

▶ COUNCIL EXPENSES AND RESOURCES POLICY

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INTRODUCTION

This policy outlines the resources and support to be provided to Councillors and members of delegated committees of Hepburn Shire Council (Council) as well as what constitutes as eligible expenditure that may be reimbursed in performance of duties as elected or delegated representatives as outlined in Sections 39-43 of the *Local Government Act 2020*.

Councillors and members of delegated committees will be reimbursed for out-of-pocket expenses that:

- are bona fide expenses and
- have been reasonably incurred in the performance of the role of a Councillor and
- are reasonably necessary for a Councillor or member of a delegated committee to perform their role.

SCOPE

This policy applies to Councillors and members of delegated committees and to the duties performed as a necessary part of their role, in achieving the objectives of Council. These duties may include (but are not limited to):

- attendance at meetings of Council and its committees
- attendance at briefing sessions, workshops, civic events or functions convened by Council
- attendance at conferences, workshops and training programs related to the role of a Councillor, Mayor or Deputy Mayor
- attendance at meetings, events or functions representing Council
- duties in relation to constituents.

Members of delegated committees exercising the powers of Councillors, under delegation. This policy also applies to those members in the course of undertaking their role as delegated committee members.


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DEFINITIONS

Carer	Means a person, including a person under the age of 18 years, who provides care to another person with whom they are in a care relationship. Source: <i>Carers Recognition Act 2012</i>
Communications equipment	Includes: <ul style="list-style-type: none"> a) Portable communication equipment such as mobile telephone, laptop computer, tablet, smartphone, wireless internet connection and associated hardware and software. b) Fixed communication equipment* such as land line, internet access and associated hardware and software. <p>* only provided where there is not mobile internet access.</p>
Delegated committee	A delegated committee established by a Council— <ul style="list-style-type: none"> c) must include at least two (2) Councillors; and d) may include any other persons appointed to the delegated committee by the Council who are entitled to vote. <p>Source: <i>Local Government Act 2020, Section 63</i></p>
Expense	Includes: <ul style="list-style-type: none"> • 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.
Professional Development	Means the process of improving and increasing the capabilities, knowledge and skills of Councillors, that is relevant to their duties and functions, through access to education and training opportunities through outside organisations or in the workplace.

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POLICY AND PROCEDURES

1. CONFERENCES, SEMINARS, TRAINING AND PROFESSIONAL DEVELOPMENT

Where attendance has been approved in advance, Councillors and members of a delegated committee are entitled to have paid for by Council, or reimbursed, the cost of attending conferences, seminars, training and professional development courses within the scope of this policy which may include:

- registration fees
- accommodation costs and expenses
- reasonable costs and expenses for meals and refreshments
- Professional development programs/courses available to all Councillors.

Upon the commencement of each electoral term, a purpose designed induction program will be provided to all Councillors. Costs associated with training and development provided to the Councillor group as a whole are absorbed as part of an induction period budget and do not form part of quarterly expense reports. Training completed by individual Councillors will be considered and reported on per this Policy.

Enrolments and payment for conferences, seminars, training and professional development will generally be made through the CEO Unit by purchase order or purchase (corporate credit) card. On the rare occasions this is not possible, Councillors or members of delegated committees may seek reimbursement following approval from the Chief Executive or their delegate.

To obtain approval, complete the Professional Development Application Form (Appendix 1) and forward the request to the CEO Unit.

2. REPRESENTING COUNCIL

Each year, and from time to time, Council resolves to appoint Councillors or members of delegated committees to represent Council at a number of specific organisations with the delegated authority of Council on appropriate matters.

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 a local, national, Victorian or regional event the Mayor will offer the opportunity to the Deputy Mayor in the first instance.
- The Mayor and the Chief Executive Officer may, determine that official representation of

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all Councillors is considered necessary or appropriate to support the business or representational needs of Council.

Any 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.

3. ATTENDANCE BY SPOUSE/PARTNER AT SEMINARS, CONFERENCES AND CIVIC FUNCTIONS

Attendance at any seminar, conference or civic function by a Councillor's or delegated committee member's spouse/partner shall be at the expense of the Councillor except where:

- prior approval has been given by Mayor and the Chief Executive Officer; and
- attendance by a Councillor's spouse/partner is considered to be necessary or appropriate to support the business or representational needs of Council; and
- if sufficient provision exists in the approved annual budget for conferences and seminars.

Where approval has been granted for a Councillor's spouse/partner to attend a seminar, conference or civic function, Councillors are entitled to have paid by Council, or reimbursed, their spouse or partner's registration fees and reasonable costs for meals and refreshments.

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

- functions held by Council; or
- 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.

4. ACCOMMODATION COSTS

Councillors are entitled to have paid by Council, or reimbursed, the reasonable costs and expenses for accommodation incurred for attending approved conferences, seminars, training or professional development.

To obtain approval, Councillors must complete a Professional Development Application Form (Appendix 1) submit it to the CEO Unit. Upon approval the CEO Unit is responsible for management all accommodation and associated travel bookings.

5. COMMUNICATION EQUIPMENT EXPENSES AND COSTS

Councillors and members of delegated committees shall be provided with appropriate communications equipment to ensure that they can adequately and efficiently perform their role as a Councillor, which may include:

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- 2-in-1 laptop (laptop/tablet device)
- a printer and associated printer cartridge refills, for small print jobs
- wireless broadband internet connection
- mobile telephone

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.

Council administration will pay all connection fees, rental charges and all Council business call charges associated with the above devices.

Council administration will meet the reasonable purchase, installation, maintenance and service, connection, subscription, rental and usage costs for all Council provided communications equipment:

- Where a Councillors place of residence/office is not serviced by wireless broadband for the purpose of Council business, the Council shall fund reasonable installation and operation costs for an additional line.
- 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.
- 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.

Council provided communications equipment is to be used for Council related business activities however it is acknowledged that, on occasion, reasonable personal use.

Whilst on international travel to avoid excessive cost mobile devices, Councillors/delegated committee members shall avoid excessive communication costs and use internet services provided though place of accommodation.

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Communication equipment provided to Councillors is to be used for Council business and in accordance with Council's **Conditions of Use - Information Technology and Communications** (at Appendix 4). Training and IT support is available to Councillors and members of delegated committees on the use of these devices upon request.

Council will make printing services available to all Councillors and members of delegated committees who require it, with printouts being available for collection at one of Council's offices.

Council will review Councillors' communication equipment and where required will update equipment at the commencement of each electoral term; and any stage during the electoral term where Council believes an update is appropriate.

All equipment must be returned at the end of the Council term. A member of the Governance and Risk Department and ICT Department will arrange collection and recall of all Councillor resources by 6:00pm before Election Day.

6. CARER AND DEPENDENT RELATED EXPENSES

Council will provide reimbursement of costs where the provision of childcare is reasonably required for a Councillor or member of a delegated committee to perform their role.

This applies to the care of a dependent, while the Councillor or delegated committee member is undertaking their official duties; and may include expenses such as hourly fees and booking fees, if applicable.

Council will provide reimbursement of costs where the provision of carer services is reasonably required when a Councillor or delegated committee member who is a carer incurs reasonable expenses in the performance of their duties.

Payments for carer and childcare services will not be made to:

- A person who resides either permanently or temporarily with the Councillor or delegated committee member - 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, or
- has any financial or business interest with the Councillor or delegated committee member; or
- has a familial or like relationship with the Councillor, delegated committee member or their partner.

To seek reimbursement of care expenses, Councillors/delegated committee members must complete a Council Expenses Claim Form and return it to the CEO Unit for authorisation.

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

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7. TRAVEL ARRANGEMENTS AND EXPENSES

Councillors are entitled to have travel expenses and costs paid by Council, or reimbursed, for return travel within Victoria undertaken whilst discharging the duties of a Councillor. Claims will be assessed by the CEO.

Subject to approval in advance by Council resolution, Councillors are entitled to have travel expenses and costs paid or reimbursed, for return travel originating within Victoria to destinations outside Victoria but within Australia undertaken whilst discharging the duties of a Councillor.

Subject to approval in advance by Council resolution, Councillors are entitled to have travel expenses and costs paid by Council, or reimbursed, for return travel originating within Victoria to destinations outside Australia undertaken whilst discharging the duties of a Councillor.

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 resolution.

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.

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.

7.1. MISCELLANEOUS TRAVEL PROVISIONS

1. Motor Vehicle expenses paid by Council or reimbursed will be at the Australian Taxation Office rates as determined from time to time.
2. Travel should be undertaken by the most practicable mode and route possible taking into account factors such as duration and cost of travel.
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. 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.
5. All travel by flight will be economy class.
6. The purpose of the travel must be aligned to the Strategic Objectives described in the Council Plan.

7.2. ACCESS TO A COUNCIL POOL VEHICLE

Where requested, a Council fleet vehicle may be provided subject to availability, for Councillors or

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members of delegated committee members to perform their duties. Use of a Council vehicle is in accordance the **Conditions of Use - Council Motor Vehicles** at Appendix 5.

7.3. PROCEDURE FOR APPLYING FOR INTERSTATE AND INTERNATIONAL TRAVEL

- a) Councillors seeking to travel interstate or internationally must first provide a report to the Mayor and CEO outlining their proposal. If the Mayor is travelling, they must provide a report to the CEO. The report must contain the following elements:
- State the travel location, reason for travel and period of travel
 - Provide details of the travel including
 - Any external funding
 - The objectives of the travel together with the potential benefits to the Hepburn Shire Council and its stakeholders
 - Accompanying staff and their role
 - Identify the relationship between the proposed travel and the Strategic Objectives in the Council Plan and any other Council policy, strategy or program.
- b) Provide the estimated cost including
- Airfares, including class of travel, accommodation, fees and other expenses such as day to day incidental costs;
 - The cost associated with any accompanying Council staff member
 - A statement confirming that the costs relating to the proposed travel will be met from an existing budget allocation
 - Assessment of each application will be made on the merits of the proposal and the alignment of the request with the Council Plan or other interests of the Hepburn Shire Council.
 - Councillors seeking to travel internationally must prepare and present a report to an Ordinary Meeting of Council which contains the elements outlined above.
- c) Where the proposal is supported by Council it will be approved and:
- Nominate the Councillor(s) to undertake the travel
 - Recommend an amount to cover the travel costs relating to airfare, accommodation, fees, expenses and incidentals

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- Identify a maximum estimated amount for “incidentals” covering costs not pre-paid by Council
 - Note that the Councillor/ member of delegated committee will prepare a post travel report within 14 days of their return from approved travel.
- d) Any proposal in relation to interstate or overseas travel to be undertaken by the Mayor will follow the same format, with the report to be presented to the CEO and subsequently considered at a Council Meeting. During the consideration of any travel proposal relating to the Mayor, the Deputy Mayor or other Councillor will take the Chair.
- e) Councillors shall await the decision of the relevant approver, which will be evidenced in writing, prior to making any bookings or incurring any costs associated with the proposed travel arrangement.

7.4. POST TRAVEL REPORT

Following an interstate or overseas trip, the Councillor shall present a post travel report detailing the travel approved by Council, the outcomes and benefits of the travel undertaken, the cost and any other relevant details. The Report shall be prepared within 14 days of their return from approved travel and will be placed on the next relevant agenda for consideration by Council.

7.5. TRAVEL EXPENSES REPORTING REQUIREMENTS

The Local Government Regulations require that details of Councillor travel expenses be included in Council’s Annual Report.

8. PROFESSIONAL MEMBERSHIPS AND SUBSCRIPTIONS

Annual renewal of corporate memberships and subscriptions are part of the recurrent budget. New or existing current corporate memberships or subscriptions are at the discretion of the Chief Executive Officer. Individual memberships and subscriptions are at the Councillors own cost.

9. SPECIAL NEEDS EXPENSES SUPPORT, FACILITIES AND EQUIPMENT

Council will provide reasonable additional support, facilities, and equipment for any Councillor or member of a delegated committee with a disability to enable that Councillor to perform the duties of a Councillor.

Councillors and members of delegated committees are entitled to claim reimbursement for the reasonable cost of assistive devices or assistive personnel.

- Where reimbursement is claimed for the purchase of an assistive device, that device shall become the property of Council.

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- 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.
- 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.

10. EXPENSES NOT INCLUDED

Councillor and members of delegated committees cannot claim for the following expenses:

- a) Penalties for traffic and parking infringements
- b) Individual memberships or subscriptions.
- c) Council letterhead
- d) Damage or loss of personal possessions except where covered by insurance
- e) Council will only meet legal expenses incurred as a result of a Councillor executing their official duties. Councillors seeking independent legal advice will be responsible for their own legal costs.
- f) Any expenditure not specified in this policy as expenditure for which a Councillor or delegated committee member is entitled to be reimbursed or paid.

Subject to a resolution of Council, a Councillor or delegated committee member may be reimbursed for expenses incurred in circumstances not provided for elsewhere in the Policy.

11. GOODS AND SERVICES TAX

When Council buys goods or services, it will pay GST to the supplier. Council must receive a tax invoice from its suppliers to enable Council to claim GST input tax credits. Council can also claim input tax credits for business expenses incurred by Councillors.

The person who claims reimbursement must ensure that Council has received an appropriate Tax Invoice that will enable Council to claim GST input tax credits. It is therefore each Councillor's responsibility to provide tax invoices with each expense claim.

12. PAYMENT OF EXPENSES AND OPERATING COSTS

12.1. METHODS OF INCURRING EXPENSES AND OPERATING COSTS

The expenses and operating costs relating to the provision of services, facilities and resources will be processed and managed by either:

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- Councils purchasing system through completion of a Council Purchase Order by the CEO; or
- through a reimbursement claim made by a Councillor or a member of a delegated committee in accordance with the procedure for reimbursement of out-of-pocket expenses.

All expenditure incurred will be captured through the relevant form and approved by the Mayor/CEO and processed through the Council's finance system.

13. PROCEDURE FOR REIMBURSEMENT OF OUT-OF-POCKET EXPENSES

- a) All claims must be made on the approved Council Expense Claim form (Appendix 2) or Use of Private Vehicle Claim Form (Appendix 2).
- b) All sections of the form must be completed, and original receipts must be attached for all claims (credit card receipts will not be accepted)
- c) Where the provider of the goods or service is registered for GST a tax invoice must be obtained and provided (without this the GST component of the cost cannot be reimbursed)
- d) Claims for reimbursement must be submitted to the CEO within 30 days of incurring an expense.
- e) For international travel expenses, the exchange rate to be applied by Councillors when making claims shall be the rate identified by a banking institution or credit card company as being the closing rate on the day of transaction.
- f) Councillors shall be reimbursed within 14 working days of making a successful claim.
- g) Claims can only be approved by the Chief Executive Officer or their delegate.

14. ALLOWANCES FOR MAYORS AND COUNCILLORS

The Mayor, Deputy Mayor and Councillors are entitled to receive an annual allowance during their term of office. The amount of each allowance is set by a Determination of the Victorian Independent Remuneration Tribunal under the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019*.

The Mayor, Deputy Mayor and Councillors may elect:

- to receive the entire allowance to which they are entitled; or
- to receive a specified part of the allowance to which they are entitled; or
- to receive no allowance.

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15. INSURANCE POLICIES

Councillors and members of delegated committees are indemnified 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 delegated committee members and officer's liability
- Travel insurance for interstate and international travel
- WorkCover (as a deemed employee).

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.

16. RESOURCES AND USE OF FACILITIES FOR COUNCILLORS

16.1. OFFICE OF MAYOR

The Mayor receives a high volume of invitations for functions, luncheons and dinners.

The budget allocation to the Office of Mayor should enable its core activity of facilitating the political, economic, social and cultural advancement of the Hepburn Shire Council strategies and policies.

The budget allocation is considered as part of the annual budget determination process.

16.2. OFFICE OF COUNCILLORS

Councillors proposing to host a function shall first liaise with the Mayor who will further discuss with the Chief Executive Officer. In seeking approval, Councillors shall specify the type and nature of the event and how the function aims to promote the initiatives, strategies and policies of the Council.

Councillors participate in some of the functions organised by the Office of Mayor. Invitations to all Councillors shall be extended for major functions and events such as Civic receptions.

Any additional functions or events outside the existing budget will need to be identified and resources allocated as part of the budget process.

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16.3. ADMINISTRATIVE SUPPORT

Administrative support will be made available by the CEO Unit to assist Councillors and members of delegated committees with diary management and in responding to correspondence, printing, enquiries and requests for services as part of their official duties as a Councillor.

16.4. STATIONERY

The CEO Unit shall, upon request, provide Councillors and members of delegated committees with standard stationery from office supplies.

The stationery may include, but not necessarily be limited to, paper, business cards, writing implements, diaries, writing pad/books and envelopes. Any letters being sent out of letterhead will be prepared by the CEO Unit.

16.5. NAME BADGE

Each Councillor will be provided with a name badge for use on Council business.

16.6. CLOTHING

Councillor will be provided with protective equipment, such as a hi-vis vest, at the start of their term to assist in carrying out the duties of office.

Councillors may request an item or items of clothing bearing the Hepburn Shire Council logo from the established uniform list. Items may include shirts, jackets, hats, and jumpers.

Items bearing the Council logo should be returned when the Councillor ceases to hold office.

16.7. BUILDING ACCESS

Access to the Hepburn Shire Council Municipal Offices will be available within normal office hours, 8:30am to 5:15pm. Staff are present during all meetings and events held outside of office hours to facilitate building access and to lock up.

16.8. INFORMATION TECHNOLOGY SUPPORT

Each Councillor will receive support as required from Council's ICT department with regards to Council supplied equipment such as laptops, mobile phones and Council computer software.

Councillors can access IT Support upon request.

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16.9. MAYORAL VEHICLE

- The Mayor may request access to a fully maintained vehicle (including servicing, fuel and insurance).
- The make and model of the Mayoral vehicle shall be at the discretion of the Chief Executive Officer.
- The Mayor may request a monetary contribution of an equal monetary value in lieu of a Mayoral Vehicle.
- When a vehicle is assigned, the Mayoral vehicle is to be returned one week prior to the end of their term as Mayor and presented in a condition that will enable a smooth handover to the next Mayor-elect without a need for further maintenance or cleaning services. If the vehicle requires a professional clean or repairs prior to the day of the Statutory Meeting, it is the responsibility of the sitting Mayor to arrange these services in advance.
- The vehicle shall be available for use by the Mayor in the discharge of their duties as the Mayor and a Councillor, and for reasonable private use during the Mayoral term.

16.10. MAINTENANCE, SERVICING AND REPAIRS OF THE MAYORAL VEHICLE

- The Mayoral vehicle shall be kept in a clean and tidy condition to a standard that befits a Council vehicle. If the Mayor Vehicle sustains significant spoilage, the Mayor shall ensure that the vehicle is returned in a clean and tidy condition. All litter and rubbish must be removed from the vehicle after each use.
- The Mayor shall ensure the Mayoral vehicle is booked in for recommended routine servicing via the CEO Office. It is the responsibility of the Mayor to undertake regular checks on tyre pressures, oil and water levels and promptly report any performance issues or damage to the CEO's Office. Council will pay all maintenance and operating expenses including oil, repairs, servicing, comprehensive insurance, registration, taxes and fuel incurred in respect of the Mayoral vehicle
- The Fleet Officer will periodically carry out vehicle inspections to ensure that the Mayoral vehicle is being maintained in an appropriate condition at all times. Failure by the Mayor vehicle to meet all requirements of these Conditions of Use may result in the withdrawal of the vehicle.

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- Should major repairs be necessary, and the vehicle is off the road for any length of time, a replacement or hire vehicle may be arranged by the CEO's unit.
- The Mayoral Vehicle shall be driven in accordance with **the Conditions of Use - Council Motor Vehicles**.

MONITORING, EVALUATION AND REVIEW

Quarterly reports of all Councillor and delegated committee member expenses will be provided to Council, and Council's Audit and Risk Committee.

The report will include:

- details of expenses incurred by Councillors during the quarter
- reimbursement claims made by Councillors during the quarter
- reimbursements made by Councillors during the quarter.

Council commits to monitoring processes and decision making to understand the overall success of the policy's implementation.

This policy will be periodically reviewed to ensure any changes required to strengthen or update the policy are made in a timely manner.

RELATED POLICIES AND LEGISLATION

Council policies:

- Councillor Code of Conduct
- Hepburn Shire Council Governance Rules
- Hepburn Shire Council Public Transparency Policy
- Hepburn Shire Council Privacy Policy

Legislation:

- *Carers Recognition Act 2012*
- *Charter of Human Rights and Responsibilities Act 2006*
- *Freedom of Information Act 1982*
- *Local Government Act 2020*
- *Privacy and Data Protection Act 2014*
- *Equal Opportunity Act 2010*
- *Gender Equity Bill 2020*

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APPENDIX 1 - PROFESSIONAL DEVELOPMENT APPLICATION

Application by Councillor or member of a delegated committee to attend a conference, function or training.

Please provide the following information and **attach all relevant literature on or about the event.**

(Note an email of the same information will also be accepted.)

Councillor Name		
Name of Conference/Function/ Training		Date/s & Time:
Purpose		Cost: \$
Signature of Applicant		Date:
Authorised by Chief Executive Officer		Date:

Note this form will be filed on your personnel file.

All bookings and payment will be made by the CEO unit following approval, unless otherwise approved by the Chief Executive.


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APPENDIX 2 - COUNCIL EXPENSES CLAIM FORM

Name: Councillor/Mayor _____ Date : _____

Address: _____

I wish to claim the following expenses that were incurred in the performance of my duties as a Councillor/Mayor/
 member of a delegated committee of Hepburn Shire Council:

Date	Description	Amount (\$)	GST Included (Y/N)	Tax Invoice / Receipt Attached (Y/N)	<i>For Office Use: Ledger Number</i>
Total reimbursing (\$)					
To validate your claim please attached all original tax receipts with GST.					

Bank Details for EFT Payment:

Bank Name:	
Account Name:	
BSB:	
Account Number:	

Signature of claimant: _____ Date: _____

Authorised by (Chief Executive Officer): _____ Date: _____

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APPENDIX 3 - USE OF PRIVATE VEHICLE CLAIM FORM

Name: _____ Date: _____

Details of travel:

Time	Date	Kilometres Travelled			Description		
		odometer readings start of trip	odometer readings end of trip	Total Kms	Council business	Origin	Destination
<i>E.g. 17:30</i>	<i>03/03/2020</i>	<i>956443333</i>	<i>956443353</i>	<i>20</i>	<i>Meeting with resident Mr Murry Trip</i>	<i>Council depot</i>	<i>23 Greenfields Ave Trentham</i>
Total				20			

Details of tolls

Date	Road Toll Incurred On	Cost
Total Cost		

All relevant receipts and tax invoices must be attached to support your claim.

Payment is at the ATO rate per kilometre travelled.

Signature of claimant: _____

Authorised by (Chief Executive Officer) _____

Date: _____

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Appendix 4 - Conditions of Use - Information and Communication Technology

By using the Internet, device and network access provided by Hepburn Shire Council (Council), Councillors agree to these Conditions of Use and acknowledge that Council officers may record and monitor records of Council user IDs and Internet access at all times. To this end, Councillors in Council should understand that information may be collected for the purposes of protecting Council data, systems and electronic assets.

Internet/intranet/extranet access is granted expressly for Councillors for the purpose of conducting approved Council business activities; computing equipment, operating systems, software, storage media, email, web browsing, FTP (File Transfer Protocol) and network accounts are all associated with and the property of Council.

Councillors are responsible for applying reasonable judgement when using Council internet, device(s) and network for personal use and should seek guidance from their immediate manager/supervisor or Manager ICT if unsure of what constitutes reasonable personal use.

1. Authorised and Unauthorised Usage

The internet connection, email and other systems of Council are primarily for Council business use. Occasional and reasonable personal use is permitted provided this does not interfere with the Information and Technology (ITC) bandwidth or the performance of work duties and responsibilities.

Personal or incidental use is authorised for limited purposes however the following must be taken into account:

- Every website you use, or visit must support the goals and objectives of Council. There may be times where employees may access the internet for personal use, however the following guidelines must still be adhered to.
- The use must not constitute a conflict of interest. Using Council systems for personal business or use for personal gain, unrelated to individual's direct duties, constitutes a conflict of interest and may be considered serious misconduct.
- Illegal, obscene, pornographic, offensive, threatening, harassing or defamatory material must not be accessed, viewed, downloaded or sent. Offensive material or content may present as discrimination, harassment, or hostility due protected attributes covered under

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legislation. Offensive material or content can also include soliciting sex or otherwise violating the laws regarding minors and their protection. Councillors that violate child protection laws, including solicitation of sex from minors, or posting of illegal pornographic material will be in breach of the Councillor Code of Conduct and a criminal offence. Council is obligated to notify law enforcement authorities of any violation of law.

- Use must not involve any illegal or unethical activity (e.g. gambling, or sites containing pirated software, movies, games, proxy services or illegal hacking/cracking tools, torrents etc).
- Any access that could result in significant incremental cost, such as mobile phone subscription services, excessive bandwidth usage or large non-business-related file transfers, and the like are not permitted.
- Transmitting or sending sensitive or proprietary information, including software applications or personal information of internal and/or external persons, to unauthorised persons or organisations is prohibited.
- Authorisation for any transmission of Personally Identifiable Information, where not specifically part of your job role must be approved by a Chief Executive Officer prior to transmission and done using authorized protocols (e.g. encryption, VPN, SSL).
- Council materials that are protected under Privacy/Copyright legislation are not authorised to be transmitted.
- Transmission of files and data that forms part of your position or is expressly approved by your manager is authorised. Downloading or sending of unapproved software, computer viruses, malicious code, or any attempts to access another person's data are prohibited.
- Councillors should not bring personal computers or data storage devices (such as CDs/DVDs, external hard drives, USB or flash drives, iPads, or other data storage media) to connect them to our systems without permission from the ICT unit. Personal electronic devices are subject to inspection if a user is reasonably suspected of utilising the device in an unauthorised manner.

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- Councillors may not download software to Council devices from any external systems without permission from the ICT unit. Councillors should not use any externally provided software without first getting approval from the ICT unit.
- Councillors are responsible for determining the sensitivity and need for further encryption to secure Council's sensitive information or Personally Identifying Information prior to posting, transmitting or sending it via the Internet. If unsure, the user is responsible for contacting the ICT unit for guidance.
- Audio file sharing, streaming or downloading (e.g. Spotify) is prohibited unless explicitly approved by the Chief Executive Officer and the ICT unit.
- Peer file sharing or downloading (e.g. Bit torrent) is prohibited unless explicitly approved by the Chief Executive Officer and the ICT unit.
- Council websites, web servers or other cloud storage services (e.g. Dropbox, One Drive or any other website that uses your unique Council email address as the login) are not to be used for posting non- business related data or for the illegal distribution of data, such as software, games, movies, code or other inappropriate data.

2. Privacy and Monitoring

Council's Privacy Policy is posted on Council's website to ensure that customers and suppliers are aware of our desire to maintain and protect the privacy of data.

By using the Internet access provided by Council, Councillors must act in accordance with the Conditions of Use and acknowledge that records of Internet access, such as sites visited, images viewed and emails sent, use of Office 365 products such as teams, are recorded and may be monitored at any time.

The following guidelines will apply:

- Encrypted technology that meets our requirements will be applied to our systems.
- Hepburn Shire Council owns the rights to all data and files on our computers, network, or other information systems, subject to applicable laws.
- Councillors should not access networks, servers, drives, folders, or files to which the user has not been granted authorisation.

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- Councillors shall not destroy, delete, erase, or conceal files or other data, or otherwise make files or data unavailable or inaccessible.
- Councillors should not disclose their individual login passwords to any other person unless explicitly authorised by the CEO for business requirements. Councillors who allow other individuals to log on to Council network and systems using their credentials may have access to ITC equipment removed.
- Documents can be password protected to prevent unauthorised access, but this password must be shared with the IT Manager.
- Council licenses the use of certain commercial software application programs from third parties for business purposes. Third parties retain the ownership and distribution rights to this software.
- Councillors may not use or distribute licensed software.
- Electronic mail (“email”) messages sent and received using Council equipment or Internet access provided by Council are not private and are subject to viewing, downloading, inspection, release and/or archiving by Council.
- To prevent unauthorised access Council requests all Councillors to password lock electronic device(s) including mobile phones, computer/desktop, iPad or other electronic device(s) when leaving their desk or device in a public space.
- Council may monitor email messages (including personal/ private/ instant messaging systems). Council currently archive all email messages originating from and sent to all external parties and all internal email for a minimum of seven years.
- Council may use software that allows us to monitor messages, files, or other information that is entered into, received by, sent, or viewed on Council’s Network. When monitoring Council’s network and information systems, implied consent will be placed on Councillors that continue to utilise Council’s equipment and internet access in the course of their term.

3. Reporting of Internet Abuse

Complaints and concerns from external parties pertaining to internet activity possibly originating from Hepburn Shire Network can be lodged via the “Report an Issue” link on Council’s website.

Complaints to this account will be forwarded to the Manager ICT and the Chief Executive Officer as appropriate.

Councillors are prohibited from creating or sending electronic mail that:

- may be considered offensive or harassing or that may contribute to a hostile environment;
- contains profanity, obscenities or derogatory remarks;

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- constitutes chain letters or spam;
- solicits or sells products or services that are unrelated to Council business; or
- distracts, intimidates or harasses anyone or creates a disruption within the workplace.

Councillors are instructed to use caution when opening electronic mail and attachments from unknown senders because these pieces of electronic mail and attachments may contain viruses, root kits, spyware or malware that can put our system and sensitive information at risk. Councillors are advised to notify a member of the ICT department as soon as reasonably practicable, if they suspect they have opened an email attachment that presents a risk to Council's computer system.

Instant messaging services are prohibited unless provided to staff as corporate software or explicitly approved by your Manager and the Manager ICT.

Councillors should not use Council email addresses for non-work-related services and should not reference a personal email, phone or messaging account as a tool to conduct Council business.

Councillors are required to set an automatic "Out of Office" response on their HSC email account any time they are on leave for more than two (2) days.

4. Social Media/Public Forums

Councillors are required to abide by Council's Communications and Social Media Policy.

5. Cessation of term of office

Upon cessation of elected or delegated term of office, all user access to Council ICT services will cease. Even after termination of a user's relationship with Council, Councillors are responsible for maintaining the confidentiality of Hepburn Shire sensitive information and Personally Identifiable Information the user may have had access to previously.

6. Compliance

Violations of these Conditions of Use may lead to the suspension or revocation of system privileges and/or disciplinary action up to and including termination of employment. Council reserve the right to advise appropriate authorities of any violation of law.

7. Accountability

Councillors are responsible for the secure handling, processing, transmittal and safeguarding of Hepburn Shire Sensitive Information and Personally Identifiable Information. This responsibility is fulfilled by the acceptable use of the Hepburn Shire Network and the Internet access we provide.

The ICT Unit will not provide access to Council's sensitive computing resources until a Councillor acknowledgement or a non-disclosure agreement has been signed acknowledging the Information Technology and Communications Conditions of Use.

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ICT is responsible for monitoring compliance with these Conditions of Use and the controls created to safeguard the Hepburn Shire Network.

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APPENDIX 5 - CONDITIONS OF USE - COUNCIL MOTOR VEHICLES

All Councillors that drive a Council vehicle (including the Mayoral vehicle) are bound by the following Conditions of Use.

1. GENERAL CONDITIONS

1.1 Operating Responsibilities

- Any Councillor using a Council pool vehicle or Mayoral vehicle must refuel the vehicle prior to its return, where the vehicle tank is less than half full at the completion of the trip.
- Councillors must adhere to all legal requirements relating to driving, including, but not limited to the adherence to speed limits, the proper use of mobile telephones, wearing of seat belts and not driving whilst impaired, (when blood alcohol level exceeds the limits prescribed by law, or when impaired by drugs).
- Councillors must immediately notify the Chief Executive Officer when they are notified of a driving offence which could or will result in cancellation or suspension of their licence prior to such driving licence being cancelled or suspended.
- Any road traffic and/or parking fines/infringements are the responsibility of the offending driver.
- A vehicle log (located in each vehicle) must be completed each time a vehicle is used.
- The fuel card assigned to a vehicle must not be used to purchase fuel for any other vehicle or any items other than fuel. The fuel card must be kept in the vehicle at all times.
- Any accidents or vehicle damage must be reported as soon as practically possible to the Fleet Officer and the Manager Facilities and Circular Economy.
- The Chief Executive Officer has the discretion to withdraw the allocation of a Council vehicle for breaches of this policy.
- The assigned driver of a Council vehicle is responsible for ensuring the vehicle is kept clean, tidy and in a road worthy condition that presents Council in a positive light.

1.2 Conditions & Restrictions of Use

- All drivers of Council vehicles must hold a current driver's licence and agree to use the motor vehicle under the Conditions of Use.
- Smoking in all Council vehicles is prohibited.
- The Mayor is responsible for ensuring the Mayoral vehicle is kept clean internally and externally. Car wash tokens can be coordinated through the CEO's unit. A request form must be completed to obtain the tokens.

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- Drivers must operate the vehicle within manufacturer instructions and not modify the vehicle without a Director or Fleet Officer approval.
- The driver must ensure the vehicle is secure and garaged where possible when not in use.
- Vehicles must not be used or employed for business activities outside of the Council, or any business-related activities of any other person with authority to use a Council vehicle i.e. immediate family members.
- Under no circumstances are Council vehicles to be used in a car rally, time trial, or any other similar motor sport event, which is inconsistent with the normal use of the vehicle.

2 DRIVER RESPONSIBILITIES

2.1 Licensing and Compliance

All Councillors who drive a Council vehicle must comply with the provisions of the Road Safety Act 1986 (as amended) and all Regulations made under that Act, or the relevant act of the State or Territory in which you are driving. If a driver is convicted of an offence under the Act or Regulations that result in the loss of their driver's licence, either during or out of work hours, they will lose access to Council vehicles, however this is subject to the discretion of the Chief Executive Officer. If the driver is convicted of breaches of the Act and associated Regulations, they may also be subject to investigation by the Local Government Inspectorate or the like. The extent of action will be dependent upon the severity of the offence. Councillors are also required to notify Council if their driver licence is cancelled or suspended at any time.

2.2 Safe Driving and Road Rules

In driving a Council vehicle, the Councillors must carry their licence at all times and comply with all speed limits and road rules. Other safe driving requirements include:

- Driving in a courteous manner at all times
- Ensuring that seatbelts are worn at all times including all passengers
- Driving with headlights on when visibility is poor
- Stopping for appropriate rest breaks on long trips
- Never using a hand-held mobile phone while driving (it is illegal)
- For pool vehicles, a vehicle log must be completed each time the vehicle is used.

2.3 Traffic/Parking Infringements and Logbooks

Councillors who incur a driving infringement while driving Council Vehicles, i.e. speeding, parking, traffic etc. are fully responsible for any penalties that are imposed. Council will not be responsible for any infringements. The booking system and reference to vehicle logbooks will be the method by

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which driver identification will be established and drivers should ensure the accurate and precise recording of vehicle usage, to avoid any confusion or uncertainty in determining who the driver was at the time of any infringement.

2.4 Alcohol and Drugs

Councillors, and anyone they permit to drive a Council vehicle, are required to abide by all current road rules and law, including blood alcohol limits. Any breaches of this provision may involve review by the Local Government Inspectorate investigation. Any damage caused whilst the driver is under the influence of alcohol, drugs or other substances will be the responsibility of the driver.

2.5 Fuel Cards

All Council vehicles are issued with an approved fuel card which enables the purchase of fuel twenty-four (24) hours a day, seven (7) days a week. All fuel cards carry the Council's name and the vehicle registration number and can only be used for purchases relative to the nominated vehicle. The vehicle's odometer reading MUST be given on all occasions when purchasing fuel.

2.6 First Aid Kits and Fire Blankets

All vehicles have been issued with First Aid Kits and a Fire Blanket and should always be left in the vehicle.

Personnel who use the First Aid kit for any reason should advise the CEOs Unit so that supplies can be replenished.

2.7 Mobile Phones/Electronic Devices

Operating a handheld mobile phone or other electronic communication device whilst driving is illegal and is not permitted. Using a mobile phone with a Bluetooth or in-car kit, or other electronic device(s) such as iPods, navigators, etc, whilst in charge of a Council vehicle is strongly discouraged. Drivers who need to use a mobile phone must safely pull over.

2.8 Process and Training for Multiple "At Fault" Accidents or Gross Neglect

Where a Councillor or delegate is responsible for a number of "At Fault" accidents or is responsible for gross neglect of a Council Vehicle, they may be subject to disciplinary action. The extent of the disciplinary action will depend upon the severity and the circumstances surrounding the offences and the driver may be required to attend a series of training sessions on safe driving and road regulations.

3 INSURANCE AND ACCIDENT PROCEDURES

3.1 Motor Vehicle Insurance & RACV Fleet Care

All Council vehicles are insured under a comprehensive policy covering all vehicles, drivers and authorised passengers and damage to third parties. Certain circumstances and actions may result in

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the policy being declared null and void resulting in the driver becoming personally liable for the damages. These circumstances may include but are not limited to:

- the driver of a Council vehicle is not in possession of a current driver's licence
- the driver of a Council vehicle is convicted of being under the influence of alcohol or drugs
- the driver of a Council vehicle is not authorised to drive the relevant Council vehicle.

If an emergency breakdown occurs, the driver must first contact the relevant roadside service provider. If the problem cannot be fixed, then the vehicle should be towed to the nearest registered dealership or approved service agent (e.g. the dealer network). In this event if it is a warranty item repairs should be carried out immediately, otherwise the CEO Unit must be contacted to authorise any necessary repairs.

RACV membership has been provided for each Council passenger vehicle. If you require breakdown assistance, please call 137228 and quote membership no. 3173031.

3.2 Personal Property

Drivers carrying or leaving private property in Council vehicles do so at their own risk as Council insurance may not cover the loss of private property.

3.3 Vehicle Loss due to Theft or Fire

In the event that a vehicle, or any part of a vehicle, is stolen, or lost as a result of fire, the CEO Unit should be notified to arrange for the appropriate insurance claim to be completed. In the case of theft, the driver should also immediately report the matter to the Police.

3.4 Vehicle Accident Procedure

If an authorised driver is involved in an accident whilst driving a Council Vehicle the following procedures should be followed at all times.

Personal Safety Is Your First Priority:

- a) Take all precautions necessary to safeguard yourself, casualties and bystanders against any further injury.
- b) Turn off ignition in crashed vehicles, and if fuel leakage is apparent in the accident area, ensure there are no other ignition sources near the vehicle.
- c) Attend to emergency needs, such as first aid, sending for ambulance, police and fire brigade (Emergency Telephone 000).
- d) You should then endeavour to obtain the following information: and if necessary, a police report.

3.5 Accident Details Required:

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- a) Other Vehicle(s) and Other Driver(s) details and/or property.
- b) Name and address of owner & contact phone number.
- c) Name, address and license number of driver & contact phone number
- d) Vehicle registration number make and model and year.
- e) Other parties Insurance Company.
- f) Damage to vehicles and property.
- g) Names and addresses of any witnesses.
- h) Details of personal injuries to any party.
- i) Sketch a brief plan/map of the accident.

Do not admit liability, even if you consider yourself at fault. Make notes of any conversations between you and other drivers and do not offer that you or the Council will pay for repairs.

3.6 No Fault Accidents

When a Council vehicle being driven for business or private purposes is involved in an accident which, in the opinion of Council or the insurer, is the fault of the other driver, then no excess will be payable by the assigned or authorised driver.

3.7 At Fault Accidents

Where a Council vehicle being driven for business or private purposes is involved in an accident which, in the opinion of Council or the insurer, is the fault of the assigned or authorised driver, then Council may seek reimbursement from the driver of the following charges as a contribution to the cost incurred by Council in relation to the at-fault accident:

- Standard charge of \$500; plus
- An additional charge of \$500 if the driver is aged under 25 years.

Under normal circumstances, Council will not apply the charges for the first at-fault accident. However, in the event of two or more at-fault accidents occurring within a twelve-month period, Council may require payment of the charges for the second and any subsequent at-fault accidents. In such instances, the Fleet Officer will write to the driver explaining that charges will become payable should there be any subsequent at-fault accident in the next twelve months. It is important to note that Council's Policy is void if the authorised driver at the time of the accident is under the influence of drugs/alcohol or is unlicensed. In such instances, the driver shall be liable for ALL costs associated with the accident.

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4 USE OF COUNCIL VEHICLES

4.1 Use of Council Vehicles by Councillors

A vehicle may be driven at any time in the course of carrying out normal Council operations by any driver who is authorised to do so and who holds a current and valid driver's license

4.2 Use of Council Vehicles on Council Business

Council's preference is that Councillors utilise Council vehicles, rather than their own private vehicle, when on Council business. All Council vehicles are comprehensively insured, refer Clause 4, and in general it is expected Council vehicles are likely to be safer than a driver's private vehicle because Council's vehicles are generally newer, maintained in good mechanical condition, with most recent safety features for that model of vehicle.

However, Councillors require to use their own private vehicle on Council business will be entitled to an allowance in accordance with the Australian Taxation Department cents per kilometre rate.

Council also has an insurance policy that covers private vehicles involved in an accident while on Council business. This insurance policy covers the reimbursement of payment of insurance excess effect on future no claim bonus on the Comprehensive Motor Vehicle Insurance Policy.

There is currently a limit of \$1,000 per claim on this policy. However, no coverage is provided by Council if the private vehicle has only third party, fire and theft insurance cover or is uninsured.