



13.1 COUNCILLOR EXPENSES MONTHLY REPORTING - MAY 2021

EXECUTIVE MEMBER: KYLIE BENNETTS, GENERAL MANAGER, CITY GROWTH AND ORGANISATIONAL CAPABILITY

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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 May 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 be published on Council's website.
- 2.3 This report provides a report on all expenses for the month of May 2021.
- 2.4 The report outlines the total amount of expenses and support provided to Councillors and are detailed by category of support. Any reimbursements made by Councillors are also included in this report.
- 2.5 Following the tabling of April's Councillor Expenses report where officers were requested to provide advice on ways to enhance support for Councillors to enable them to fulfil their role as elected members, officers have commenced undertaking benchmarking against other Victorian Councils on the childcare provisions in the Councillor Expenses and Support Policy. Initial consultation has been undertaken with the Audit and Risk Committee and an additional Audit and Risk Committee Meeting has been scheduled for 4 August 2021 for consultation, following which officers will bring further advice back to Council.

3. RECOMMENDATION

That Council:

- 3.1 Receives and notes the monthly Councillor expense report for May 2021 (attachment 1); and
- 3.2 Notes that the expense reports 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 14 days from the end of the calendar month. 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 Expense Report May 2021