



**13.1 COUNCILLOR EXPENSES MONTHLY REPORTING - NOVEMBER 2021**

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**1. PURPOSE**

1.1 To report on the expenses incurred by Councillors, in accordance with the Councillor Expenses and Support Policy for the month of November 2021.

**2. EXECUTIVE SUMMARY**

- 2.1 The Local Government Act 2020 requires Council to maintain a policy in relation to the reimbursement of out-of-pocket expenses for councillors and members of delegated committees. Council endorsed its Councillor Expenses and Support Policy at the Council Meeting of 3 March 2021.
- 2.2 At that meeting Council also resolved to report monthly on Councillor allowances and expenses and present this at a Council meeting in addition to publishing this on the Council's website.
- 2.3 This report provides a report on all expenses for the month of November 2021.
- 2.4 The report outlines the total amount of expenses and support provided to Councillors and is detailed by category of support. Any reimbursements made by Councillors are also included in this report.
- 2.5 At the Ordinary Council Meeting 15 September 2021, Council adopted amendments to the Councillor Expense and Support Policy to improve accessibility to childcare reimbursements. Council adopted that Councillors were entitled to make retrospective claims for six weeks following the resolution on 15 September 2021, from the beginning of the Council term, which was 11 November 2020. These retrospective claims are realised in the November expense report (**Attachment 1**).

**3. RECOMMENDATION**

That Council:

- 3.1 Notes the monthly Councillor expenses report for November 2021 (**Attachment 1**) and that this will be made available on Council's website.

**4. KEY POINTS/ISSUES**

- 4.1 The Local Government Act 2020 (the Act) provides that councillors and members of delegated committees are entitled to be reimbursed for bona fide out-of-pocket expenses that have been reasonably incurred while performing their role, and that are reasonably necessary to perform their role.
- 4.2 The management of expenses is governed by the Councillor Expenses and Support Policy (the Policy), developed in accordance with the requirements of the Act and adopted by Council on 3 March 2021.



- 4.3 The Policy sets out the process for submitting requests for support and/or reimbursement. All requests are required to be assessed by officers prior to processing.
- 4.4 All requests for reimbursement must be lodged with officers for processing no later than 30 days from the end of the calendar month, except for the month of June where claims must be submitted within 7 days. Claims for reimbursement lodged outside this timeline will not be processed unless resolved by Council.
- 4.5 To accurately capture expenses, monthly reports are prepared no earlier than 15 days following the end of the month and reported at the next available Council meeting cycle. This means that reports are generally presented in a 2-month rolling cycle.

## 5. CONSULTATION AND STAKEHOLDERS

- 5.1 No community consultation is required for the purposes of this report.
- 5.2 A copy of Councillor expense reporting will be provided to the Audit and Risk Committee.

## 6. LEGAL AND RISK IMPLICATIONS

- 6.1 The provision of expenses and support to Councillors is governed by the Local Government Act, and Council's adopted policy.

## 7. FINANCIAL IMPACT

- 7.1 Provision of support and expenses for Councillors is managed within Council's approved operational budgets.

## 8. ENVIRONMENTAL IMPACT

- 8.1 There are no direct environmental impacts as a result of this report.

## 9. COMMUNITY IMPACT

- 9.1 This report provides to the community transparency and accountability by publicly disclosing expenses and support accessed by Councillors.

## 10. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY

- 10.1 Reporting on Councillor expenses delivers Strategic Direction 5 – Well Governed Port Phillip.

## 11. IMPLEMENTATION STRATEGY

- 11.1 Council reports to the community monthly on the expenses and reimbursements provided to Councillors.
- 11.2 Officers will publish monthly expense reports to Council's website once adopted.

## 12. OFFICER DIRECT OR INDIRECT INTEREST

- 12.1 No officers involved in the preparation of this report have any direct or indirect interest in the matter.

**ATTACHMENTS**    1. Councillor Expenses November 2021 