

COUNCIL POLICY

Councillor Expenses and Support

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REVISION RECORD

Date	Version	Revision description
01/09/2009	1.0	Adopted Version 1
06/08/2013	2.0	Version2 Reviewed and revised after Council general election 27/10/2012 Tabled and adopted with amendments at Ordinary Council Meeting M10 06/08/13
05/06/2018	3.0	Adopted Version 3.0 Included amendments to mayor and Councillor vehicles and reporting requirements. Signed and sealed by council 05/06/2018
4/6/2019	4.0	Adopted Version 4.0 Typographical amendments. Extension of next review date.
25/8/2020	5.0	Adopted Version 5.0 Update to align with requirements of <i>Local Government Act 2020</i> .
30/07/2024	6.0	Adopted Version 6.0 Following benchmarking of other Hume Region Councils, more detailed information regarding allowances and support provided to Councillors has been added.

1. Purpose

The purpose of this policy is to:

- define the parameters for the reimbursement of necessary and bona fide out of pocket expenses incurred while performing duties as a Councillor or member of a delegated committee, as provided for by section 40 of the *Local Government Act 2020*; and
- establish the resources, facilities and support to be provided to Councillors.

2. Scope

This policy applies to all Alpine Shire Councillors and members of Council's delegated committees where specified.

3. Policy details

Councillors and members of delegated committees are entitled, under s40 of the *Local Government Act 2020* (the Act), to reimbursement of expenses reasonably incurred in the performance of their duties.

This policy ensures that the reimbursement of these expenses is in accordance with the Act and meets the Act's principles of public transparency; achieving the best outcomes for the municipal community; and ensuring the ongoing financial viability of the council.

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 Councillor or member of a delegated committee; AND
- Are reasonably necessary for the Councillor or member of a delegated committee to perform their role.

In the year of a Council general election, this policy must be read in conjunction with the Election Period Policy contained within Council's Governance Rules.

3.1 OFFICIAL COUNCIL DUTIES

Official Council duties are those duties performed by a Councillor as a necessary part of their role, in achieving the objectives of council.

In this policy, official Council duties include but are not limited to:

- Meetings of the Council or its committees.
- Meetings, briefing sessions and civic or ceremonial functions convened by Council.
- Meetings of community groups, organisations and statutory authorities to which a Councillor has been appointed as a Council representative.
- A meeting, function, inspection, event or other official role as a representative of the Mayor or the Council.
- Meetings with Council officers on any matter relating to the Council, including committee responsibilities or the general duties of a Councillor.
- Conferences, training sessions and functions in capacity as Councillor.

Members of delegated committees exercise powers of Council, under delegation. The above description of official Council duties applies to members of delegated committees in the same way that it applies to Councillors.

3.2 ANNUAL ALLOWANCE

3.2.1 Setting of annual allowance

Section 39 of the *Local Government Act 2020* provides the framework for the payment of annual allowances to the Mayor, Deputy Mayor, and Councillors. Annual allowances are set by a Determination of the Victorian Independent Remuneration Tribunal, and are subject to annual adjustments as set by the Tribunal.

Superannuation entitlements will be in accordance with the Determination of the Victorian Independent Remuneration Tribunal.

Annual allowances are taxable income, however tax is not deducted by Council. Any personal taxation implications from the receipt of annual allowances are the responsibility of individual Councillors. Council Officers are not able to provide personal financial advice.

3.2.2 Eligibility for annual allowance

Councillors must meet the eligibility requirements specified in the *Local Government Act 2020* with regards to receiving the annual allowance.

Payment to Councillors will commence once eligibility criteria are met. Payments will be calculated based on the official start and finish dates of the term of the individual Mayor, Deputy Mayor, or Councillor.

The *Local Government Act 2020* makes provision for annual allowances to be suspended for specific offences.

3.2.3 Payment of annual allowance

Commencing from the 2024 Council general election, annual allowances will be paid monthly in advance, on a pro-rata basis – ie payment for the month of April will be paid in the last fortnight of March. Payment will be made via Electronic Funds Transfer (EFT) into an account authorised in writing by the Councillor.

Councillors may elect to receive all, part, or none of the annual allowance, in accordance with the *Local Government Act 2020*. Councillors will be asked to nominate their preference each year following the Mayoral election.

An annual statement of the annual allowances will be provided to each Councillor following the completion of each Financial Year.

The *Local Government Act 2020* makes provision for Councillor annual allowances to be suspended in specific circumstances.

3.2.4 Leave of absence

Requests for a leave of absence must be made in accordance with Council's Governance Rules.

3.3 RESOURCES AND FACILITIES FOR MAYOR AND COUNCILLORS

Council will make available to the Mayor and Councillors, the resources and facilities reasonably necessary to enable them to effectively perform their roles (see s42(1) of the Act). The following support is provided as a minimum:

- Mayoral office located at the Bright Council office (see item 3.3.1);
- Communications equipment (see item 3.3.4); and
- Mayoral vehicle and use of fleet vehicles for Councillors (see item 3.6).

Where an elected Councillor requires additional support due to a disability, or because they are a carer in a care relationship (as defined by s4 of the *Carers Recognition Act 2012*), Council will work with the elected Councillor to determine how best to support their needs (see s42(2) of the *Local Government Act 2020*).

3.3.1 Office facilities

A Mayoral Office will be available for use by all Councillors (Mayor, Deputy Mayor, and Councillors) at the Bright Council Office during normal business hours. The office will be suitable for office work, reading, research, and small meetings.

Visitors to the Mayoral Office must be accompanied by a Councillor or member of Council staff, and report to reception on arrival.

3.3.2 Office access

Councillors must enter and exit the Bright Council Office through the public entry front door during normal business hours, and report to reception on their arrival. Councillors will not be provided with door access key cards.

3.3.3 Meals and refreshments

Where possible, Briefing Sessions, Ordinary Council Meetings, and Special Council Meetings will be scheduled outside of regular meal times. Light snacks and refreshments may be made available as required.

3.3.4 Communication equipment

Each Councillor will be provided with the following home / workplace facilities:

- Mobile computer device with standard Council applications and data allowance
- @alpineshire.vic.gov.au e-mail address
- Mobile phone or soft phone capability

Data allowance on mobile computer device should be utilised for conducting Council related business only. Reasonable personal use of a mobile device is allowed subject to all additional and personal purchases not being met by Council.

The costs of any consumables used by a Councillor (stationery, printer cartridges etc) are to be paid for by the individual Councillor.

Loss or theft of equipment must be reported immediately to the Chief Executive Officer. Lost items are to be replaced at the Councillor's expense. Stolen devices must be reported to Victoria Police, and will be replaced by Council.

Use of Council-supplied equipment is governed by the Election Period Policy in the year of a Council general election. Where Councillor term of office expires or is due to expire, Council-supplied equipment must be returned as soon as possible, but not more than 2 days after expiration of the term of office.

3.3.5 Communication equipment supplied by individual Councillor

Councillors may choose not to utilise Council-supplied communication equipment, and supply their own communication equipment instead. For those Councillors who choose this option, the following allowances are available:

- Council will pay an allowance of \$20/month if councillors have a home Wi-Fi internet connection and mobile devices are connected to it.
- Council will pay an allowance of \$20/month if councillors use their personal mobile phone instead of a Council provided mobile phone.

No further claims for ICT may be made other than the ICT allowances outlined above.

Councillors will be asked to nominate their claim for ICT allowances each year following the Mayoral election. Where a Councillor wishes to use their personal mobile phone and

phone number for official Council duties, they will be asked to consent to these details being made public on Council's website.

3.3.6 Payment of allowances for communication equipment

Payment of allowances for communication equipment will be made on the same schedule as payment of Councillor allowances.

The *Local Government Act 2020* makes provision for Councillor annual allowances to be suspended in specific circumstances. The allowance for communication equipment will also be suspended in these instances.

3.3.7 Health and wellbeing

Councillors will be invited to participate in free annual influenza vaccinations, in line with the program offered to Council staff in the relevant year.

Councillors may utilise the Employee Assistance Program for access to free, independent and confidential counselling and support to address personal concerns.

3.4 ADMINISTRATIVE SUPPORT

3.4.1 Administrative support

Councillors must follow the proposed Councillor and Staff Interaction Policy when seeking administrative support.

Limited support is available through the Chief Executive Officer's office. This is restricted to:

- Management of the central Councillor Calendar, where invitations will be offered to official Council events including Briefing Sessions, Council Meetings, and other events where Councillor attendance has been requested.
- Where there is official correspondence requiring the Mayor's signature, this will be drafted by the Chief Executive Officer's office, and sent to the Mayor for comment prior to signature. This does not include regular informal correspondence addressed to the Mayor.
- On the occasion where a Councillor is requested to make a speech at an event, speech notes will be prepared by Council's Engagement and Communications team, and distributed to the Councillor prior to the event.
- Media releases will be prepared by the Engagement and Communications team, with the spokesperson for Council determined in accordance with the Councillor Code of Conduct, and the Media and Marketing Policy.

Councillors must not use Council stationery or Council email addresses to publish information that purports to be on behalf of Council.

3.4.2 Office supplies

As identified in section 3.3.4, Councillors are required to supply their own stationery and consumables such as printer ink. Council letterhead is not available for Council use, and is restricted to official business coordinated via the Chief Executive Officer's office only.

3.4.3 Mail

The majority of mail for Councillors will be sent electronically to their Council email address. In the case of hard copy mail, this will be provided to Councillors at regular Briefing Sessions.

3.4.4 Supply of Council information

Information relating to official Council duties will be provided via official Councillor email addresses, and also via an online Councillor portal.

3.4.5 Identification

Council branded name tags and business cards will be made available to Councillors during their term with Council. Business cards will only provide official Council contact methods.

Official Council photographs will be taken at the commencement of the new Council term, which must be used only for official Council duties. A biography will also be developed, in conjunction with the individual Councillor and the Engagement and Communications team. Both the photograph and biography may be updated during the Council term on request.

Each Councillor will be identified on Council's website, including photograph, biography, email address, and phone number.

Councillors and Mayors will be listed on the Alpine Shire Council Honour Board, viewable in the Bright Council Offices.

3.5 CHILDCARE AND CARER EXPENSES

3.5.1 Childcare

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 (refer to s41(2)(c) of the Act).

This applies to 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.

3.5.2 Carers

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 (as defined by s4 of the *Carers Recognition Act 2012*) incurs reasonable expenses in the performance of their duties (refer to s42(2)(d) of the Act).

3.5.3 Reimbursements for childcare and carers

Reimbursement of childcare and / or carer expenses is subject to the following conditions:

1. Where government subsidised childcare and carer services are available, Councillors are to take advantage of these forms of care in the first instance. Where government subsidised care is not available, other forms of care will be considered on a case-by-case basis, and in accordance with this policy.
2. Where government subsidies for childcare and / or carers apply, Council will not reimburse costs met by those government subsidies. Council will only cover costs for the gap after government subsidies are applied.
3. Payments for childcare and carer services will not be made to a person who resides with the Councillor or delegated committee member; has any financial or pecuniary interest with the Councillor or delegated committee member; or has a relationship with the Councillor, delegated committee member or their partner (eg partner, mother / father, grandparent, sister / brother or sister / brother in law).
4. The maximum amount per month that an individual Councillor or member of a delegated committee will be reimbursed for childcare and / or carer expenses is \$450.

Each childcare or carer expense claimed shall be substantiated by a receipt from the caregiver showing the dates and times care was provided and accompanied by a written statement from the Councillor or member of a delegated committee explaining why the care was needed on each occasion.

Claims for reimbursement of childcare and / or carer expenses must be submitted within three months of the date from which they are incurred.

3.6 PROFESSIONAL DEVELOPMENT, CONFERENCES AND FUNCTIONS

This policy acknowledges the obligation on Councillors to be properly informed on all matters pertaining to Council services and the issues of importance to the community.

To assist in this education process, the policy encourages Councillors to avail themselves of opportunities to undertake appropriate professional development (conferences, seminars, workshops and training sessions) that may be of benefit to the individual Councillor and Council as a whole.

Separate from optional professional development, Council will implement the mandatory Councillor induction and training program required by the *Local Government Act 2020*

(LGA 2020). The induction and training will be provided to all Councillors, will include all requirements as specified by the LGA 2020, and will be delivered within statutory timeframes.

3.6.1 Authorisation and expenses

Councillors undertaking professional development which is paid for by Council shall have expenses for transport, accommodation, registration fees, meals and refreshments relating to their attendance paid or reimbursed by Council within the parameters of this Policy.

Prior to any booking or confirmation the following authorisation must be obtained:

	Within Victoria	Interstate	International
Approval required by	Mayor and CEO	Mayor and CEO	Resolution at Council meeting

Any Councillor wishing to attend an international event must submit a business case to Council for approval. The business case must include the benefits to be gained from attendance; total costs and Council funds required.

Expenditure per individual Councillor will be reported in Council's annual report, as required by the *Local Government (Planning and Reporting) Regulations 2020*

3.6.2 Accompanying partners/guests

Attendance at seminars, conferences and civic functions with a spouse / partner is subject to prior approval, where all additional costs incurred for the attendance of a spouse / partner will be at the expense of the individual Councillor (unless otherwise authorised in advance by the Mayor and CEO).

3.6.3 Reporting requirements

Attendance at any professional development event will be conditional upon the Councillor communicating key findings to other Councillors at a Briefing Session on their return.

3.6.4 Accommodation/meals/refreshments

Accommodation will be organised at:

- the hotel used for the conference / workshop / training session; OR
- where a package of hotels is provided, any one of those hotels having regard to cost and standard; OR
- if both of the above are not applicable or available, a hotel / motel close to the conference / workshop / training venue at a similar rate and standard.

Councillors wishing to make alternative accommodation arrangements shall incur / bear all costs over and above the costs that would have been incurred by Council.

Councillors attending conferences / professional development workshops / training sessions, where overnight accommodation is required, will be reimbursed for expenses for meals and refreshments.

Reimbursement of accommodation, meals and refreshments expenses is subject to the following conditions:

1. Receipts must be provided.
2. Reimbursement will be as set out in the *Income Tax Assessment Act 1997* and the *ATO Taxation Ruling TR2004/6 Income tax: substantiation exception for reasonable travel and overtime meal allowance expenses*, and Table 2 of any subsequent ATO Taxation Determination for the financial year.
3. Reimbursement will not be provided for meals and refreshments where meals are included as part of conferences/professional development workshops/training session package.

3.6.5 Professional Development Budget

A Professional Development Budget is allocated to the Mayor, Deputy Mayor, and Councillors individually as part of Council's annual Budget process.

If an individual proposes to attend Professional Development that incurs a cost greater than the annual Budget allocated to them, additional approval must be sought from the Mayor and CEO. In the case of the Mayor wishing to exceed their own Budget, this may only be approved by the CEO after the matter is raised at a Briefing Session.

Unexpended Budget cannot be carried forward to the next financial year.

3.6.6 Timing of Professional Development

Delivery of Professional Development must be completed prior to the end of a Councillor's term of office.

3.7 TRANSPORT

3.7.1 Mayoral and Councillor vehicles

Council will provide the Mayor with a fully maintained vehicle. The Mayor will have access to the vehicle for official use and full private use during the Mayoral term.

The Deputy Mayor and Councillors will have access to the fleet vehicles which may be accessed via the fleet booking system (and booked by individual Councillors). Fleet vehicles can only be used for eligible Council business purposes.

Councillors must stipulate the purpose of use and destination in the subject line of the fleet vehicle booking. For example: *"Travel to MAV annual conference, Torquay"*, or *"Travel to Harrierville to inspect planning application site"*. Councillors must ensure that when booking a fleet vehicle, that there is a matching appointment in the Councillor calendar to verify the purpose of travel.

3.7.2 Use of private vehicles

Councillors must utilise allocated fleet vehicles for Council duties in the first instance before utilising private vehicles. Should a special circumstance arise that necessitates the use of a private vehicle, approval of the CEO is required.

Where private vehicles are used by Councillors on Council duties:

- The vehicle must be comprehensively insured by the owner of the vehicle.
- The vehicle must be roadworthy.
- The owner of the vehicle must be able to prove the vehicle is registered, comprehensively insured and roadworthy.

Within the limits of the budget approved by Council for this purpose through the annual budgeting process, costs relating to private vehicle use will be reimbursed where there are no vehicles available in the fleet booking system at the time of use, or CEO approval has been given, and it is a necessary Council expense incurred while performing eligible Council duties.

3.7.2.1 Travel that is eligible for reimbursement is attendance at:

- Ordinary and Special Council Meetings;
- Briefing Sessions of Council and Committee Meetings of Council;
- Meetings arising as a result of a Councillor being appointed by Council to an external group;
- Training or conferences the Councillor is attending which Council has paid for; and
- Other meetings, events or occasions as approved by the Chief Executive Officer from time to time, or by a resolution of Council.

3.7.2.2 Travel that is not eligible for reimbursement includes:

- Informal meetings with residents or stakeholders.
- Travel to attend optional social events.

3.7.2.3 Reimbursement Rate for travel within Alpine Shire

Councillors undertaking travel that meets the requirements of part 3.7.2.1 will be reimbursed at the annual "cents per kilometre" rate as set by the Australian Taxation Office for the relevant fuel / electric charging rate each financial year, and will be calculated according to the most direct route.

This payment covers all costs associated with the use of the Councillors private vehicle including (but not limited to) fuel, maintenance, repair, insurance and registration. Parking and tolls do not form part of this reimbursement and can be claimed separately by Councillors in accordance with parts 3.7.4 and 3.7.5 of this policy.

3.7.2.4 Reimbursement Rate for travel outside of Alpine Shire

Councillors undertaking travel that meets the requirements of part 3.7.2.1 where the destination is outside the Alpine Shire municipal boundary must first seek the use of a Council fleet vehicle (including the Mayor's vehicle). Reimbursement of private vehicle use for travel outside of the Alpine Shire will only be made where a Council vehicle is unavailable and prior authorisation from the CEO has been given. Where a Councillor elects to take their own vehicle, but a Council vehicle was available, they will be reimbursed either:

- the equivalent of the cost of public transport where it exists to the destination; or
- upon provision of fuel receipts for destinations that do not have public transport options, and will not be able to claim a cents per kilometre rate.

Where travel is required to be authorised and the CEO is unavailable, a Council Director may provide authorisation.

3.7.3 Remote area travel allowance

Where Councillors meet the requirements set out in the relevant Determination by the Victorian Independent Remuneration Tribunal, the Remote Area Travel Allowance may be claimed.

Relevant details regarding the purpose, date and time of the Council meeting, committee meeting, or community function, including detail of the applicable Council resolution must accompany the claim for the Remote Area Travel Allowance

Claims must be made using the Councillors' Expenses Claim Form.

3.7.4 Car parking fees

Car parking fees incurred while conducting Council business will be reimbursed on the basis of original receipts and relevant details regarding the purpose, date and time of the meeting or function.

Claims must be made using the Councillors' Expenses Claim Form.

3.7.5 Public transport tickets and E-Tags

Councillors will be reimbursed costs associated with the purchase of public transport tickets or E-Tag type tolls expended in conducting eligible Council duties.

Reimbursement will be on the basis of original receipts and relevant details regarding the purpose, date and time of the meeting or function.

Claims must be made using the Councillors' Expenses Claim Form.

3.7.6 Use of taxis

Councillors will be reimbursed costs associated with taxi services where it is not possible to use public transport or a Council vehicle for travel required in conducting Council business. Travel of a private nature will not be reimbursed.

Reimbursement will be on the basis of original receipts and relevant details regarding the purpose, date and time of the meeting or function.

Claims must be made using the Councillors' Expenses Claim Form.

3.8 ACCOMMODATION AND INCIDENTALS

When travelling on Council business throughout Victoria, Councillors may require accommodation. Councillors may stay in reasonable accommodation appropriate to the area travelled to and the nature of the visit.

Reimbursement of accommodation, meals and refreshments will be as set out in the *Income Tax Assessment Act 1997* and the *ATO Taxation Ruling TR2004/6 Income tax: substantiation exception for reasonable travel and overtime meal allowance expenses*, and Table 2 of any subsequent ATO Taxation Determination for the financial year.

3.9 TRAVEL EXPENSES

3.9.1 Reconciliation of travel expenses

Councillors must submit any claims for reimbursement within 30 days of return.

All claims must be supported by tax invoices and receipts.

3.9.2 Receipts

Although receipts cannot always be obtained, every effort should be made to do so in order that claims for reimbursement can be assessed.

A statutory declaration by a Councillor is required where receipts have been lost or were not issued.

3.9.3 Other expenses

All other expenses incurred as a result of attending conferences/professional development workshops/training sessions shall be met from the Councillor allowance.

3.10 INSURANCE AND LEGAL ADVICE

3.10.1 Insurance

The Chief Executive Officer will ensure that policies of insurance are maintained in accordance with the *Local Government Act 2020*, and any other relevant legislation, to provide the relevant indemnifications to Councillors while performing the official Council duties as outlined in section 3.1 of this policy.

3.10.2 Legal advice

Legal advice for Councillors must be sought in accordance with any limitations imposed by the *Local Government Act 2020*.

3.10.3 WorkCover

The Chief Executive Officer will ensure that Councillors are included in WorkCover policies as required by the *Local Government Act 2020* and the *Workplace Injury Rehabilitation and Compensation Act 2013*.

3.11 PROCEDURE FOR REIMBURSEMENT

3.11.1 Making a claim for reimbursement

All claims must be made on the approved Councillors' Expenses Claim Form.

Original receipts must be attached for all claims (credit card receipts will not be accepted). Where receipts have been lost or were not issued, the Councillor must provide a statutory declaration.

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).

Claims must be lodged with the Executive Assistant to the CEO within 30 days of the expense occurring.

3.11.2 Approval of claims for reimbursement

Claims for reimbursement must be approved by the CEO. Payment of reimbursements will be provided quarterly by EFT.

3.12 REPORTING

Quarterly reports of all Councillor and delegated committee member expenses will be provided to Council's Audit and Risk Committee, in accordance with section 40 of the *Local Government Act 2020*.

Councillor and delegated committee member expenses will be reported in the Annual Report, in accordance with regulation 10(g) of the *Local Government (Planning and Reporting) Regulations 2020*.

The reports will include both expenses and reimbursements made to individual Councillors during the quarter.

3.13 EXCLUSIONS

Any expenses incurred by an individual Councillor resulting from the breach of road, traffic parking or other regulations or laws will not be reimbursed by Council.

4. Roles and responsibilities

The following positions are responsible for approving, implementing, complying with, monitoring, evaluating, reviewing and providing advice on the policy and procedures:

Responsibility	Role / Position
Implementation	<ul style="list-style-type: none"> • Councillors • CEO
Compliance	<ul style="list-style-type: none"> • Mayor • CEO
Development/Review	<ul style="list-style-type: none"> • Director Customer and Community • Manager Corporate • Governance Officer
Interpretation/Advice	<ul style="list-style-type: none"> • CEO • Director Customer and Community • Manager Corporate

5. Breaches

Failure to comply with Council policy, supporting procedures or guidelines, will be subject to investigation which may lead to disciplinary action.

6. Human Rights Charter compatibility

This policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006 [Vic]*.

7. Gender Impact Assessment

The implications of this policy have been assessed in accordance with the requirements of the *Gender Equality Act 2020*. In this instance, no Gender Impact Assessment was required, as the policy does not have a direct or significant impact on the public.

8. Supporting documents

This policy should be read in conjunction with all other relevant, Council policies and procedures, as well as relevant legislative requirements.

Related Legislation

- *Carers Recognition Act 2012 [Vic]*
- *Charter of Human Rights and Responsibilities Act 2006*
- *Gender Equality Act 2020 [Vic]*
- *Local Government Act 2020 [Vic]*
- *Local Government (General) Regulations 2015 [Vic]*
- *Local Government (Planning and Reporting) Regulations 2020 [Vic]*

Related Guidelines, Operational Directives or Policies

- Councillor Code of Conduct Policy No.080
- Digital Information Security Policy No.111
- Fraud and Corruption Control Policy No.091
- Councillor Gift Policy No.119
- Mobile Phone Policy No.066
- Procurement Policy No.089
- Public Interest Disclosure Policy No.092

9. Definitions and abbreviations

Term	Meaning
Act	<i>Local Government Act 2020</i>
ATO	Australian Taxation Office
Carer	defined by s4 of the <i>Carers Recognition Act 2012</i>
CEO	Chief Executive Officer
Child	Aged 13 or younger, or aged 14 to 18 with a disability.
Childcare	Includes centre-based day care, family day care, outside school hours care, and in-home care.

Term	Meaning
Delegated Committee	Established by Council in accordance with s63 of the <i>Local Government Act 2020</i>
Disability	Must meet the definition as used by the Commonwealth Government on the "List of Recognised Disabilities".

10. Approval

THE COMMON SEAL OF THE ALPINE SHIRE COUNCIL was hereunto affixed this 30th day of July 2024 in the presence of:

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
CHIEF EXECUTIVE OFFICER

.....
SIGNATURE

Term	Meaning
Delegated Committee	Established by Council in accordance with s63 of the <i>Local Government Act 2020</i>
Disability	Must meet the definition as used by the Commonwealth Government on the "List of Recognised Disabilities".

10. Approval

THE COMMON SEAL OF THE ALPINE SHIRE COUNCIL was hereunto affixed this 30th day of July 2024 in the presence of:



SARAH NICHOLAS
COUNCILLOR NAME

Version 6 of the Councillor Expenses and Support Policy was signed and sealed at the Ordinary Council meeting held on 30 July 2024.

SIMON KELCEY
COUNCILLOR NAME

The original hard copy is held in Council's records.

WILL JERBY
CHIEF EXECUTIVE OFFICER