



**13.1 COUNCILLOR EXPENSES MONTHLY REPORTING - AUGUST 2023**

**EXECUTIVE MEMBER: DANIEL LEW, ACTING GENERAL MANAGER, GOVERNANCE CAPABILITY AND EXPERIENCE**

**PREPARED BY: MITCHELL GILLETT, COORDINATOR COUNCILLOR AND EXECUTIVE SUPPORT**

**1. PURPOSE**

- 1.1 To report on the expenses incurred by Councillors during August 2023, in accordance with the Councillor Expenses and Support Policy.

**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 held on 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 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.

**3. RECOMMENDATION**

That Council:

- 3.1 Notes the monthly Councillor expenses report for August 2023 (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 updated Councillor Expenses and Support Policy (the Policy), developed in accordance with the requirements of the Act and adopted by Council on 15 September 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 30 days following the end of the month and generally reported at the next available Council meeting cycle. This means that reports are generally presented in a 2-3 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 2020*, 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. **Declaration of Councillor Expenses - August 2023** [↓](#)