

Date Adopted March 2001
Date Reviewed-current as at August 2016
To be Reviewed August 2019

Fully compliant with Victorian
Charter of Human Rights and
Responsibilities Act 2006



POLICY TITLE COUNCILLOR EXPENSE REIMBURSEMENT AND SUPPORT

POLICY NUMBER POL/GOV004

PURPOSE

The purpose of this policy is to outline the conditions under which expenses incurred by Councillors while performing their civic, statutory and policy-making duties, are reimbursed or paid by council.

The reimbursement of expenses should provide a reduction of barriers to effective participation in Local Government by members of the community by providing support to reduce personal financial costs associated with civic leadership.

SCOPE

This policy applies to all Councillors of Swan Hill Rural City Council.

POLICY

Council will reimburse the reasonable out-of-pocket expenses incurred by Councillors when these expenses are incurred in connection with the Councillor fulfilling their role as an elected Councillor for the Council.

The following types of expenses will be reimbursed subject to the conditions stated below:

Travel

The cost of travel where the Councillor attends a council function, council meeting or other function as an authorised representative of the Council including community meetings with the Councillor attending in their capacity as a Councillor of the Swan Hill Rural City Council.

Councillors must also comply with the Interstate and Overseas Travel policy where that policy applies.

Policy POL/GOV 013 travel by Councillors policy also applies.

The cost of parking and toll fees will also be reimbursed.

Accommodation

The reasonable costs of accommodation will be reimbursed or paid where an overnight stay is required.

Child and family care

Council will reimburse the reasonable costs of child or family care where this care has been incurred as a result of the Councillor exercising their responsibilities as an elected Councillor. Such duties include the attendance of Council meetings and functions and meetings arising as a result the Councillor being appointed by the Council to an external body.

Reimbursement of child and family care expenses will only be paid where the carer is a recognised child or other care provider or a person who does not have a familial or like

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relationship with the Councillor or reside either permanently or temporarily with the Councillor or have a relationship with the Councillor or his or her partner.

Legal Expenses

Council will reimburse the reasonable cost of obtaining legal advice and the cost of defending an action where the criteria as set out in the Councillor Expense Reimbursement and Support Procedure (PRO/GOV004) are met.

Expenses not covered by Council

The following expenses will not be paid or reimbursed by Council:

- Traffic and parking infringements
- Mini bar expenses
- The costs of operating a home office other than stationery and other support otherwise provided by Council
- Costs associated with personal grooming and apparel except for personal protective equipment which will be provided by Council
- Civil or criminal penalties imposed by a court tribunal or other competent jurisdiction
- Any costs associated with campaigning activities

RELATED POLICIES/DOCUMENTS

Councillor Code of Conduct

Travel by Councillors Policy POL/GO 013

Interstate and Overseas Travel by Councillors Policy

Information Technology acceptable use Directive DIR/CLR 218

RELATED LEGISLATION

Local Government Act 1989

Signed: Les McPhee

Mayor

Date: 01/09/2016