where it is considered economically appropriate.

Councillors may accept room upgrades to suites or executive floor rooms if the upgrade is at no additional cost to the Council.

#### 5.4.4 SUSTENANCE AND HOSPITALITY

Councillors travelling on Council related business are entitled to reimbursement of costs associated with the provision of daily sustenance including breakfast, lunch, dinner and refreshments. These may be provided at the place of accommodation or alternative venue.

Councillors shall also be entitled to claim reimbursement for hospitality (with the exception of alcohol) expenses incurred in entertaining individuals and officials while conducting Council business.

## 5.5 TRAVEL EXPENSE REPORTING REQUIREMENTS

The Local Government Regulations require the maintenance of a travel register containing details of overseas or interstate travel (with the exception of interstate travel by land for less than three days) undertaken in an official capacity by Councillors or any member of Council staff in the previous twelve (12) months. The register must include names, the dates, destinations, purposes and total cost of overseas or interstate travel. The Council has resolved that in addition to making the register available for inspection, it will be published on Council's website. The register is published concurrently with the quarterly expense report. All published travel registers and expense reports remain available through the Mornington Peninsula Shire Council website.

## 6 MANAGEMENT MECHANISMS AND OPERATIONAL COSTS

### 6.1 MANAGEMENT PROCEDURES

Details of procedures relating to expenses and operating costs shall be maintained as part of management of Councillor expenses procedures made available to Councillors.

#### 6.1.1 METHODS OF INCURRING EXPENSES AND OPERATIONAL COSTS

The expenses and operating costs relating to the provision of services, facilities and resources will be processed and managed via one of the mechanisms outlined below. All expenditure incurred will be captured through the Council's general ledger system.

#### 6.1.2 COUNCIL'S PURCHASING SYSTEM

All procurement will be processed through the Council's approved Finance System.

#### 6.1.3 REIMBURSEMENT CLAIMS

Claims must be made by completion of a reimbursement claim form by a Councillor providing full details and original receipts and supporting documentation. Councillors must ensure that claims for reimbursement are submitted within fourteen (14) days from the end of calendar month in which the expenses were incurred or following the completion of travel.

#### 6.1.4 ENTERTAINMENT EXPENSE LIMITS

Entertainment shall be up to the following limits at \$1,000 per Councillor per annum and \$2,000 for the Mayor for the Mayoral term. Entertainment expenses in excess of these limits must be approved by Council resolution prior to additional expenditure.

Providing entertainment means:

- Providing entertainment by way of food, drink (non-alcoholic).

#### 6.1.5 AUTHORISATION LEVELS

The Head of Governance and Legal and Chief Financial Officer are the designated approvers for reimbursement and other expense transaction processes.



## 6.1.6 MONITORING MECHANISMS

The Chief Financial Officer will implement processes to monitor the amount of Councillor Expenses and review transaction processes to ensure accurate allocation of costs.

Councillors will be provided with a monthly report outlining expenses incurred in the directly attributable Councillor Expense categories.

## 6.2 USE OF FACILITIES

### 6.2.1 GENERAL

To assist Councillors in meeting the demands and expectations while conducting Council business, the following internal sustenance arrangements shall be offered to all Councillors:

- Reasonable refreshments during meetings on Council business. The type of refreshments shall depend on the nature of the meeting, timing and attendees;
- Access to a lunch if requested by the Councillor while attending Council duties or meetings;
- Reasonable meals served during evenings of Committee, Council and other key meetings;
- Provision of refreshment facilities in the Councillors' lounge; and
- No Alcohol is to be provided before, during or after Council meetings or briefings on Council premises.

Alcohol may be provided at special Council events such as the Annual Council Meeting and the Councillor Christmas party even when such events are held on Council premises. The Mayor may approve alcohol to be provided at special Council events, following consultation with Councillors.

Non-Council business related functions organised by a Councillor must be paid for by the particular Councillor.

Council facilities will not be used for non-Council purposes such as personal meeting or business meetings that are not Council related.