

Purpose

The Expenses, Reimbursement and Support Policy – Administrators and members of delegated committees (Policy) outlines the support, resources and facilities that Council provides to the Panel of Administrators and members of delegated committees to enable them to successfully perform their official duties.

The Policy acknowledges the significant demands and expectations placed on the Panel of Administrators and provides for appropriate resourcing and facilities to be available to the Panel to help them successfully fulfil their role, whilst taking into consideration their individual circumstances and needs.

Explanatory Note – Administrators

The Councillors of the City of Whittlesea were dismissed by an Act of the State Parliament, which received Royal Assent on Friday 20 March 2020 and an Interim Administrator was appointed. A Panel of Administrators was subsequently appointed and sworn into office on 29 June 2020. The Council will comprise the Panel of Administrators until the 2024 Local Government Elections. During this time, the Administrators will perform the role of a Councillor for the purpose of s 28 of the *Local Government Act 2020*.

Department of Jobs, Precincts and Regions Staff Expense Policy

As the Administrators have been appointed by the State Government, the Staff Expense Reimbursement Policy of the Department of Jobs, Precincts and Regions (DJPR Reimbursement Policy) and the Department of Jobs, Precincts and Regions Domestic Travel Policy (DJPR Domestic Travel Policy) are the overriding policies for assessing claims for reimbursement of expenses by the Administrators. Where there are inconsistencies between the DJPR Policies and the Council Expenses, Reimbursement and Support Policy, the DJPR policies take precedence.

This Council policy has incorporated the relevant portions of the DJPR policy documents to ensure, as far as possible, there is a single policy that applies for Administrators.

Background

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

In addition to being provided with the necessary resource and facilities, as the Administrators are appointees of the State they will receive an Administrator fee in place of a Councillor allowance.

The cost of allowances and any reimbursed expenses paid to Administrators and the costs of related services and resources are included as part of Council's annual budget process.

The Policy identifies the resources and facilities which are made available to Administrators and outlines those circumstances under which Administrators may incur and seek reimbursement for out-of-pocket expenses whilst carrying out their role. Where applicable, this Policy also applies to members of delegated committees.

Relevant Legislation, Regulation and documents

- *Local Government Act 2020*, in particular sections 40, 41 and 42
- *Department of Jobs, Regions and Precincts - Staff Expense Reimbursement Policy*
- *Department of Job, Regions and Precincts- Domestic Travel Policy*
- *Local Government (Planning and Reporting) Regulations 2014*
- Ministerial Guideline 2010 issued pursuant to section 4aa(4) of the *Accident Compensation Act 1985*
- *Victorian Charter of Human Rights & Responsibilities Act 2006* – it is considered that the Policy is consistent with the human rights as outlined in the Charter.
- *Carers Recognition Act 2012 (Vic)*
- The Local Government Mayor and Councillor Allowances and Resources April 2008 (Recognition and Support)
- City of Whittlesea Councillor Code of Conduct

Obligation to reimburse Administrators and members of delegated committees

The *Local Government Act 2020* provides that a Council must reimburse a Councillor (Administrator) or member of a delegated committee for out-of-pocket expenses which the Council is satisfied:

- (a) are bona fide expenses; and
- (b) have been reasonably incurred in the performance of the role of Councillor (Administrator) or member of a delegated committee; and
- (c) are reasonably necessary for the Councillor (Administrator) or member of a delegated committee to perform that role.

Administrator expenses are those expenses necessarily incurred by Administrators or on behalf of Administrators for the purpose of Council business. The determining factor to be applied by an Administrator is '*If I was not an Administrator, would I incur the expense?*'. In the case of a member of a delegated committee, the determining factor to be applied by the member is '*If I was not a member of the delegated committee, would I incur the expense?*'

Where this criterion is certified by the claimant to the Chief Executive Officer, the expense will either be paid for by Council or will be reimbursed to the Administrator or member of a delegated committee who has incurred the out-of-pocket expense while performing their official duties.

The expense is to be recorded for the Administrator regardless of the way it was paid. Expenses incurred by Administrators or members of delegated committees that are not Council business related will not be reimbursed. Accordingly, expenses are not to be reimbursed for the duration of a Council approved leave of absence.

Consistent with the DJPR Reimbursement Policy, where a cap is not placed on a specific type of expense, the expense will only be allowable where the amount would be considered reasonable in terms of community expectations.

Official duties of a Councillor/Administrator

Section 28 of the *Local Government Act 2020* provides that the role of a Councillor is:

- (a) to participate in the decision making of the Council; and
- (b) to represent the interests of the municipal community in that decision making; and
- (c) to contribute to the strategic direction of the Council through the development and review of key strategic documents of the Council, including the Council Plan.

The duties necessary to fulfil the role of Councillor would generally include, but are not limited to, the following activities:

- Attendance at meetings of the Council or its committees;
- Attendance at briefing sessions, meetings, workshops and civic events or functions convened or scheduled by Council, the Mayor or a senior member of Council staff;
- Attendance at conferences, workshops or training programs approved by Council or the Chief Executive Officer;
- Attendance at meetings of community groups, organisations or service authorities to which a Councillor has been appointed as Council representative;
- Meetings with residents, community groups and other stakeholders and site visits; or
- Attendance at a meeting, civic function or event as the official representative of Council.

These duties also apply to Administrators who perform the role of a Councillor.

Reporting Administrator Expenses

Administrators will be provided with quarterly reports on directly attributable Administrator expense categories such as conferences and training as well as expenses reimbursed to Administrators in the reporting period. Administrators will be provided a minimum of 7 days to review the report and seek clarification where required, prior to the expenses being published.

Administrators shall be given an opportunity to reimburse Council for any expenditure incurred for non-Council related business e.g. local communication or travel costs. Where an Administrator chooses to reimburse Council, reimbursement should occur within 90 days of the expense being incurred unless a specific time frame applies to the relevant expense type. If reimbursement has occurred, the amount reimbursed should not be included in the Administrator's expenses as it is no longer a cost incurred by Council. The expense will however be reported until it has been reimbursed by the Administrator.

Details of Administrator expenses will be published on Council's website quarterly. Any published information will include explanatory notes to make the nature of each expense clear to the public. Expenses incurred as part of interstate and international travel on behalf of Council will also be recorded in the Travel Register and made available for public inspection as required by the *Local Government (General) Regulations 2015*. The prescribed details comprise name, date, destination, purpose and total cost.

Details of payments made to Administrators for a financial year will be disclosed in Council's Annual Report in accordance with the *Local Government (Planning and Reporting) Regulations 2014*, including reimbursement of prescribed expenses.

The City of Whittlesea reports on the mandatory expense categories, which are:

- Dependent care (including childcare)
- Travel
- Car Mileage
- Information & Communication Technology
- Conferences & Training

The City of Whittlesea also reports on ‘miscellaneous’ expenses which are expenses that are not captured by the categories listed above. This ensures transparency and that members of the public are provided with a true indication of the expenses incurred by Administrators in the performance of their role. This will also capture expense types that are addressed by the DJPR Reimbursement Policy and DJPR Domestic Travel Policy that are not captured by the mandatory reporting categories.

In accordance with section 40(2) of the *Local Government Act 2020*, details of all reimbursements will be provided to the Audit and Risk Committee. Any breaches of this Policy must be reported to the Chief Executive Officer as soon as possible.

Relationship to the Whittlesea 2040 Community Vision

The Expenses, Reimbursement and Support Policy – Administrators and members of delegated committees is aligned with the following aspect of Whittlesea 2040:

Goal	High-performing organisation
Key Direction	More cost-effective investment through better return on investment, efficiency and an engaged workforce

Review of the Expenses, Reimbursement and Support Policy – Administrators and members of delegated committees

The Expenses, Reimbursement and Support Policy – Administrators and members of delegated committees is to be reviewed within six months of a general election, and at least once during the 4-year term of each Council.

Minor amendments may be made from time to time as required to ensure compliance with relevant legislation, regulations and best practice guidelines without the need for a resolution of Council.

Version	Date	Change made
1.0	4 August 2020	Adoption of the policy in accordance with s 41(3) of the <i>Local Government Act 2020</i>

1. SCOPE OF SUPPORT

In accordance with s 42(1) of the *Local Government Act 2020*, Council will provide the resources and facilities necessary to enable the Panel of Administrators to effectively perform their role. This includes, but is not limited to attendance at:

- a) Meetings of Council or Council's Committees;
- b) Briefing sessions;
- c) Civic or ceremonial functions convened by Council;
- d) Meetings arising from appointment by Council to an external body;
- e) Meetings, functions or other official roles as a representative of Council;
- f) Conferences, seminars and training;
- g) Meetings with residents or community groups.

1.1 Administrative support

The Chair of Administrators is assigned a designated Executive Assistant, who forms part of the Office of the CEO (OCEO), who may provide support to the Chair of Administrators for work that is directly related to their duties of office.

The Panel of Administrators are assigned a shared OCEO Support Officer who may provide support to the Panel of Administrators for work that is directly related to their role.

The support provided is to be provided during normal office hours and may include, but is not limited to:

- Diary management
- Booking meetings
- Enrolling in training and conferences on behalf of Administrators
- Recording CRM's in response to matters referred by Administrators
- Preparing general correspondence
- Responding to invitations
- Fulfilling resource requests that are made in compliance with the Policy
- Processing reimbursement request forms

All requests for support or information should be made in accordance with the Code of Conduct and any protocols in place at the relevant time.

1.2 Facilities provided to Administrators

Administrator Room

The Administrators are provided with access to a designated Administrator room at the City of Whittlesea's Civic Centre. The room contains a computer, printer, internet connection, secure pigeon-holes and basic kitchen amenities.

Chair of Administrators' Office

The Chair of Administrators is also provided with a separate office in the City of Whittlesea's Civic Centre. This office may be used by the Chair of Administrators during normal business hours, unless permission has been obtained for after hour use.

Council Meeting Rooms

Meeting rooms owned or controlled by Council may be booked for the Administrators by the OCEO for meetings, interviews and other functions in performing their duties. Council Meeting Rooms are not to be booked on behalf of residents or community groups, all such requests are to be referred to PRACC, unless prior approval has been granted by the Chief Executive Officer (CEO).

Security Passes

Administrators will be provided with an access card to the Civic Centre with 24-hour, 7 day a week access to the Council Chamber and Administrator Room. The Chair of Administrator's security pass additionally grants access to the external entry to the area of the OCEO to gain access to their office.

Access to documents

A library of corporate documents is maintained and available for use by the Administrators through the Administrator Portal

A courier service may also be arranged from time to time to provide hard copy of documents to Administrators. This may be arranged through a Council Officer or through a private courier company.

1.3 Stationary provided to Administrators

Stationary provided

Administrators will be provided with the standard stationary items that are stocked in Council's print rooms. A list of these items may be provided by the OCEO at the request of an Administrator.

Additional stationary items

Any item of stationary not ordinarily kept at the Council's offices must be purchased by the Administrator and a reimbursement form completed. Prior to purchasing the stationary, the Administrator should check with the OCEO that the stationary item is not available at the Council's Offices and confirm that the stationary item is necessary in the performance of the Administrator's duties.

Personalised stationary items

Administrators will be provided with business cards and a name badge. Official headshots will be taken by a Council-engaged photographer.

2. ADMINISTRATOR AND MEMBER OF DELEGATED COMMITTEES EXPENSES

2.1. DEPENDANT CARE EXPENSES

Care of children (those under the age of 16), the frail elderly or people with a disability can be claimed where the expense is incurred as a result of the Administrator's attendance at Council meetings, civic functions, committee meetings or where otherwise representing Council on Council business and:

- i) the child or person resides in the Administrator's household and the Administrator is the primary carer; or
- ii) the Administrator is a carer in a care relationship within the meaning of section 4 of the *Carers Recognition Act 2012*; or
- iii) The Administrator's partner is the primary carer and they are accompanying the Administrator to a civic function.

The care claimed must not be provided by someone who normally lives at the Administrator's residence.

What can be claimed

The expense may comprise of:

- a) Hourly fees
- b) Agency booking fee
- c) Reasonable travelling expenses.

Reimbursement of informal care

Where the care provided is informal care (ie not through a registered care provider) it will be reimbursed at a maximum rate of \$20.00 per hour, subject to the discretion of the CEO. The Administrator is required to provide a written declaration of costs and a written statement as to why the care was required. Where practicable, the Administrator should make payment in the first instance for care and then seek reimbursement from Council.

Reimbursement of formal care

Where the care is provided formally through an approved program or by a registered provider, the entire cost for care required to enable the Administrator to perform their official duties will be paid by Council. The Administrator is required to provide a copy of the tax invoice and a written statement as to why the care was required. Where practicable, the Administrator should make payment in the first instance for care and then seek reimbursement from Council.

Members of delegated committees

This section also applies to members of delegated committees.

2.2 HOME / WORKPLACE FACILITIES

Administrators will be entitled to order items to enable them to establish or supplement an ergonomic home office consistent with WorkSafe Guidelines. Such items include (but are not limited to):

- desk
- chair
- storage equipment such as filing cabinets and bookcases

Where practicable such items should be purchased by the Administrator and reimbursement then sought from Council based on their certification that the item(s) meet their reasonable Council business needs.

2.3 ELECTRONIC AND TELECOMMUNICATION DEVICES

The following facilities will be offered to Administrators:

- a. 1 x Council issued mobile phone including Council owned mobile phone number and mobile network connection, separate to any private telephone of the Administrator;
- b. 1 x Council issued laptop computer including mobile data plan (the latest corporate laptop model at the time of commission will be used); and
- c. Necessary operating systems, utilities and application software

The standard of equipment and terms of access will be consistent with Council and corporate policies and standards. An external company may be engaged to provide IT support to Administrators as required.

Council issued mobile phone

Administrators will be provided with a smartphone that provides internet connectivity, mobile phone call and email/calendar capabilities. A range of different mobile devices will be offered to Administrators from which they may choose a device to suit their requirements.

The mobile devices will be enrolled into Council's Mobile Device Management Platform which applies all of Council's policies eg secure login process, remote wiping in the event the device is lost or stolen etc. Any costs incurred in replacing or repairing IT devices will also be recorded as an Administrator expense. If an item of equipment is lost or damaged, the Administrator must contact the OCEO immediately. In the case that a mobile phone is lost, the Administrator will be required to complete a Statutory Declaration confirming that the mobile phone cannot be located, prior to the issuing of a new phone.

There is no obligation for Administrators to use a Council mobile phone or phone number, they may use their personal phone and phone number. Where Administrators claim for use of their own mobile phone, Administrators will be required to complete a reimbursement form and provide a copy of the relevant statement for each period claimed, even if the Administrator is on a set monthly plan. The phone records for Council issued phone numbers remain the property of Council.

Council issued laptop

The laptop provided to Administrators is configured with a standard Microsoft Windows based operating environment and will include the latest version of the Microsoft Office application suite, antivirus and firewall software. The Virus pattern files will automatically update as

required, no manual updates will be required, however if there are concerns regarding new viruses a manual update option will be available.

The laptop will have the ability to be used remotely with an embedded 4G mobile connection to enable anywhere/anytime access to the internet. A cloud-based data storage and backup facility will be provided for use with the laptop. It will be the Administrator's responsibility to ensure that they save their data to the cloud-based data storage facility which is backed up automatically.

Administrator Internet Access

Both the Council issued mobile phone and laptop are provided with mobile internet access embedded/included. If Administrators also wish to connect either device to any existing home wi-fi internet connection, they may do so at their own expense. Council's IT Support service does not extend to any private internet or other equipment the Administrator may own.

Where the internet use is part of a plan that has data download caps with additional costs and penalties for exceeding the cap, the additional costs are to be met by the Administrator.

Software Platforms and Updates

The software and hardware provided to Administrators will enable them to undertake Council their official duties, they are not intended to assist with any other functions. Any relevant standard corporate software will be installed on Administrator laptops required for them to conduct their business. From time to time, new versions or new applications may need to be installed. This will be attempted remotely however if/when the case arises that physical access to the equipment is needed, Council will request that Administrators bring in their laptop to enable any upgrade to be completed.

Usage of all IT applications and programs must be in compliance with the Code of Conduct.

Private Cloud

Administrators will be provided with a private and secure cloud platform that will host email accounts, shared and private document storage services. City of Whittlesea email addresses remain the property of Council and must only be used in the performance of their role as an Administrator.

IT Support

If/when support for equipment is needed, Administrators may contact the OCEO or relevant Director. IT Support may then contact Administrators if needed to resolve the issue. The support offered will cover issues related to Council provided laptop and mobile phone only. Support will be available during business hours.

Training on the use of the IT equipment provided is available upon receipt of equipment and is provided as part of the Administrator induction program. Additional IT Training can be arranged as required.

Online presence

Administrators will be provided with a page on Council's website containing information such as:

- A photo of the Administrator;
- Contact details;
- Council and associated Community Committee membership; and
- A brief biography.

2.4 TRAVEL AND ASSOCIATED ACCOMODATION

Council will meet all reasonable costs incurred in travel, accommodation, meals and associated expenses that are related to Administrators performing their official duties. Travel includes travel to Council Meetings; functions being attended in an official capacity as an Administrator and travel to attend seminars and conferences. Where an Administrator is travelling interstate or overseas to attend seminars and conferences or otherwise undertake official Council business, a resolution of Council is required

In accordance with the DJPR Domestic Travel Policy, the annual Maximum Rates Schedule of the Australian Taxation Office (ATO) will be applied to reimburse accommodation, meals and incidental expenses (available at [ATO Domestic Travel Rates](#)). These rates are determined by applicable 'salary bands', the daily rates are to be applied on a daily rate basis only and can not be aggregated. Where accommodation costs exceed the maximum allowable rates contained in the schedule, approval is required from the CEO prior to booking. The DJPR Domestic Travel Policy provides for exceptions where the travel is required to attend emergency events or emergency training. The DJPR Domestic Travel Policy should be referred to in these circumstances.

As per the DPJR Reimbursement Policy, travel expenses will only be considered reasonable where they do not exceed the relevant travel expenditure amounts set by the ATO. Domestic travel should only be undertaken when travel expenditure is expected to deliver a return on investment, otherwise travel alternatives (eg conference calls, video conferencing etc) must be pursued.

Travel should be undertaken by the most economical means, appropriate to the circumstances, as follows:

- a) Public transport where appropriate (a personal MYKI card should be used and then reimbursement sought for any travel related to the performance of their duties);
- b) Taxi, either through cab charge card or reimbursement with the appropriate invoice;
- c) Council pool vehicle, costs to be calculated by way of the rate per kilometre travelled as prescribed by the Australian Taxation Office;
- d) Private vehicle, with reimbursement of costs to be made by way of the rate per kilometre travelled as prescribed by the Australian Taxation Office and any toll charges;
- e) Air travel by economy class with bookings and payment to be made by Council.

This section also applies to members of delegated committees.

The timing of travel and standard of accommodation (if required) must represent value in the prevailing circumstances. Under the DJPR Domestic Travel Policy, claims for reimbursement of travelling expenses should be submitted for reimbursement within four weeks of the Administrator completing the domestic travel and incurring the expenditure.

Accommodation

Accommodation will be made available during the period of travel including, if travel scheduling requires, one night before and one night after the event being attended. In accordance with the DJPR Domestic Travel Policy, accommodation will only be paid for by Council where the travel location is at least 25 kilometres from the Administrator's usual place of business. The usual place of business for the Administrators is their respective residential address.

Accommodation will only be provided where the event is for multiple days or where the travel required means it is not practicable to travel on the day of the event itself. Accommodation will be at a standard appropriate to the circumstances.

Where accommodation is requested beyond dates reasonably required to attend the event, Administrators will make their own accommodation booking and seek reimbursement of relevant costs from Council, only for the portion of accommodation relating to the attendance of the event.

On occasion an Administrator may be provided with a Credit Card Authorisation form to make direct payment. The Credit Card Authorisation form may only be provided to the accommodation to cover the cost of accommodation and any applicable meals.

Where Administrators are accommodated by family or friends, no allowance or reimbursement will be provided.

Hire cars

Administrators undertaking air travel may require a vehicle for transport to and from the airport, as well as for local travel at the destination. Administrators may request the OCEO to book a vehicle, if required.

In accordance with the DJPR Domestic Travel Policy:

- Only compact or medium-sized cars may be hired; subject to availability;
- eTags, Linkt and other tolls fees incurred whilst driving a hire car will be reimbursed if not directly paid by Council;
- traffic and parking fines are the responsibility of the driver and will not be reimbursed; and
- hire vehicles must be returned with a full tank of fuel.

Taxi fares

Travel by taxis will be reimbursed providing a receipt has been provided. An email receipt is acceptable. Cabcharge cards for taxi travel will be issued upon request, when the card is used, the Administrator will retain the receipt for their records.

When a Cabcharge card is used every endeavour shall be made to maximise the benefit through sharing the trip with other Administrators and/or Officers involved in the business event or function. Where a cab is shared between two or more Administrators, the cost can be apportioned accordingly subject to written confirmation.

Taxi fares will be restricted to one night before and one night after the event being attended.

The DJPR Domestic Travel Policy provides that it is strongly encouraged to use alternative modes of transport to taxis when travelling to and from Melbourne Airport where it is practical, safe and feasible to do so. Taxi travel is to be considered only where other options involve greater expense.

Chair of Administrator's Vehicle

Council will provide the Chair of Administrators with private use of a fully maintained motor vehicle, for both official and private use. Council will be responsible for the following:

- Petrol costs
- Comprehensive insurance
- Registration
- Cleaning
- Repairs and servicing
- Tolls incurred whilst driving the vehicle for Council business purposes
- Any Fringe Benefits Tax

The Chair of Administrators will be responsible for:

- Ensuring their use of the vehicle is consistent with Council's Commuter Use Guidelines
- The payment of all traffic infringement fines incurred by the Chair of Administrators or a member of their immediate family whilst driving the vehicle
- Ensuring they hold a current Victorian Drivers' Licence at all times whilst operating a Council vehicle
- Returning the vehicle to Council offices in a clean condition upon commencing more than 4 week's leave or upon ceasing to hold office.

The Chair of Administrators may elect to utilise their personal vehicle in place of the Council vehicle. The Chair of Administrators will be reimbursed for the use of their personal vehicle (see below) , providing that this does not exceed the cost of providing a Council vehicle.

Private Vehicle Usage

To ensure consistency with the DJPR Domestic Travel Policy, Administrators are encouraged to utilise a Council pool car where practicable. For example, if Administrators are travelling from the City of Whittlesea Civic Centre to a civic event for the purpose of performing their official duties. Prior to providing access to a pool car, the OCEO will enter the full Australian licence details of the Administrator into the pool car system.

For the purpose of this Policy, the residential addresses of the Administrators are considered to be their usual place of business. Accordingly, Administrators may claim the mileage associated with travelling from their residential address to the City of Whittlesea Civic Centre. In such circumstances, it would not be practicable for the Administrators to utilise a pool vehicle and accordingly their personal vehicle should be utilised in these circumstances.

As per the DJPR Domestic Travel Policy, rates for reimbursement are paid in accordance with the relevant Australian Taxation Office ruling for the applicable financial year. The rates are available on the ATO website at - <https://www.ato.gov.au/Business/Income-and-deductions->

[for-business/Deductions/Deductions-for-motor-vehicle-expenses/Cents-per-kilometre-method/#Rates](#). The rate for 2020/21 is 72 cents per kilometer. Administrators will be required to complete and submit a logbook to the OCEO when claiming mileage costs.

2.5 ATTENDING SEMINARS AND CONFERENCES

Where only one Administrator attends a seminar or conference, the Administrator is to provide a brief report to Council at a future Council Meeting on the key themes or ideas of the seminar or conference.

If a conference or seminar is being held interstate or overseas, a Council resolution is required to authorise Administrators to attend. Administrators who attend must present a written report to Council about the seminar or conference at the next Ordinary Council Meeting following their return.

Meals

Meals will be made available during the period of travel for attending a seminar or conference at a standard appropriate to the circumstances. Meals will be restricted to one night before and one night after the event being attended. In accordance with the DJPR Domestic Travel Policy, the annual Maximum Rates Schedule of the ATO will be applied to the reimbursement of meals (available at [ATO Domestic Travel Rates](#)).

Where there is a meal available as part of the event or function, this may be booked directly by Council when registering for the event. If a meal is not provided as part of the event, the Administrator must seek reimbursement for the cost, subject to the applicable maximum rate of the meal and provision of the relevant tax invoice.

The purchase of alcohol will not be reimbursed in any circumstances.

Only the meal of an Administrator will be reimbursed, unless the CEO has authorised the reimbursement for meals of other people where the meal relates to the Administrator's performance of their role. For example, if the Administrator invites a Councillor or Administrator from another Council or a delegate to join them for a meal, in their capacity as an Administrator.

2.6 CIVIC FUNCTIONS

All official civic function expenses will be met from the annual allocation approved as part of Council's budget and any expenditure incurred will be recorded as an expense against the relevant Administrator.

All claims for the attendance of events or functions should relate to specific events or functions that have previously been scheduled through the OCEO.

Administrator attendance at functions

If Administrators attend an event or function to which they have received a formal invitation, Council will pay or reimburse any costs associated with their attendance at the event or function.

Partners of Administrators

If an Administrator wishes to attend an event or function with their partner, to which they have received a formal invitation and where they are permitted to bring a guest, the Administrator

must register and pay for their partner if there is a cost involved. The cost of a partner attending will not be reimbursed by Council.

Cancellation of events

If an Administrator requests that they be registered for an event and they are no longer able to attend the event, it is the responsibility of the Administrator to arrange for another Administrator to attend in their place. If a substitute cannot be arranged, at the discretion of the CEO, the Administrator will be required to reimburse Council for the cost of the ticket if it is not able to be cancelled. If an Administrator reimburses Council for the cost of cancellation, this should not be recorded as an expense for the Administrator as no expense was incurred by Council. If there is a cost incurred but an Administrator did not attend, the expense is to be recorded for the Administrator who the ticket was booked for. If a substitute is arranged, the expense should be recorded for the Administrator who attended.

Commemorative items

Wreaths and other commemorative items can be purchased for the Chair of Administrators on behalf of Council if they relate to ANZAC Day, Australia Day, the 2009 Bushfires and any other occasion or event at the discretion of the CEO. No presentations should be made on behalf of Council by an Administrator without the prior authorisation of the CEO. Even where a commemorative item has been paid for by an Administrator, a presentation should not be made on behalf of Council without approval from the CEO. Donations, whether of money or of goods, are not to be made to community groups and organisations, by Administrators on behalf of Council, without a resolution of Council or the authorisation of the CEO.

2.7 TRAINING AND PROFESSIONAL DEVELOPMENT

In recognition of the diverse and increasing range and complexity of Council decision making, Council will encourage and facilitate professional development and training to enhance the knowledge, experience and performance of Administrators. Administrators must provide a written statement to the CEO prior to enrolling in the training or course which explains how it will assist them in the performance of their role.

An annual limit of \$10,000 per Administrator will apply in relation to professional development and training costs. Council approval is required for any expenditure by an Administrator above the annual limit.

2.8 ADMINISTRATOR MEMBERSHIPS

The Council holds memberships with a number of professional Local Government bodies. Council will reimburse Administrators for the cost of individual membership fees where;

- i) Council does not have an existing membership with the organisation;
- ii) the membership provides access to training, seminars and/or networking relevant to the role of an Administrator; and
- iii) the organisation operates within Victoria.

Where the membership extends beyond the current term of an Administrator (eg an annual membership) the membership fees will only be paid by Council in proportion to the remainder of the term.

2.9 OTHER EXPENSES

Administrators will be able to seek reimbursement of other expenses not detailed above where those expenses are bona fide expenses incurred in the performance of their official duties. As per the DPJR Domestic Travel Policy, per ATO ruling 96/18, this may also include but is not limited to;

- Compulsory service charges
- Charges for necessary health examinations and vaccinations
- Compulsory entry or exit fees imposed by authorities or governments

Where an allowable expense is incurred that does not fall into one of the mandatory reporting categories, it should be recorded in the miscellaneous expense category.

2.10 REASONABLE ADJUSTMENTS FOR ADMINISTRATORS

Council will provide reasonable additional facilities and reimbursement of expenses incurred to enable any Administrator to perform their duties. The CEO will assess and approve reasonable adjustments on a case by case basis. This includes adjustments required for an Administrator who is in a care relationship within the meaning of section 4 of the *Carers Recognition Act 2012* to fulfil their official duties.

3 EXCLUSIONS

Expenses incurred by Administrators for the following will not be paid for or reimbursed by Council, and shall be the responsibility of the individual Administrator, unless approved by a resolution of Council in each instance:

- Legal expenses, except where related to an insurance claim or possible conflicts of Interest, subject to Council's Guidelines on Requests by Councillors for Legal Advice relating to conflicts of interest
- Penalties for traffic and parking infringements
- Damage or loss to personal possessions except where covered by insurance
- Costs incurred as a result of a criminal act committed by an Administrator
- Costs related to election campaigns
- Entertainment costs such as hotel room or in-flight entertainment.
- Alcohol costs.

4 ACCOUNTABILITY

Claims

Claims for reimbursement must be made on the appropriate form and be supported by tax invoices, receipts, or other appropriate documentation where practicable. Refer to appendix one of this policy for the procedure for claiming expenses.

Claims for reimbursement:

- Will normally only be paid in arrears
- Should be submitted monthly

- Must be submitted within four months of the expense being incurred, unless a specific timeframe applies to that expense type (ie domestic travel expenses)
- Must be signed by the Administrator claiming reimbursement certifying that the claim is correct
- Will be approved for payment by the Chief Executive Officer or their delegate.

Audit

Expenses paid for or reimbursed to Administrators may be subject to review by either internal or external auditors. The expenses of Administrators and members of delegated committees will be regularly reported to the Audit and Risk Committee.

APPENDIX 1

PROCEDURES FOR CLAIMING REIMBURSEMENT OF EXPENSES

INTRODUCTION

These procedures have been prepared to provide guidance to Administrators in relation to claiming reimbursement of reasonable bona fide out of pocket expenses incurred while performing their duties Administrators.

Claims for reimbursement of expenses should preferably be made monthly and lodged no later than the end of the following month but must be claimed within 4 months of the expense being incurred. Claims for Domestic Travel must be submitted within 4 weeks of travel in accordance with the DJPR Domestic Travel Policy.

All reimbursement claims must be certified and approved by the CEO, or their delegate, before being reimbursed. All claims for reimbursement should be provided to the Office of the CEO (OCEO) in the first instance. Where the proof of payment required (such as a receipt) is not able to be located, Administrators will be required to complete a Declaration of expenditure, certifying the expenses incurred.

Please note that Administrator expenses may be subject to audit.

1. TRAVEL EXPENSES

Administrators are required to complete a Travel Expenses form in relation to any expenses incurred while travelling on Council business. Some of the common travelling expenses are listed below with the relevant guidelines for making a claim. Claims for Domestic Travel must be submitted within 4 weeks of travel in accordance with the DJPR Domestic Travel Policy and are subject to the ATO Maximum Rates Schedule.

Air fares

The cost of air fares in relation to interstate travel to attend a conference or other Council related events are paid directly by Council so no reimbursement is required. These costs will be recorded on the form by Council officers and sent to the Administrator for certification.

Car Parking

Use the Travel Expenses form to claim reimbursement for car parking fees incurred while on Council business. A copy of the parking fee receipt must be provided for reimbursement of the expense.

Hire Care

A hire car will be directly booked by the OCEO on behalf of the Administrator. Any expenses paid by the Administrator upon returning the vehicle, for example toll charges, should be claimed using the Travel Expenses form.

Myki Fares

Public transport fares incurred while on Council business can be reimbursed. The Administrator must provide details of the date, purpose and cost of the travel for reimbursement to occur using the Travel Expense form.

Taxi Fares

Cabcharge cards will be issued upon request. When the card is used, the Administrator will retain the receipt for their records. Council officers will enter the cost of the travel on the Travel Expense claim form and send it to the Administrator for certification. Administrators will be required to record the purpose of the trip on the form.

Where a cabcharge card is not used, the Administrator will be required to provide a copy of the physical receipt provided at the end of the trip.

The Travel Expenses form is available on **tab 1** of the [Generic Reimbursement Form](#).

2. CAR MILEAGE EXPENSES

Personal Vehicles

The Car Mileage form is used to claim reimbursement of costs associated with the use of a private motor vehicle for Council business, subject to the terms of the Policy. Reimbursement will be at the current rate set by the Australian Taxation Office, for the 2020/21 financial year the rate is 72 cents per kilometer. Enter details of the travel including the date, purpose and number of kilometres travelled in the relevant columns of the form and the reimbursement amount is automatically calculated.

Administrators who claim car mileage for use of a personal vehicle are required to maintain a logbook to record the details all travel they intend to claim. A copy of the relevant pages of the logbook should be attached to the Car Mileage form.

Costs should ordinarily be claimed from the Administrator's normal place of business, being the Administrator's residential address, to the location of the event and return, by the most direct route. This includes travel from the Administrator's place of business to the City of Whittlesea Civic Centre.

The Car Mileage form is available on **tab 2** of the [Generic Reimbursement Form](#).

Claims for reimbursement for tolls incurred whilst travelling to perform Council duties may also be claimed using this form.

Council Vehicles

Administrators wishing to use a Council pool vehicle for Council business should request this in writing (email is sufficient) to the OCEO and provide their licence details at the time of making the request. The Administrator should also provide details of the date and purpose of the travel and these details will be recorded against the booking.

The cost associated with the use of the Council vehicle will be recorded as an Administrator expense and will be calculated at the rate prescribed by the Australian Taxation Office.

3. DEPENDANT CARE EXPENSES

The Dependant Care Expenses form is used to seek reimbursement of reasonable expenses incurred for dependant care, including childcare and care for the purposes of the *Carers Recognition Act 2012*, while an Administrator has been performing their duties as an

Administrator, subject to the provision of appropriate written evidence (an invoice) or a written declaration of costs.

Expenses may comprise hourly fees, agency booking fee and reasonable travelling expenses.

Where informal care has been provided, the amount reimbursed will be capped at \$20.00 per hour, subject to the discretion of the CEO. Administrators are required to provide a written statement providing the reason care was required and the number of hours care was required for.

Where formal care has been provided, through a registered care provider, the entire cost of care will be reimbursed. Administrators are required to provide a written statement providing the reason care was required and a copy of the invoice for the care provided.

The Dependant Care Expenses form is available on **tab 3** of the [Generic Reimbursement Form](#).

4. INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EXPENSES

The ICT form will mainly be used to record expenses related to Administrator IT devices and internet usage. This would also include the cost of purchasing any additional equipment and any monthly data usage and call cost charges. It does not include the cost of providing a laptop or mobile phone as this is the loaning of an asset by Council and does not constitute an expense.

Usage Costs

In most cases, the costs associated with the usage of these devices are paid for by Council directly and will be recorded on the form by the OCEO. The form will be sent to Administrators to be certified that the relevant expenses related to Council business. If an Administrator has incurred additional costs or penalties for exceeding their download cap, the additional costs are to be met by the Administrator.

There is no obligation for Administrators to use a Council mobile phone or phone number, they may use their personal phone and phone number. Where Administrators claim for use of their own mobile phone, they will be required to complete a reimbursement form and provide a copy of the relevant statement for each period claimed, even if the Administrator is on a set monthly plan.

The Information & Communication Technology form is available on **tab 4** of the [Generic Reimbursement Form](#).

5. CONFERENCE AND TRAINING EXPENSES

Any out of pocket expense incurred when attending a conference or a training course are to be claimed on this form. This might include food and non-alcoholic beverages.

Conference registration fees and training courses are usually paid by Council directly. Officers will add these costs to the form and forward the form to the Administrator for certification.

The Conference & Training Expenses form is available on **tab 5** of the [Generic Reimbursement Form](#).

6. MISCELLANEOUS EXPENSES

This form is used to claim out of pocket expenses which do not fall within the other five categories which are prescribed by legislation.

The Miscellaneous Expenses form is available on **tab 6** of the [Generic Reimbursement Form](#).