



South Gippsland Shire Council

COUNCILLOR SUPPORT AND EXPENDITURE POLICY

Policy Number C51
Council Meeting Date 22 July 2020
Next Review Date July 2024

GOOD GOVERNANCE FRAMEWORK – COUNCILLOR SUPPORT AND EXPENDITURE POLICY

Overarching Principle

The Councillor Support and Expenditure Policy sets the level of support Council has determined is appropriate in term of equipment, resources and reimbursements for out of pocket expenditure deemed appropriate for the Mayor, Councillors and members of Council Delegated Committees to fulfil their civic duties.

The Policy provides structure to the Good Governance Framework 'Capability' pillar.

1. PURPOSE

The Councillor Support and Expenditure Policy C51 (the Policy) provides guidance for reimbursements of out-of-pocket expenses and the provision of facilities and resources support for Councillors and members of Council Delegated Committees.

The Policy outlines the responsibilities of claiming out-of-pocket expenses and that the payment or reimbursement must only be for the actual cost incurred while carrying out legitimate Council business. It is not for the time and effort spent in performing these duties.

The Policy is written to meet sections 41, 42 and 43 of the Local Government Act 2020 (2020 Act).

2. SCOPE

The Policy applies to current elected Councillors of South Gippsland Shire Council in the performance of their duties as a Councillor and appointed as the Council representative on South Gippsland Shire Council Delegated Committees or Joint Delegated Committees (2020 Act, s.63).

Councillor duties are those performed by a councillor 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 councillor, mayor or deputy mayor
- attendance at meetings, events or functions representing council
- duties in relation to constituents concerning council business.

COUNCIL POLICY

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

The Policy does not apply to external contractors, independent people, or volunteers appointed by Council to Council Committees that include, but not limited to, the Audit & Risk Committee, Chief Executive Officer Employment & Remuneration Committee, Community Asset Committees (2020 Act, s.65) or formally appointed Advisory Committees. These are each dealt with separately under terms of reference or other arrangements.

3. POLICY PRINCIPLES – COUNCILLOR SUPPORT AND EXPENDITURE

3.1 Role of Councillor

Councillors roles and responsibilities as prescribed in s.28(2) of the 2020 Act, sets out how Councillors are required to undertake their duties. The below principles require Councillors to:

1. Consider the diversity of interest and needs within the municipality;
2. Support the role of the Council;
3. Acknowledge and support the role of the Mayor;
4. Act lawfully and in accordance with the oath or affirmation of office;
5. Act in accordance with the standards of conduct;
6. Comply with Council procedures required for good governance; and
7. Understand that the role of Councillor does not include the performance of any responsibilities or functions of the Chief Executive Officer.

3.2 Provision of Support and Recognition Principles

Council will specify the level of support determined as reasonable for South Gippsland Shire Councillors and Delegated Committee members. The level of support includes mandatory items such as reimbursement of bona-fide expenses, Council meeting facilities, support and resources, as prescribed in the regulations and guidelines provided by Local Government Victoria, as amended from time to time, and additional resource provision deemed acceptable by Council.

The principle of providing support and reimbursements of expenses to Councillors is derived from legislated requirements in ss.40 to 43 of the 2020 Act.

Minimum resources and facilities are prescribed for the purposes of supporting Mayors and Councillors in performing their duties as a Councillor.

The Policy is compliant with relevant legislation, consistent with Local Government Victoria's specified standards and it supports the attraction and retention of Councillors from a wide cross section of people.



The establishment of clear support and expenditure principles assists Councillors to perform their duties and seeks to:

1. Encourage diversity in participation, equity and access by recognising that Councillors operate in a complex environment and bring unique skills and insights to the role;
 - a. Diversity in participation and access to local representation contributes to well informed decision making involving the community;
 - b. The role of Councillor should attract and retain a wide cross section of people, including those from under-represented groups;
 - c. Councillors need to be accessible to a wide range of constituents and stay informed about issues in the community. These are an important part of the role and use of internet is essential to facilitate access;
 - d. Councillors are supported in undertaking their duties by assuring that reimbursement of expenses and access to resources support are provided in an equitable manner to cater for the full participation of all Councillors in Council business and with their communities, while recognising individual needs and circumstances;
 - e. Councillors are required to attend formal Council meetings and participate in community activities; and
 - f. The Community, Council and the State Government require resources to be used judiciously within a rate capped environment setting an expectation of Council to tighten controls on spending on behalf of the community.

3.3 Encourage accountability, transparency and community acceptance by:

1. Adopting and adhering to the Policy;
2. In addition to providing expenses reimbursement, adequately reflecting and using the allocated provision of resources and facilities entitlements available to a Mayor and Councillors;
3. Providing flexibility to determine what Council can afford to provide beyond the mandatory items mentioned under clause 4.3 of this Policy and what is acceptable to the community; and
4. Ensuring the details and range of benefits provided to Councillors by Council is clearly stated and fully transparent and acceptable to the local community.

3.4 Support local flexibility according to complexity, needs and standards by recognising that:

1. It is a basic cost of governance to provide for the reimbursement of expenses necessarily incurred by Councillors in the performance of their duties;
2. Council has a responsibility to establish and define an appropriate and reasonable level of provision. This level will take into account differences between councils and levels of complexity of councils indicated by population size and revenue base to enable Councillors to carry out their civic role; and



3. This provision should conform to legislative and statutory requirements or accepted benchmarks and standards applied in the Sector.

3.5 No disadvantage, in that Mayoral and Councillor Allowances are provided separately to reimbursement of expenses and the costs of facilities / resources support.

The provision of Mayoral and Councillor allowances are not a form of salary, but are legislated by the State Government under s.39 of the 2020 Act and in accordance with a determination of the Victorian Independent Remuneration Tribunal under the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019*.

4. GUIDELINES – COUNCILLOR SUPPORT AND EXPENDITURE

4.1 Councillor Induction

1. Councillors will be supported in their role through a comprehensive Councillor Induction Training Program, incorporating relevant sessions organised by Council staff and local government peak bodies. This Program is to be conducted within six months after the day the Councillor takes the oath or affirmation of office.
2. If a Councillor fails to participate fully and complete the Councillor Induction Training Program within this timeframe and does not make a written declaration in front of the Chief Executive Officer (CEO), as required by s.32(3) of the 2020 Act, an allowance of a Councillor is withheld until these actions by the Councillor is completed.

4.2 Councillor Allowances

1. Councillor allowances are paid in accordance with legislated requirements (including superannuation), with annual increases gazetted by the Minister for Local Government.
2. South Gippsland Shire Council is a Category 2 Council as gazetted by the Minister for Local Government. Councillors will be paid the maximum level available under this Category 2, unless they individually choose to receive a lower or no allowance. Allowances are taxable incomes which will be paid monthly, in advance of the commencement of the month.
3. Payment will be made by electronic funds transfer, into an account authorised by the Councillor in writing by the Councillor.
4. Under s.39(5) of the 2020 Act, a Mayor, Deputy Mayor or Councillor may elect:
 - a. to receive the entire allowance to which they are entitled; or
 - b. to receive a specified part of the allowance to which they are entitled; or
 - c. to receive no allowance.

4.3 Necessary Items for Support, Resources and Facilities

1. Administrative support for the Mayor.



2. Office for the Mayor.
3. Vehicle for the Mayor.
4. Computer - laptop and associated chargers for all Councillors.
5. Councillor accessible intranet (or equivalent) as part of Council's online environment (this will be provided through the laptop).
6. Council's online Portal – online accessibility to Council's agendas, minutes and briefing papers.
7. Mobile phone (and landline only if there is inadequate mobile coverage at a Councillor's normal residence).
8. Stationery.
9. Access to fax / copier / incidental printing (smallest number of pages possible) at Council offices, or for printing own copies of Council briefing papers, agendas and minutes. Any printing beyond this requirement requires the approval of the Mayor and Deputy Mayor.
10. As part of Council's Sustainability Strategy printing is encouraged to be kept to a minimum and undertaken at the Council offices where costs are the lowest. The Policy recognises from time to time a Councillor may need to utilise their own printing devices and therefore a small number of cartridges for monochromatic printing may be reimbursed annually.

Note: Council resources will not be provided for personalised Ward newsletters (as per Council's resolution on 27 April 2016).

11. Website development – provided in the form of a webpage containing Councillors' names, photos, contact details and associated links to facilitate participation and access between Councillors and the community.
12. A Council must indemnify and keep indemnified each Councillor, member of a Delegated Committee and member of a Community Asset Committee in accordance with s.43 of 2020 Act.

4.4 Resources Provided in addition to the Necessary Items

The following has been determined by Council to be in addition to the specific necessary items:

1. Optional access to Council vehicles for Councillors in lieu of travel reimbursement (except in cases where use of pool car is not practicable e.g. interstate travel) in accordance with Councillor Vehicles Policy (CE04).
2. Catering is provided by Council's contracted caterer for Council business meeting dates. The type of catering will depend on the type of meeting, timing and attendees.
3. Car Parking Permit on Council premises. Allowing access to the Council offices on Council business days. The Permit is only valid on days that are nominated as Council business.



4. Access to office space and furniture in the form of Councillor's room.
5. Where available, use of meeting rooms owned and controlled by Council where a Councillor is in attendance.
6. For any Councillor with a disability, Council may resolve to provide reasonable additional facilities and expenses, which may be necessary for the performance of their duties.
7. Access to Council email and internet.
8. Internet at normal place of residence (where Council internet provision is not available through the laptop/mobile phone).
9. Business cards, name badges, including changeover with Mayor and Deputy Mayor titles, and a diary.
10. Council officer nominated to provide incidental (limited) support for Councillors for Council business requirements.
11. Incidental postage of Council related mail through Council's mail system. A copy of this postage will be kept by Council. Any postage beyond this requirement requires the approval of the Mayor.
12. Reimbursement of reasonable expenses necessarily incurred while entertaining visiting guests on behalf of Council or attending meetings, seminars or conferences (separate to accommodation and travel expenses) including the reasonable cost of drinks accompanying a meal.
13. The Council or Chief Executive Officer (CEO) must give approval prior to any such entertainment/ seminar/conference or meeting for which reimbursement will be sought, unless the Councillor is Council's nominated representative for the event concerned.
14. Payment and re-imbursement of course, conference and program fees incurred in undertaking training and development activities to acquire new, or to enhance existing skills required to assist a Councillor in performing their role as a Councillor, or to achieve wider Council goals. Any learning opportunities identified are to be approved by the CEO. Where appropriate, Councillors are encouraged to report the outcome of the activity to Council immediately upon completion of the activity.
15. Child care/family care to cover Council related meetings and functions in accordance with the defined level of provision (*refer to item 4.5(5) Level of Provision for further information on child/dependent care and/or carer relationship*).
16. Transcripts specifying sections required of a recorded Council meeting. Requests are to be made through the CEO.
17. Requests for Information and/or assistance from staff, beyond that provided in briefings and published on the Councillor Intranet, are to be made through the relevant Director and will be managed at the Director's discretion. *Refer to Councillor Access to and Request for Council Information Policy (C66).*



18. Access to the *Local Government Act 2020* and other legislation online at www.legislation.vic.gov.au.
19. Councillor Newsletter weekly bulletin of Council information, relevant publications, local and industry events and other general information published online through the Councillors' intranet (excluding publications in the second half of December and the month of January).

4.5 Level of Provision for Councillor Travel – Reimbursement of Private Vehicle Usage and Public Transport Costs is only for:

1. Travel where the primary purpose of the trip is for legitimate and necessary Council business, including:
 - a. Council Meetings and Briefings of Councillors;
 - b. Delegated Committee Meetings of Council when the Councillor/Member is the nominated representative/ substitute;
 - c. Regional meetings where the Councillor claiming reimbursement is Council's endorsed representative and travel is not paid/reimbursed by the regional organisation or meeting convenor;
 - d. Other Nominated Committees where the Councillor has been appointed as Council's representative/substitute by Council, or otherwise by approval of the Mayor;
 - e. Functions to which Councillors are invited by organisations and where there is a direct involvement of Council. (Note: costs associated with the attendance by spouses/partners must be paid by the relevant Councillor);
 - f. Functions and events when requested by the Mayor to deputise for him/her;
 - g. Inspections of properties and/or locations in regard to:
 - i. matters in current briefings and/or Council agendas, or
 - ii. a community member with a relevant Council related matter; or
 - iii. for Ward related open public information stands; and
 - iv. that sufficient relevant details are to be specified on the claim form.
 - h. Organised community meetings; and
 - i. Organised training, conferences and sector networking meetings.

4.6 Level of Provision for Councillor Travel – Reimbursement of Mileage and other Travel Expenses

1. Kilometres are eligible to be claimed measured from (and to) the Councillor's place of residence, or from the journey's commencement (or end) point, whichever is the closest to the Council offices or designated meeting location.
2. Where a journey's originating (or end) point is further away than the Councillors usual place of residence, it is only the incremental portion that is to be claimed as Council business related.



3. Where personal and Council related travel are both being undertaken in a single journey, the Councillor is required to use their professional judgement to articulate kilometres that are predominantly attributable to the primary and secondary purpose of the journey.
4. For the sake of clarity, Councillors will not make a claim, nor will a claim be approved by the CEO, for travel where the primary reason for the travel is for private purposes and the Council related purpose is secondary and incidental.
5. Travel is to be taken by the shortest practical route.
6. Travel reimbursements per kilometre are the rates set by the Australian Taxation Office.
7. On and off-street car parking fees.
 - a. Does not include valet or personalised service parking where these costs are higher than other standard parking facilities available in close proximity.
8. Tolls maybe incurred including those associated with CityLink such as day passes or those transactions incurred as part of an existing personal e-tag account.
9. Taxi charges.
10. Public transport charges.

Note: All receipts and relevant details regarding the purpose, date and time of the meeting or function must be submitted with the reimbursement claim.

4.7 Level of Provision for Councillor Travel - Interstate and Overseas

1. Discretionary interstate trips, interstate travel and attendance at interstate conferences in relation to Council business, requires approval of the CEO prior to the event.
2. Overseas travel in relation to Council business requires approval by resolution of Council prior to the event.
3. In both of the above circumstances it would be likely that a Councillor would be the Council's appointed or nominated Council representative.
4. Air travel will be by economy class with bookings and payment to be made by Council.
5. Councillors must, within seven days after the completion of a trip, record the following details in Council's Local Government register:
 - a. Councillor Name;
 - b. Destination;
 - c. Date/s of travel;
 - d. Purpose of travel; and
 - e. Total cost to the Council including accommodation costs.



6. As per clause 12 of the Local Government (General) Regulations 2015 requires Council to maintain a register for public inspection of details and costs relating to overseas and interstate travel undertaken by Councillors (with the exception of interstate travel by land for less than three days) *Freedom of Information Act 1982*.
7. It is expected that a Councillor will provide a full report of the outcomes of their travel to the next meeting of the Council after the travel occurs.
8. International use of mobile phones or electronic data connections on iPad/tablet, including associated roaming charges, requires CEO approval prior to departure and expenditure is limited to a maximum of \$600 for the entire trip. Councillors must minimise these costs by turning the phone off except when making a call and using SMS messaging to keep costs as low as possible. Expenses incurred over \$600 are to be paid by the Councillor.
9. Councillors where possible are to use free wi-fi internet to minimise data costs to Council.

4.8 Level of Provision for Accommodation

1. Accommodation for conferences and overnight requirements to attend meetings is limited to a maximum of four-star level only if a suitable three-star accommodation is not available.
2. The difference in cost is to be paid by the Councillor where accommodation is sought at a higher standard than the available 3-star (4 star by exception) standard.

4.9 Level of Provision for Child Care and Carers in a Carer and Dependent Relationship Provisions

As per s.41(c)(d) and s.42(2)(b) of the 2020 Act, Council is to provide reimbursements for child care costs and expenses incurred by a Councillor who is a carer of a dependent in a care relationship (within the meaning of section 4 of the *Carers Recognition Act 2012*).

The following reimbursements criteria apply to either child care and/or carer relationship:

1. Child care / family care – expenses reimbursed for the care of a dependant whilst the Councillor is engaged in Council duties, such as attending a Council related meeting or event, plus reasonable travel time.
2. Where the care relates to dependent adults, the CEO must be satisfied that the expense is appropriate.
3. Family care expenses include hourly fees paid by the Councillor and/or agency booking fees where applicable.
4. The following will be eligible for the purposes of child/dependent care and/or carer relationship reimbursement:
 - a. Council Meetings and Assemblies of Councillors.
 - b. Delegated Committee Meetings of Council when the Councillor is the nominated representative/substitute;



- c. Regional meetings where the Councillor claiming reimbursement is Council's endorsed representative and child/dependent and/or carer relationship care is not paid/reimbursed by the regional organisation or meeting convenor.
- d. Other Nominated Committees where the Councillor has been appointed as Council's representative/substitute by Council, or otherwise by approval of the Mayor;
- e. Functions to which Councillors are invited by organisations (attendance by spouses/partners must be paid by the Councillors) and where there is a direct involvement of Council.
- f. Child/dependent and/or carer relationship care expenses incurred by Councillors embarking on sites/matters raised by members of the community, and/or related to current/imminent Council Agenda items, which are required to enable the Councillor to form an opinion.
- g. The purpose, destination, subject matter, date and time are required to be provided to support the claim.
- h. Approved training, conferences and seminars.
- i. No payments will be made to a person who:
 - i. Has a financial or pecuniary relationship with the Councillor; or
 - ii. Resides either permanently or temporarily with the Councillor, except where a live-in/professional helper such as a nanny or nurse is required to work additional time at extra expense because of the Councillors duties. In these occurrences the extra payment can be claimed; or
 - iii. Has a relationship with the Councillor or his or her partner, such that it would be inappropriate for Council to reimburse monies paid to the Care Provider.

4.10 Other related Acts and Requirements

Councillors must disclose any disclosable gift that is given to them as per s.128(4), s.137(1) and s.138 of the 2020 Act. Gifts to Councillors must also be disclosed and recorded in Council's gift register via the support officer to the CEO. Refer to *Council's Acceptance of Gifts & Donations Policy (C01)* (or equivalent once adopted) for further guidance on disclosing gifts and the value of gifts.

Council must consider the support that may be required for a Councillor because of a disability as per s.42(a) of the 2020 Act. For any Councillor with a disability, Council may resolve to provide reasonable additional facilities and expenses, which may be necessary for the performance of their duties. Council is to follow the *Disability Act 2006*.

Councillors are to abide by Occupational Health and Safety requirements an Council's *Occupational Health and Safety Policy (CE78)* when undertaking their duties of office. A Councillor injured while carrying out their duties may be entitled to claim workers compensation under the *Accident Compensation Act 1985*.



4.11 Limitations on Resource Usage

A Councillor should seek authorisation from the Council through the Mayor prior to using public funds or resources for any purpose that is not a standard/regular practice or likely to incur expenditure that may not be deemed an acceptable use by the broader community (*Source: Council resolution 27 April 2016*).

4.12 Internal/External Audit Review of Claims

1. Support provided under the Policy will be subject to review by the internal Audit and Risk Committee on an annual, or as requested, basis.
2. The Victorian Auditor General's Office (VAGO) may also request to review claims for reimbursement by Councillors, as part of the review of Council's financial management.

4.13 Transparency on Expenditure and Reimbursements

1. The annual expenditure on Councillors' allowances and reimbursements will be reported in accordance with legislated requirements in the Annual Report.
2. The broader 'Costs of Elected Representation' will be reported annually in accordance with the regulated Local Government Performance Reporting Framework indicator requirements and published on the State Government's 'Know Your Council' website for comparative and transparency purposes.

5. PROCEDURE: REIMBURSEMENT OF CLAIMS

This section outlines the timeframes and procedures for reimbursement of claims. As per s.40 of the 2020 Act, Councillors will only claim reimbursements for reasonable, bona fide out-of-pocket expenses incurred while performing the role and duties of Councillor.

5.1 Reimbursements

1. Councillors are responsible for retaining and submitting all relevant documentation (receipts and invoices) for their reimbursement claims.
2. To ensure transparency and accurate recording, all reimbursements will be paid directly into the Councillor's nominated bank account. A remittance of payment will be provided to the Councillor.

5.2 Forms and Receipts

1. Claims must be made on the appropriate Council claim form with supporting documentation including gst receipts and invoices and the dates purchased. The claim forms are required to be signed by the Councillor.
2. A Councillor claiming for private vehicle use and mileage is responsible for keeping a travel log. This travel log is to be submitted at the end of each month.
3. All claims must be submitted to the support officer to the CEO.

5.3 Timeframe for Submitting Claims

1. Councillors must submit claims within seven (7) days of the end of each month.



2. Claims that are submitted after seven (7) days are considered late and will be referred to the Mayor and Deputy Mayor to determine if extenuating circumstances for late submissions are reasonable. The Mayor and Deputy Mayor will advise the CEO if these circumstances are acceptable or not for payment determination. They will also advise the Councillor accordingly.
3. If the claims relate to the Mayor then these will be referred to the Deputy Mayor and the most recent previous Mayor to consider and advise accordingly. (Note: the CEO retains the financial delegation to authorise payments and/or seek further information to support claims made).
4. At the end of each Financial Year all claims, must be submitted to the support officer to the CEO and Mayor for authorisation by 7 July (within seven (7) days of the end of the financial year), so that they can be paid in the year in which they were incurred.
5. Late payments received after this date for the end of each Financial year are to be referred to Council as a report to Council, ideally in the July meeting as this approval for payment is in the next financial year to when it was incurred.

5.4 Reimbursement Authorisation

1. Claims that appear to lack clear alignment with Council related purposes will be referred to the Mayor and Deputy Mayor to determine before payment can be approved.
2. The Mayor and Deputy Mayor will advise the Councillor accordingly. If the claims relate to the Mayor then these will be referred to the Deputy Mayor and the most recent previous Mayor to determine and advise the CEO/Mayor accordingly.
3. CEO will designate Council officers in respect of reimbursement and other expense transaction processes referred to in the Policy.

5.5 Reimbursement of Claims in an election year

1. In an election year of Council, all claims for reimbursement are to be submitted to Council prior to the commencement date of a Council Election Period. As defined in s.3 of the 2020 Act an Election Period means the period that:
 - a. Starts at the time that nominations close on nomination; and
 - b. Ends at 6pm on Election Day.
2. All equipment provided by Council under the Policy must be returned to Council at the end of a Councillor's term of office.
3. Council resources are not to be used for any electioneering purposes.

6. RISK ASSESSMENT

1. The Policy enables:
 - a. Council, Councillors, and Council Staff to understand misuse of Council resources (fraud) and reputational risk is minimised by providing:
 - i. Consistency with current legislation;
 - ii. Adequate support to Councillors to carry out their responsibilities effectively;



- iii. Approval requirements for resource usage beyond the levels of mandatory and general incidental use; and
- iv. Transparency and accountability in respect to payments made and expenditure incurred to/by Councillors.

- b. Council to demonstrate its commitment to openness and transparency by articulating requirements that are considered by Council to be necessary and reasonable for Councillors to claim as bona-fide out-of-pocket expenses.
- c. Community confidence and public trust in Council to be maintained or improved.
- d. Council to address matters that are not explicitly captured in the Local Government Act 2020 and, when followed will mitigate the likelihood of any breaches of the *Local Government Act 2020*.

7. ROLES AND RESPONSIBILITIES STATEMENT

The *Policy, Guidelines* and *Procedures* will be distributed:

- 1. To Councillors via Councillor Induction Training Program and on the Councillor on-line Portal;
- 2. Making this Policy available for public inspection at the Council Office; and
- 3. Publication of the Policy on the Council website.

8. RELATED POLICIES

Council's Governance Rules
 Council's Good Governance Framework
 Councillor Code of Conduct (C14)
 Councillor Vehicle Policy (CE04)
 Occupational Health and Safety Policy (CE78)
 Acceptance of Gifts & Donations (C01)



POLICY OWNERSHIP			
Directorate		Corporate and Community Services – Council Business	
DEFINITIONS			
Carer		A carer is defined under s.4 of the Carers Recognition Act 2012	
Councillor		A person who holds the office of member of a Council. Note: as far as is applicable the policy provisions apply to an Administrator appointed by the Minister in place of Council, with the Administrator Chair reflective of the provisions applicable to the Mayor.	
Delegated Committee		Defined under the Local Government Act 2020, s.63 Delegated committees: (1) A delegated committee established by a Council– (a) must include at least 2 Councillors; and (b) may include any other persons appointed to the delegated committee by the Council who are entitled to vote.	
SUPPORTING INFORMATION			
Legislative Provisions		Accident Compensation Act 1985 Carers Recognition Act 2012 Disability Act 2006 Equal Opportunity Act 2010 Freedom of Information Act 1982 Gender Equality Act 2020 Charter of Human Rights and Responsibilities Act 2006 Local Government Act 2020, ss.41 to 43 apply. Local Government Act (General Regulations) 2015 Privacy and Data Protection Act 2014 Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019	
Council Supporting Documents		Councillor Code of Conduct (C14) Election Period Policy (C30)	
File Number		TRIM Ref: D4984520	
Previous Version File Number		TRIM Ref: D9875819	
REVISION HISTORY			
Policy Review		In accordance with Council's policy review process, this policy will be reviewed and adopted on a 4-year cycle unless required earlier for legislation or other reasons.	
Version	Approved	Approval Date	Sections Modified
1.0	Ordinary Council Meeting	22 March 2013	
1.1	Ordinary Council Meeting	25 March 2015	Revised.
1.2	Ordinary Council Meeting	27 July 2016	Revised to include acceptable tool kit provisions.
1.3	Ordinary Council Meeting	26 April 2018	Revised levels of support and limits for reimbursement.
1.4	Ordinary Council Meeting	27 March 2019	Revised definitions for the purpose of travel reimbursements.
1.5	Ordinary Council Meeting	20 November 2019	Revised accommodation, allowances and reporting.
1.6	Council Meeting	TBC 22 July 2020	Compliance to Local Government Act 2020.