



**BOROONDARA**  
*City of Harmony*

# Councillor Support and Resources Policy

2019

**Responsible Directorate:** Chief Executive Office  
**Authorised by:** Council  
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# 1. Introduction

## 1.1. Purpose

The purpose of this policy is to establish:

- Councillors' entitlements for reimbursement of reasonable bona fide out-of-pocket expenses incurred while performing the duties of a councillor.
- Councillors' entitlements to have reasonable bona fide expenses associated with performing the duties of a councillor paid on their behalf.
- Councillors' entitlements to professional development support and resources.
- The facilities, resources and support Council considers necessary or appropriate to provide to support councillors in the performance of their duties as a councillor.

The policy also sets out the processes for ensuring that the costs of resourcing and supporting councillors, and the value of any expenses reimbursed, are reported to the community in a timely manner which promotes transparency and accountability.

## 1.2. Definitions

**“The Act”** means the *Local Government Act 1989*

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

**“Expenses”** includes:

- Expenses initially incurred by a councillor for which a claim is subsequently made for reimbursement; and
- Expenses incurred by Council for or on behalf of a councillor.

**“Special Committee”** means a special committee established in accordance with Section 86 of the *Local Government Act 1989*

**“Professional Development”** means the process of improving and increasing the capabilities, knowledge and skills of councillors through access to education and training opportunities through outside organisations or in the workplace.



### 1.3. Principles and Scope


The provision of facilities, resources and support to councillors, and the expenses paid or reimbursed for councillors, should be consistent with the following principles:

- The Councillor Conduct principles prescribed under Sections 76B and 76BA of the Act and the Councillor Code of Conduct;
- Encouraging diversity in participation, equity, inclusion and access;
- Accountability and transparency;
- No disadvantage - allowances are provided separately to reimbursements of expenses and the costs of facilities/resources support (pursuant to section 74B of the Act).

Where duties performed are necessary or appropriate for the purposes of achieving the objectives of Council having regard to any relevant Act, regulations, Ministerial Guidelines and Council policies, councillors are entitled to access facilities, support and resources as described in this policy and the Act.

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 Ordinary and Special Council meetings, meetings of Special Committees of Council, 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 community meetings and ward meetings;
- Participating in site inspection or meetings, or participating in delegations or deputations to which the councillor has been duly appointed as a representative of Council;
- 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 Council delegate or the nominated representative of Council;
- Attending site inspections or meetings relevant to a matter which is, or is anticipated to be the subject of a decision of Council;
- Attending discussions with officers or any person, any matter relating to the City;

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- Attending seminars, training or professional development courses as an attendee and/or speaker, which:
    - Contribute to the development of personal and professional skills or knowledge of the councillor which are necessary for the performance of the duties of a councillor;
    - Are consistent with Council's objectives;
    - Will cover or present material with application / importance / relevance to current or future issues faced by the Council; and
    - Are within the Mayor and Councillors Annual Financial Allocation or approved annual budget provision for conferences and seminars.
  
  - Attending conferences as an attendee and/or speaker, as Council's nominated representative or delegate and which:
    - Are consistent with Council's objectives;
    - Will cover or present material with application / importance / relevance to current or future issues faced by the Council; and
    - Are within the Mayor and Councillors Annual Financial Allocation or approved annual budget provision for conferences and seminars.
  
  - Preparation (e.g. reading reports, plans or papers) for any of the above activities.


The policy presumes councillors are residents in the municipality, 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.

## 2. Background

Under the Act councillors are entitled to resources and facilities support, and reimbursements of expenses related to their duties as a councillor.

The Act requires Council to adopt and maintain a policy in relation to the reimbursement of expenses for councillors and members of Council Committees and sets out the minimum toolkit of resources and facilities for councillors.



The Act compels Council to reimburse a councillor for expenses if the councillor:

- applies in writing to the Council for reimbursement of expenses; and
- establishes in the application to Council that the expenses were reasonable bona fide councillor out of pocket expenses incurred while performing duties as a councillor.

This policy has been developed with reference to the Act and is in line with:

- Recognition and Support, the Victorian Government's Policy Statement on Local Government Mayoral and Councillor Allowances and Resources April 2008 (Recognition and Support); and the
- Victorian Government's Information Guide on Mayor and Councillor Entitlements – Reimbursement of Expenses and Provision of Resources and Facilities Support for Victorian Mayors and Councillors November 2008.

### 3. Context

This Policy describes the basic entitlements of councillors to facilities, resources and support necessary or appropriate the performance of their duties as a Boroondara councillor.


This Policy is not intended to prescribe for every possible situation that may arise. Should a situation arise that is not adequately covered by this policy, the matter will be referred to Council for determination by resolution.


Any expenses, facilities support or resources not specifically addressed in this policy will be assessed by reference to Part 4, Division 1 of the Act and any prescribed regulations.

The Policy should be read in conjunction with other relevant Council policies adopted from time to time, including but not limited to the Councillors Code of Conduct, and specific policies regarding the use, security and maintenance and Council equipment, as adopted and or amended from time to time.

### 4. Travelling expenses and costs

- 4.1. Councillors are entitled to have paid by Council, or reimbursed, travelling expenses and costs within the scope of this policy for return travel within Victoria undertaken whilst discharging the duties of a councillor.

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- 4.2. Subject to approval in advance by Council, or the Chief Executive Officer in consultation with the Mayor, councillors are entitled to have paid by Council, or reimbursed, travelling expenses and costs for return travel originating within Victoria to destinations outside Victoria but within Australia undertaken whilst discharging the duties of a councillor.
  - 4.3. Subject to approval in advance by Council, councillors are entitled to have paid by Council, or reimbursed, travelling expenses and costs for return travel originating within Victoria to destinations outside Australia undertaken whilst discharging the duties of a councillor.
  - 4.4. Expenses and costs for return travel which originates outside Victoria or Australia will only be paid by Council or reimbursed where such expenses and costs have been approved in advance by Council. Private travel in conjunction with Council travel
    - 4.4.1. Councillors undertaking private travel arrangements in conjunction with any travel for the purpose of their duties as a councillor must ensure that all costs incurred for private purposes are clearly delineated and that appropriate records including pre-departure itineraries are maintained.
    - 4.4.2. Where any private travel and associated costs are included in a package ticket or arrangement, the councillors must meet, or reimburse Council, the private proportion prior to departure.
  - 4.5. Miscellaneous travel provisions
    - 4.5.1. Motor Vehicle expenses paid by Council or reimbursed will be at the Australian Taxation Office rates as determined from time to time.
    - 4.5.2. Travel should be undertaken by the most practicable mode and route possible taking into account factors such as duration and cost of travel.
    - 4.5.3. The quantum of expenses paid by Council or reimbursed will be on the basis of the actual cost incurred and the form of transport used.
    - 4.5.4. Council may reimburse an amount less than the amount claimed, where the actual expense incurred is considered unreasonable, taking into account the alternative modes of travel available.
    - 4.5.5. Where travel is by flight the standard form of travel will be economy class where possible, although business class may be approved in certain circumstances (e.g. where the duration of the flight exceeds 4 hours).

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- 4.5.6. Council will not ordinarily reimburse councillors for any infringements incurred for traffic or parking offences.
  - 4.5.7. Council will provide councillors with cab charge vouchers for travel via a taxi/cab to and from their councillor related duties.
  - 4.5.8. Council may reimburse any Uber charges incurred for travel to and from their councillor related duties in line with appropriate receipt documentation.
  - 4.5.9. Council will provide councillors with a Myki Card for travel via public transport to and from their councillor related duties.
  - 4.5.10. Council can also make available to councillors a corporate Myki Card when travelling via public transport to and from their councillor related duties. When councillors use their personal Myki Card, Council will reimburse the associated cost of travel in line with appropriate receipt documentation.
  - 4.5.11. Council will reimburse councillors for any City Toll Fees (EastLink and CityLink) incurred to and from councillor related duties.
- 4.6. Access to a Council Pool Vehicle
- 4.6.1. Where requested a Council fleet vehicle may be provided, subject to availability, for councillors to perform their duties.
  - 4.6.2. Use of a Council vehicle must be in accordance with relevant Council policies including the Driver's Handbook (which is provided in the glove box of all fleet vehicles).
  - 4.6.3. Fleet vehicle bookings can be made via the Secretary to Mayor and Councillors.



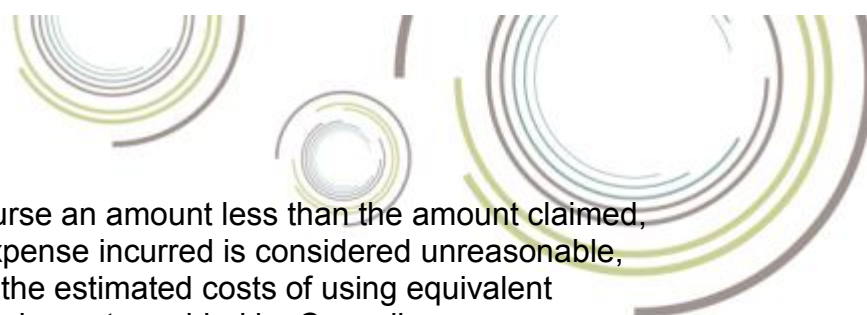


## 5. Communication equipment, expenses and costs

### 5.1. Definitions

“Communications equipment” includes:

- 5.1.1. Fixed communication equipment such as land line, internet access and associated hardware and software.
  - 5.1.2. Portable communication equipment such as mobile telephone, laptop computer, smartphone, tablet, wireless internet connection and associated hardware and software.
- 5.2. As a minimum and subject to change due to technology enhancements, councillors shall be provided with appropriate communications equipment to ensure that they can adequately and efficiently perform their role as a councillor, which includes:
- 5.2.1. A mobile phone
  - 5.2.2. A landline
  - 5.2.3. A laptop computer or tablet
  - 5.2.4. Access to a copier/printer
  - 5.2.5. Internet access
- 5.3. The make, model and specifications of any communications equipment, the associated contracts or plans, and the replacement of any communications equipment shall be at the discretion of the Chief Executive Officer or their delegate.
- 5.4. Council will meet the reasonable purchase, installation, maintenance and service, connection, subscription, rental and usage costs for all Council provided communications equipment.
- 5.5. Council may reimburse the purchase, installation, maintenance and service, connection, subscription, rental and usage expenses for equivalent equipment not provided by Council.
- 5.5.1. Councillors will only be reimbursed for such expenses where the purchase, installation, maintenance, service, connection, subscription, rental or usage has been approved in advance by Council, or the Chief Executive Officer in consultation with the Mayor.

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- 5.5.2. Council may reimburse an amount less than the amount claimed, where the actual expense incurred is considered unreasonable, taking into account the estimated costs of using equivalent communications equipment provided by Council.
- 5.6. Council provided communications equipment is to be used for Council related business activities however it is acknowledged that, on occasion, reasonable personal use may be made of communications equipment. Where personal use has occurred, councillors are required to keep a reasonable record that can be separately costed specifying the items of personal nature. There will be an opportunity each quarter for councillors to reimburse Council for private usage beyond reasonable personal use.
- 5.7. Council will meet the charges incurred associated with the business use of the communications equipment through a set data plan or equivalent plan determined by the Chief Executive Officer or their delegate at the commencement of each electoral term.
- 5.8. Council will review councillors' communication equipment and will update equipment at:
- 5.8.1. the commencement of each electoral term; and
  - 5.8.2. any stage during the electoral term where Council believes an update is appropriate.
- 5.9. Councillors may be provided with the opportunity to purchase communication equipment at the end of their term of office in accordance with any relevant Council Policy. If a councillor does not wish to purchase any communication equipment, it shall remain the property of Council and is required to be returned by councillors at the end of their term or if a person ceases to be a councillor.



## 6. Conferences, seminars, training and professional development

6.1. Councillors are entitled to have paid by Council, or reimbursed, the cost of attending conferences, seminars, training and professional development courses within the scope of this policy including:

- 6.1.1. registration fees;
- 6.1.2. accommodation costs and expenses; and
- 6.1.3. reasonable costs and expenses for meals and refreshments;

where attendance has been approved in advance by Council or the Chief Executive Officer.

6.2. Professional development programs/courses available to all councillors.

6.2.1. Upon the commencement of each electoral term, a purpose designed induction program will be provided to all councillors. In the first year of a Council term, costs associated with all training and development needs are absorbed as part of an induction period budget and do not form part of quarterly expense reports.


6.2.2. Council will also provide access to the following professional development programs/initiatives:

- Meeting procedures
- Chairing of meetings
- Media training
- Governance Training e.g. Australian Institute of Company Directors courses
- Financial training
- Team building and interpersonal skills
- MAV/VLGA Councillor Development programs

**Attachment A** outlines a recommended program and some examples of options available that councillors may like to consider over their four year electoral term.

6.3. Mayor and Councillors Annual Financial Allocation for professional development programs/courses.

6.3.1. An annual financial allocation, indexed to CPI, is available for councillors, subject to annual review as part of the Council budget approval process.



6.3.2. The allocations (in 2019/2020) are:

- \$7,125 per annum for the Mayor.
- \$5,705 per annum for other councillors.

calculated for the period November to October, coinciding with the Mayoral Election.

6.3.3. If a councillor does not use their annual allocation, they may carry forward any outstanding allocation for one mayoral year only.

6.3.4. Any councillor wishing to spend in excess of their allocation will require Council approval in advance.

6.3.5. The individual allocations are available for use at each councillor's discretion to access reasonable professional development which can provide benefits to the individual councillor in serving the Boroondara community.


6.3.6. Except for the induction program in the first year of a Council term, the Cranlana Colloquium and the Australian Institute of Company Directors (AICD) course all other professional development will be costed to each individual Councillors Annual Financial Allocation.

6.3.7. Professional development needs which require or involve on-going, longer-term support, guidance or mentoring, vocational tertiary education must be discussed with the Chief Executive Officer or delegate who will assist councillors in line with an agreed framework and process.

## 7. Representing Council

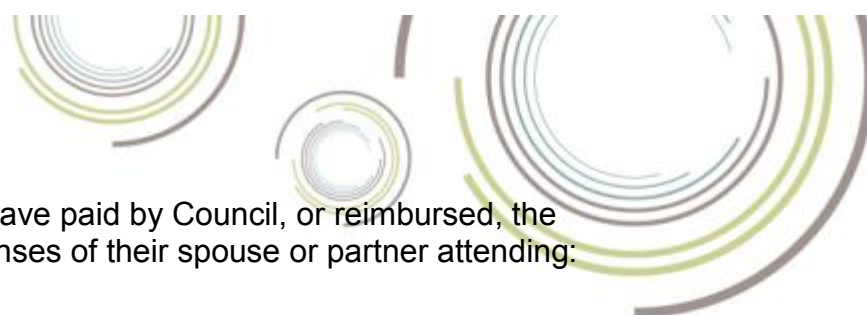
7.1. Each year, and from time to time, Council resolves to appoint councillors to represent it on a number of specific organisations with the delegated authority of Council on appropriate matters.

7.1.1. For these organisations the nominated councillors or their substitute are to be Council representatives at regular meetings of these organisations and any special events, with partners where appropriate.

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- 7.1.2. Where Council has not appointed a councillor representative to a particular organisation or group, and Council receives an official invitation seeking Council representation at an event, the following shall apply to determine councillor representation at an event:
- The Mayor as first amongst equals will be given the opportunity to attend the event
  - If the Mayor is unable to attend, the Mayor will offer the opportunity to another councillor.
  - If Council via a Council resolution or the Chief Executive Officer in consultation with the Mayor determine that official representation of all councillors is considered necessary or appropriate to support the business or representational needs of Council.
- 7.1.3. The councillor representing Council at that event shall be entitled to have paid by Council, or reimbursed, reasonable bona fide costs associated with representing Council at the event.
- 7.1.4. Should any other councillor wish to attend the event then the costs associated with attending the event will be borne by the councillor and do not form part of the annual financial allocation for professional development.

## **8. Attendance by spouse / partner at seminars, conferences and civic functions**

- 8.1. Attendance at any seminar, conference or civic function by a councillor's spouse / partner shall be at the expense of the councillor except where:
- 8.1.1. prior approval has been given by Council or the Chief Executive Officer in consultation with the Mayor; and
  - 8.1.2. attendance by a councillor's spouse / partner is considered to be necessary or appropriate to support the business or representational needs of Council; and
  - 8.1.3. sufficient provision exists in the approved annual budget for conferences and seminars.
- 8.2. Subject to clause 8.1, where a councillor's spouse / partner attends a seminar, conference or civic function, councillors are entitled to have paid by Council, or reimbursed, their spouse or partner's;
- 8.2.1. registration fees; and
  - 8.2.2. reasonable costs for meals and refreshments.



8.3. Councillors are entitled to have paid by Council, or reimbursed, the reasonable costs and expenses of their spouse or partner attending:

8.3.1. functions held by Council; or

8.3.2. functions held by other Victorian municipalities;

where there is an agreed expectation of partners attending, i.e. spouse / partner of the councillor is specified on the invitation.

## 9. Accommodation Costs

9.1. Councillors are entitled to have paid by Council, or reimbursed, the reasonable costs and expenses for accommodation incurred for attending conferences, seminars, training or professional development within the scope of this policy, provided:

9.1.1. the relevant event takes place outside the Melbourne metropolitan region; or

9.1.2. it has the prior approval of Council, or the Chief Executive Officer in consultation with the Mayor.

## 10. Stationery

10.1.1. Council shall, upon request, provide councillors with standard stationery equipment and consumables held or obtained generally for the organisation's requirements.

10.1.2. Stationery equipment and consumables includes, but is not necessarily limited to: paper, writing implements, diaries, writing pads, printer cartridges, envelopes and the like.

10.1.3. Requests for stationery should be made to the Secretary to the Mayor and councillors.

10.1.4. Where a request is made for reimbursement of expenses incurred under this section, Council may reimburse an amount less than the amount claimed where the actual expense incurred is considered unreasonable, taking into account the estimated costs to Council to purchase similar goods.



## 11. Apparel

- 11.1. The Council shall, upon request, lend councillors protective clothing such clothing as may be held in store to meet the organisation's requirements required to assist in carrying out the duties of office. This clothing is to be returned promptly upon the completion of the activity/duty for which the articles were required.
- 11.2. This clothing shall be limited to wet weather pants and pullover, gumboots, winter jacket and/or hat, or other such clothing as may be held in store to meet the organisation's requirements, unless otherwise resolved by Council for a specific item(s).

## 12. Childcare / family care expenses

- 12.1. Councillors are entitled to have paid by Council, or reimbursed, the cost of childcare / family care expenses for immediate family members, necessarily incurred by councillors whilst discharging their duties as a councillor within the scope of this policy, subject to the following conditions. For the purposes of this policy, family care relates to care provide to any immediate family member who is either a child or a sick, elderly, or disabled person.
  - 12.1.1. The maximum hourly rate a councillor will be reimbursed for child care / family care expenses is twenty three dollars and sixty cents (\$23.60) per hour indexed annually to CPI at the commencement of each Mayoral term.
  - 12.1.2. Childcare / family care costs must be substantiated from the caregiver showing the dates and times care was provided, and the councillor shall show why the care was needed on each occasion.
  - 12.1.3. Child care / family care costs are not eligible to be paid by Council, or reimbursed if the caregiver is a part of the councillor's immediate family (e.g. partner, mother/father, sister/brother, grandmother/grandfather or sister-in-law/brother-in-law) or who normally or regularly lives with the councillor except where a live-in (professional) helper such as a Au Pair is required.
  - 12.1.4. For the purposes of this policy, a child shall be defined as up to, but not including 16 years of age.



### 13. Legal Fees

13.1. Other than by a specific Council resolution, or in accordance with a Council Policy, any legal expenses incurred by a councillor shall be the responsibility of that councillor.

### 14. Professional memberships and subscriptions

14.1. Professional memberships that are considered to be reasonable bona fide out of pocket councillor expenses are:

- Australian Institute of Company Directors.
- The Municipal Association of Victoria.
- The Victorian Local Governance Association.
- The Australian Local Government Women’s Association.
- The Australian Institute of Management.
- The Planning Institute of Australia.
- The Victorian Planning & Environmental Law Association.

These costs will be met from the organisational Corporate Membership Fees budget.

14.2. Other individual memberships, professional associations or subscriptions which are considered demonstrably beneficial to Council or the performance of the duties of a councillor may be reimbursed subject to a resolution of Council.

### 15. Miscellaneous Support and Expenses

15.1. Council business papers, personal mail and other Council information may be couriered weekly, or as required, to a councillors’ place of residence or place of business within the municipality.

15.2. Designated car parking will be available at the Council offices.

15.3. Councillors are entitled to a car parking permit. Parking of a councillor vehicle should be in accordance with the Road Safety Road Rules or any relevant Council Policy.

15.3.1. The permit does not allow vehicles to park in red sign or designated areas such as:


- |                     |                         |
|---------------------|-------------------------|
| - loading zones     | - clearways             |
| - bus zones         | - disabled bays         |
| - no stopping areas | - taxi zones            |
| - mail zones        | - school drop off zones |





15.3.2. If, despite the relevant Council Policy, a councillor receives a parking infringement notice for leaving a vehicle standing for longer than is permitted or leaving a vehicle standing in a residential permit parking area without a permit or leaving a vehicle standing in a residential permit parking area with a permit incorrectly displayed, and that councillor was engaged on Council business or performing the functions of a councillor at the time of the alleged infringement, the councillor may apply for an internal review of the parking infringement notice. The application must describe the Council business engaged in or the functions of the councillor being performed. The parking infringement notice will then be reviewed with a view to deciding whether it should be withdrawn.

- 15.4. Each councillor will be supplied with personalised business cards.
- 15.5. Each councillor and their partner/spouse will be provided with a name badge for use while on Council business.
- 15.6. Where Council meetings, functions or events are held at times that extend through normal meal times, Council will provide suitable meals for councillors.
- 15.7. Councillors are entitled to a security card enabling appropriate business access to Council offices and 24 hour access to the Council Chamber, Councillors Room and Mayors office (as appropriate).
- 15.8. Council will provide councillors with access to the Media Monitors Service and subscription copies of key local government industry publications.
- 15.9. Council will provide reasonable additional support, facilities, and equipment for any councillor with a disability to enable that councillor to perform the duties of a councillor.
- 15.10. Councillors are entitled to claim reimbursement for the reasonable cost of assistive devices or assistive personnel.
  - 15.10.1 Where reimbursement is claimed for the purchase of an assistive device, that device shall become the property of Council.
  - 15.10.2 Claims for reimbursement for assistive devices or assistive personnel will only be considered where the use of the device or the assistance required, relates specifically to the performance of a councillor's duties.



15.10.3 Any councillor wishing to claim reimbursement in excess of \$100 for assistive devices will require prior approval from the Chief Executive Officer in consultation with the Mayor.

15.10.4 The maximum hourly rate a councillor will be reimbursed for assistive personnel is thirty three dollars and thirty cents (\$33.30) per hour indexed annually to CPI at the commencement of each Mayoral year.

## **16. Mayoral Vehicle**

16.1. The Mayor shall have access to a fully maintained vehicle (including servicing, fuel and insurance).

16.2. The make and model of the Mayoral vehicle shall be in accordance with Council Policy or at the discretion of the Chief Executive Officer.

16.3. The vehicle shall be available for use by the Mayor in the discharge of his or her duties as the Mayor and a councillor, and for reasonable private use during the Mayoral term.

## **17. Access to Office / Meeting Spaces**

17.1. A suitably equipped Mayoral office shall be provided within the Council offices.

17.2. A Councillors' Room shall be provided for exclusive use by councillors within the Council offices, suitably equipped for computer access, office work, photocopying, reading, research, and meetings.

17.3. The space and equipment provided for the Mayoral Office and Councillors' Room provided for in the clauses above shall be at the discretion of the Chief Executive Officer.

17.4. Subject to availability, other Council meeting/function rooms owned and controlled by Council may be booked by councillors for use free of charge for meetings and other functions, provided the councillor is in attendance and the use is necessary or appropriate for performing the duties of a councillor or the conduct of Council business.



## **18. Administrative Support for the Mayor and Councillors**

- 18.1. The Chief Executive officer shall provide an appropriate level of secretarial / administrative support for the Mayor and councillors.
- 18.2. The level of secretarial/administrative support shall be determined by the Chief Executive Officer in consultation with the Mayor.

## **19. Councillor Websites**

- 19.1. Each Councillor will be provided with a page on Council's website the content of which may include a photo, contact details, ward map, personal statements, hobbies and interests, councillor assignments, academic qualifications and professional memberships.
- 19.2. Additional information may be included on the councillor's webpage at the councillor's request, subject to the content being approved for publication by the Chief Executive Officer.

## **20. Ward Meetings**

- 20.1. An annual budget provision will be made, subject to annual review as part of the Council budget approval process, for the reasonable costs of venue hire and refreshments associated with ward meetings. Organisational support and participation in Ward Meetings will be in accordance with Council Policy.

## **21. Insurance Policies**

- 21.1. Councillors are covered under the following Council insurance policies while discharging, in good faith, the duties of civic office including attendance at meetings of external bodies as Council representatives:
  - Public Liability;
  - Professional indemnity;
  - Councillors and Officers liability; and
  - Personal Accident (accompanying partners are also covered).
- 21.2. The 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.



## 22. Other expenditure not specified

- 22.1. Any expenditure not specified in this policy as expenditure for which a councillor is entitled to be reimbursed or paid by Council shall be the responsibility of the councillor, except where Council resolves that a claim is reasonable bona fide expenditure.
- 22.2. Subject to a resolution of Council, a councillor may be reimbursed for expenses incurred in circumstances not provided for elsewhere in the Policy.

## 23. Mayoral and Councillors Allowances

- 23.1. Council shall review and set Mayoral and Councillors Allowances in accordance with the Act, as part of the Annual Budget process.
- 23.2. Boroondara City Council is known as a category 3 municipality therefore the range of a Mayor and Councillor Allowance is limited to the category 3 range, plus the amount equivalent to the Superannuation Guarantee (currently 9.5%) where applicable.
- 23.3. Council will increase the allowances in accordance with any adjustment factor Gazetted by the Minister for Local Government each year, as required under the Act.
- 23.4. Mayor and councillor allowances will be paid in advance on a monthly basis and paid as at the date of the Council meeting in which the allowance is set or as advised by the Minister for Local Government. The allowances will be set following each municipal general election, or as reviewed by Council.
- 23.5. Mayoral and Councillor Allowances are taxable income and councillors should put in place their own processes for documenting claimable expenses. Any personal taxation implications from the receipt of allowances are the responsibility of individual councillors.

## 24. Submission of claims for reimbursement

- 24.1. Form of claims
  - 24.1.1. Claims are to be submitted on the prescribed form to the Manager Governance.
  - 24.1.2. Claims should be accompanied by original receipts / tax invoices for any expenses claimed which clearly identify the name of the payee and ABN where applicable.



24.1.3.If receipts cannot be produced, councillors may be required to provide a statutory declaration.

24.1.4.Claims must include sufficient detail to demonstrate, in accordance with the Act, that the expense for which reimbursement is claims is a reasonable bona fide out-of-pocket expense incurred while performing the duties of a Councillor.

## 24.2. Timeframe for submission of claims

24.2.1.Councillors are required to submit claims in a timely manner to ensure transparency and timely accountability.

24.2.2.Claims for reimbursement of expenses in the September, December and March quarters must be submitted by the close of business of the following month.

24.2.3.Claims for reimbursement of expenses in the June quarter must be submitted within 14 working days of the end of financial year.

24.2.4.Claims for reimbursement which are not in accordance with clause 25.2.2 will not be processed excepted where Council resolves to accept the claim.

24.2.5.Claims for reimbursement which are not in accordance with clause 25.2.3 will not be processed.

## 24.3. Assessment of claims

24.3.1.The Manager Governance will process all claims.

24.3.2.If the Manager Governance has a question about a claim, he/she will, in the first instance, discuss this matter with the relevant councillor.

24.3.3.If required, the Manager Governance will seek guidance / intervention from the Chief Executive Officer.

24.3.4.If required, the Chief Executive officer will refer claims to a Council meeting for determination.

## 24.4. Councillor donations

24.4.1.Any donations made by a councillor will be made on their own behalf and not on behalf of Council, except in accordance with a prior resolution of Council.

24.4.2.Councillor donations not in accordance with a prior resolution of Council will not be reimbursed by Council.



## 25. Reporting of Councillors Support and Resources

25.1. Cost of councillor support and resources are to be reported to the community.

25.1.1. In the interests of accountability and transparency, all expenses or costs paid by Council or reimbursed to councillors will be appropriately reported to Council and the Community in summary form via the Quarterly Performance Report.

## 26. Mayoral and Councillors Gifts

26.1. At the end of every mayoral term, the outgoing Mayor will receive from Council a letter under seal in recognition of their service as Mayor. In addition the outgoing Mayor will receive a scrapbook that includes various highlights and achievements undertaken throughout their mayoral term.

26.2. At the end of every mayoral term, the outgoing Chairperson of the Special Committees of Council will receive from Council a letter under seal in recognition of their service as Chairperson.

26.2.1. Subject to clause 27.1 the outgoing Mayor shall receive a gift to a maximum value of \$692, indexed to CPI; and

26.2.2. The outgoing Mayor must decide upon their gift on or before 1 June of the following year.

26.3. If the outgoing Mayor does not determine upon a gift on or before 1 June they forfeit the privilege that has been afforded to them, unless they are re-elected for a consecutive term and choose to defer receipt of their gift until the completion of their consecutive term(s).

26.4. At the end of their electoral term, outgoing councillors will receive a plaque in recognition of their service as councillor.

26.5. The outgoing Mayor must declare the gift in accordance with the Councillors Acceptance of Gifts and Hospitality Guidelines.

### Version History:

<i>Councillor Professional Development and Representation Policy</i>	<i>Adopted by Council on 26 March 2007</i>
<i>Councillor Expenses Entitlement Policy</i>	<i>Adopted by Council on 25 August 2008</i>
<i>Councillor Support and Resources Policy</i>	<i>Adopted by Council on 23 November 2009</i>
<i>Councillor Support and Resources Policy</i>	<i>Adopted by Council on 24 October 2011</i>
<i>Councillor Support and Resources Policy</i>	<i>Adopted by Council on 25 March 2013</i>
<i>Councillor Support and Resource Policy</i>	<i>Adopted by Council on 28 May 2018</i>
<i>Councillor Support and Resources Policy</i>	<i>Adopted by Council on 22 October 2018</i>

## Suggested Training Options

Councillors may select their own professional development training programs. The following is for illustrative purposes:

<b>Year One</b>	<p>MAV/VLGA new Councillors Course          Media Training          Meeting Procedure          Financial Management and Budgets          Team Building          Governance Training e.g., Australian Institute Company Directors Course</p>
<b>Year Two</b>	<p>Chairing of Meetings          Building Effective Teams          City of Boroondara Learning &amp; Development Programs (as required)          MAV/VLGA Councillor Development Programs</p>
<b>Year Three</b>	<p>Media Training – refresher course          MAV/ VLGA Councillor Development Programs          Australian Institute of Company Directors, additional courses or specific workshops as relevant          City of Boroondara Learning &amp; Development Programs (as required)</p>
<b>Year Four</b>	<p>Australian Institute of Company Directors, additional courses or specific workshops as relevant          City of Boroondara Learning &amp; Development Programs (as required)          MAV/ VLGA Councillor Development Programs</p>