



Council Expenses Policy

REM REFERENCE		
POLICY TYPE	Council: authorised by Council resolution	
APPROVAL	Council	
DATE ADOPTED		
DIRECTORATE	Corporate and Commercial Services	
POLICY OWNER	Manager Governance	
NEXT REVIEW	April 2029	
REVISION RECORD	VERSION	REVISION DESCRIPTION
31 August 2020	1	New policy
June 2025	2	Revised policy

1. Purpose

The *Local Government Act 2020* (the Act) includes a specific requirement for Council to adopt and maintain an expenses policy in relation to the reimbursement of out-of-pocket expenses for Councillors and members of Delegated Committees.

The *Local Government Amendment (Governance and Integrity) Act 2024* established mandatory training and professional development requirements for Councillors, including a provision for the Chief Executive Officer to ensure the Mayor and Councillors are provided with the means and budget to address the mandatory training requirements.

The purpose of this Policy is to:

- Ensure Councillors are provided with the necessary resources to enable them to effectively perform their role;
- Specify the out-of-pocket expenses for which Councillors are eligible to seek reimbursement;
- Outline the process to be followed by Councillors in applying for reimbursement of expenses;
- Describe how Council will comply with any requirements prescribed by the Act and associated regulations in relation to the reimbursement of expenses.

2. Scope

The Council Expenses Policy applies to all Councillors and members of Delegated Committees and is made in accordance with Section 41 of the *Local Government Act 2020*.

This policy indicates the provision of support, payment of expenses on behalf of Councillors and reimbursement to Councillors for out-of-pocket expenses incurred in performing their duties and functions.

This policy includes provisions for expenses, resources and facilities to address the mandatory training requirements, as specified in the Act.

3. Governance Principles and Council Plan Alignment

3.1. Governance Principles

Principle (i) the transparency of Council decisions, actions and information is to be ensured.

3.2. Council Plan Alignment

Outcome 6: Progressive and engaged city - A progressive and responsive council that values community voice, service innovation and strong governance.

4. Policy

4.1. Supply of Communications Equipment and Stationery for Councillors

- 4.1.1. Each Councillor is entitled to be provided with such communications equipment and stationery as is reasonably required to facilitate the effective performance of their official duties and functions.
- 4.1.2. The particulars of the Council supplied communications equipment and stationery will be determined by the Director Corporate and Commercial Services or delegate, or as determined by Council, and will be issued to the incoming Councillors at the commencement of each Council term, and may include any or all of: a mobile telephone or 'smart phone' with email access; a laptop computer and/or a tablet (e.g. iPad); data allowance (including overseas charges when performing the role as a Councillor); reasonable supply of stationery including paper, writing implements, envelopes, business cards (batch of 250), a standard name badge; a Councillor email account (managed through Council's administration) and a Councillor profile page on Council's website (managed through Council's administration).
- 4.1.3. Requests for additional items, over and above those listed in section 5.1.2, will be expensed to the individual Councillor's Council budget, such as non-standard name badge or additional business cards.
- 4.1.4. Council will meet the reasonable costs associated with the purchase, installation, service connection, maintenance, rental and usage of Council supplied communications equipment.
- 4.1.5. A request for replacement of Council supplied communications equipment that has been lost or irreparably damaged must be accompanied by documentation to substantiate the loss or damage. Equipment will generally be replaced on a like-for-like basis, rather than on a new-for-old basis.
- 4.1.6. Council supplied communications equipment is intended to be used for Council business purposes.

- 4.1.7. However, minimal personal use is acceptable, provided that the use is legal and appropriate; and does not interfere with Council business; and involves minimal additional expense.
- 4.1.8. Where significant personal use has occurred, the additional costs must be repaid to Council.
- 4.1.9. Council will not meet or reimburse the cost of private interstate calls and international use of mobile devices unless a prior arrangement has been made with the Mayor and Director Corporate and Commercial Services, or as determined by Council.
- 4.1.10. Any use of Council supplied communications equipment may be monitored or recorded, read, copied and disclosed in accordance with applicable laws, regulations and policies.
- 4.1.11. The use of Council supplied communications equipment is subject to Council's 'Information Security Guidelines', 'Email and Internet Systems Use Guidelines' and relevant policies (refer to Related Documents section)
- 4.1.12. Councillors should make use of existing Council resources where possible.
- 4.1.13. If a Councillor elects to use their own equipment, reimbursement for communication expenses incurred in the performance of their duties as a Councillor may be declared and approved by the Director Corporate and Commercial Services or delegate, or as determined by Council.
- 4.1.14. Council may reimburse an amount less than the amount claimed, where the actual expense incurred is not considered to be reasonable.
- 4.1.15. The use of Council supplied equipment to maintain or support a personal private business or for electioneering purposes is strictly prohibited.

4.2. Councillors' Facilities

- 4.2.1. Councillors have access to a shared office space at the Civic Centre, which is equipped with a computer, a telephone, stationery, virtual meeting equipment and desk space. Limited administrative support can also be provided during business hours, upon request.
- 4.2.2. Meeting rooms in the Civic Centre can be booked for use by Councillors when required.
- 4.2.3. There are three (3) designated Councillor car parking spaces available at all times at the Civic Centre. An additional four (4) car parking spaces is made available after 3pm each day.
- 4.2.4. Councillors are entitled to claim reimbursement for the cost of such assistive devices, personnel and associated expenses, as are reasonably required to enable the Councillor to perform their official duties and functions.

4.3. Mayor's Facilities

- 4.3.1. A fully equipped office will be provided to the Mayor to support the performance of mayoral duties. At the commencement of the Council term, a budget allocation will be made to allow for the refurbishment or replacement of office furnishings. This may include updates to paint, furniture, carpet and

equipment. This refurbishment is expected to remain in place for the duration of the Council term.

- 4.3.2. Administrative support will be provided to assist the Mayor to effectively undertake mayoral duties, as per the requirement under the Act. The level of support is determined by the CEO or delegate, or as determined by Council, in consultation with the Mayor.
- 4.3.3. For the purpose of civic functions and ceremonies, the Mayor will be provided with ceremonial clothing including mayoral robes and chains of office, in-line with the Mayoral Chains Protocol. Council will meet the costs of laundering, cleaning and maintaining the ceremonial clothing. The ceremonial clothing must be returned to the CEO or delegate, or as determined by Council, two weeks prior to the conclusion of the mayoral term, so that appropriate laundering and any necessary repairs can be completed in time for the commencement of the incoming Mayor.
- 4.3.4. A mayoral vehicle is provided, which may be used by the Mayor for both official Council duties and private use.
- 4.3.5. The vehicle is associated with the office of the Mayor, rather than the incumbent Mayor. The mayoral vehicle is passed from one Mayor to the next and options available within the Council fleet of vehicles. The commencement of a new Mayor does not necessitate the purchase of a new mayoral vehicle.
- 4.3.6. The mayoral vehicle is changed over in accordance with Council's Motor Vehicle Policy. The vehicle type will be of the standard that represents the Mayor of the City, is subject to public scrutiny and takes into considerations the following guiding principles:
 - i. The Mayor of the day represents the city and requires a suitable vehicle for this purpose, within the context of financial sustainability and the appropriate use of public monies.
 - ii. Purchase of new vehicles for the incoming Mayor is avoided and encourages the use of the existing vehicle, until it is ready for changeover at 60,000kms.
 - iii. The new mayoral vehicle will be acquired in line with the endorsed standards of Council's fleet specifications.
 - iv. Consideration for any special circumstances, such as towing, mobility issues or large family are accounted for in the endorsed standards of Council's fleet specifications.
- 4.3.7. Council will meet the costs associated with the mayoral vehicle including registration, insurance, maintenance and fuelling. Council will not meet the costs associated with cleaning or detailing the mayoral vehicle, except at the end of each mayoral term prior to handover of the vehicle to the incoming Mayor.
- 4.3.8. The mayoral vehicle may be driven by the Mayor; the Mayor's partner; or a Councillor or Council officer on the Mayor's behalf.
- 4.3.9. A designated car parking space is provided for the mayoral vehicle at the Civic Centre.

- 4.3.10. The mayoral vehicle must be returned to the CEO or delegate, or as determined by Council, 72 hours prior to the conclusion of the mayoral term, so that it can be serviced, cleaned and detailed in time for the commencement of the incoming Mayor.
- 4.3.11. Should the Mayor choose not to use the mayoral (fleet) vehicle, an allowance may be provided to the Mayor in lieu of the mayoral (fleet) vehicle.
- 4.3.12. The following principles apply for the Motor Vehicle Allowance (MVA):
 - MVA will be \$12,540 annually
 - Payable monthly in advance, payable from the commencement of the Mayoral term
 - Considered a taxable allowance
 - Does not attract superannuation
 - No fringe benefits tax associated
 - No separate entitlements for claiming reimbursement for kilometres travelled or petrol allowance (these costs are part of the motor vehicle allowance)
- 4.3.13. The MVA is calculated as $\$11,035 + \$1,505 = \$12,540$, based on the following assumptions:
 - Adopted 2024-2025 Budget for the mayoral vehicle \$12,540 (calculated internal plant hire charge)
 - \$11,035 motor vehicle allowance
 - 60% council business / 40% private assumption (log book)
 - Average tax rate (assume 30%) for the private 40% of allowance = tax cost to Mayor \$1,505
 - Adopted 2024-2025 Budget for the mayoral vehicle \$12,540 (calculated internal plant hire charge)
- 4.3.14. The MVA arrangement will be cost neutral to Council and the existing mayoral vehicle will be repurposed to EMT or a Manager (as per Council's Motor Vehicle Policy).

4.4. Meals and Refreshments

- 4.4.1. Council will provide suitable refreshments during planned meetings regarding Council business for Councillors and members of a Delegated Committee.
- 4.4.2. Council will provide meals where Council meetings or Councillor Briefings are scheduled to be held at times which extend through normal meal times, or over an extended period, or are likely conclude at a late hour.
- 4.4.3. The type of refreshments and meals provided by Council will be determined by the CEO or delegate, or as determined by Council, in consultation with the Mayor. Factors relevant to the determination will include the type of meeting, the invitees, and the start and finish times.

- 4.4.4. Where a Councillor or member of a Delegated Committee is undertaking Council business that requires them to be away from home during normal meal times, or over an extended period, they are entitled to be reimbursed for the actual cost incurred for suitable refreshments and meals. Councillors can only claim for their own expenses.

A tax invoice and diary evidence must be provided to substantiate the claim, and the amount reimbursed will not exceed the amount actually incurred.

The amount reimbursed will not exceed the meal allowance expense amounts in the most recent determination of the Australian Taxation Office (ATO Reasonable Travel Allowances), which is currently set at: Breakfast (\$33.90); Lunch (\$38.10) and Dinner (\$64.95). This also applies to members of a Delegated Committee.

Any meals that exceed this amount will be borne by the Councillor or member of a Delegated Committee. These amounts are current as at 1 July 2024 and will increase by CPI each financial year.

Reimbursement will not be made in circumstances where a meal was provided.

- 4.4.5. Where a Councillor has been formally invited to attend an event and there is an entry fee associated with that event, a tax invoice will need to be provided and paid by Council, which will be reflected in the Councillors expenses.

4.5. Apparel for Councillors

- 4.5.1. Council will, upon request, provide to each Councillor once each term such protective clothing as is required to carry out the duties of office, comprising any or all of: a high visibility vest; hard hat; safety glasses; gumboots; wet weather jacket; dress/corporate jacket.
- 4.5.2. The CEO or delegate, or as determined by Council, is responsible for determining any request for additional apparel.
- 4.5.3. Any requests for replacement of items, as listed under section 4.5.1, may be arranged but will be expensed to the Councillor's budget.

4.6. Return of Council Supplied Equipment for Councillors

- 4.6.1. Councillors must return all Council supplied communications equipment to the CEO or delegate, or as determined by Council, one week prior to a general Council election.
- 4.6.2. Any stationery, apparel or other items which bear the Council's logo must be returned to the CEO or delegate, or as determined by Council, one week prior to a general Council election.
- 4.6.3. In the event of the resignation, retirement, suspension or disqualification of a Councillor, the Councillor must return to the CEO or delegate, or as determined by Council, all Council supplied communications equipment and any items which bear the Council's logo. Following the suspension, the equipment will be returned to the Councillor.

4.7. Professional Development Training Expenses and Events for Councillors

Whilst some training is provided in-house, it is important that Councillors are able to attend other relevant forums, to further develop their understanding of the many issues faced within local government, meet the requirements of the mandatory annual professional development training and to network with other Councillors. Accordingly, Councillors are entitled to reimbursement of expenses incurred through attending recognised and industry approved conferences, seminars, events, study and training courses that are relevant to their role and which provide a significant professional development opportunity to the benefit of Council.

Mandatory Training

In accordance with the Act, section 33A – Regular professional development training of Councillors, councillors must complete professional development training annually to ensure that the Councillor understands their role and responsibilities. Additionally, the Chief Executive Officer must ensure that the professional development training is available to be undertaken annually within the period, or by the day, as prescribed in the Local Government Act (Governance and Integrity) Regulations 2020 and provide reasonable assistance to a Councillors to enable them to access the professional development training.

As specified in the Local Government (Governance and Integrity) Regulations 2020, the prescribed matters are as follows:

- a) Working together in a Council
- b) Decision making, integrity and accountability
- c) Community representation
- d) Strategic planning and financial management
- e) Conduct
- f) Land use planning
- g) Any other matter relating to the role of a Councillor which the Chief Executive Officer has determined should be addressed.

4.7.1. Councillor Professional Development

4.7.1.1. Council will provide a Professional Development Plan for all Councillors, to enable them to meet the mandatory requirements, as specified under the Act. The Professional Development Plans will include, but not be limited to:

- a) **Councillor Induction:** a structured program of training and information at the commencement of each new Council term, which may include attendance at approved industry conferences and seminars; and
- b) **Annual Professional Development training:** a program of training and information sessions based on the mandatory training requirements and the collective needs of the councillor group. This program will be implemented annually, over the four-year term of the Council.

- 4.7.1.2. Approved professional development training provided for all Councillors, in accordance with clause 4.7.1.1, is in addition to the training and development budget, as set out in clause 4.7.1.3 and 4.7.1.4.
- 4.7.1.3. A specific Councillor Professional Development Allocation is provided in Council's annual budget, subject to the allocation by the CEO, to meet the costs of Councillors' Professional Development, in accordance with this policy.
- 4.7.1.4. The annual Professional Development Allocation (PDA) budget equals \$3,000 (ex GST) per Councillor or \$12,000 (ex GST) per Councillor for the term of office.
- 4.7.1.5. The PDA must only be used for participation in approved study and training courses relevant to the role of a Councillor, which allows the Councillor to meet the mandatory professional development requirements under the Act, provides a significant professional development opportunity to the benefit of Council and supports and assists Councillors to effectively fulfil their responsibilities as Councillors.
- 4.7.1.6. Subject to this Policy, the PDA may be used for:
 - Attendance at recognised and industry approved conferences, seminars or events (refer to Appendix A for industry approved conferences, seminars, training or events that align with the mandatory Professional Development Training requirements, that Councillors may want to consider attending during the Council term).
 - Individual training, coaching or mentoring
 - Other approved training and development
- 4.7.1.7. The PDA may also be used to pay for reasonable costs relating to attending or participating in approved training or development, including:
 - Travel and transport
 - Accommodation
 - Meals and other necessary out of pocket expenses
- 4.7.1.8. Any travel to participate in training or development activities outside the state of Victoria must be approved by resolution of Council and formally recorded in the Register of Overseas and Interstate Travel and made publicly available on Council's website, in accordance with Council's Public Transparency Policy.
- 4.7.1.9. Use of the PDA is subject to the following conditions:
 - The PDA is not transferable between Councillors and cannot be used for other purposes.

- No Councillor may spend more than the annual PDA budget allocation, unless resolved by Council that more than one year's PDA allocation may be used.
- An application for a Councillor to spend more than the annual PDA allocation (currently \$3,000) in any single year, must be approved by a resolution of Council, after consideration of a written submission from the Councillor requesting approval of the additional expenditure.
- Unused annual PDA is not rolled over into subsequent annual budgets.
- No Councillor may spend more than the total PDA budget for their term of office (currently \$12,000) on their professional development training in each term of office i.e. in any four-year period.
- All providers used must be approved, accredited and registered with an appropriate body or association.
- Councillors must not personally pay for any training or development and seek reimbursement of expenditure. All training providers are required to invoice Council and will be paid by Council following confirmation that the requirements for accreditation and registration have been met.
- Councillors cannot attend any PDA within the last 6 months of their Council term.

4.7.2. MAV 'Credit points'

- 4.7.2.1. Council can purchase 'credit points' for training with the Municipal Association of Victoria (MAV) membership. Allocation of the 'credit points' will be on equal share basis for each Councillor at the start of each year of the Council term.
- 4.7.2.2. At the start of each year, the Manager Governance or Coordinator Governance will provide advice to Council on the allocation of 'credit points' available to each Councillor.
- 4.7.2.3. 'Credit points' may be used to supplement the PDA for any Councillor for any training undertaken through MAV, this includes the Councillor Development Weekend.
- 4.7.2.4. Councillors may not re-allocate any 'credit points' to another Councillor or use them for any purpose other than training and development.
- 4.7.2.5. Any accrued 'credit points' at the end of a Council term will carry over to the next Council term, for use by incoming Councillors.

4.7.3. Formal Study

- 4.7.3.1. A Councillor may undertake formal study relevant to the role of the Mayor or Councillor, subject to this policy.

- 4.7.3.2. Participation in any formal study must be approved by Council resolution, subject to the following conditions:

Conditions

- The course must be directly relevant to the role of a Mayor or Councillor
- The course must be formally recognised and accredited
- The provider must be a Registered Training Organisation (RTO) and must hold appropriate professional accreditation and/or membership etc.

Considerations

- The indirect costs associated with and additional cost of enrolment in the course (eg. Location, accommodation, travel etc)
- The status of the qualification obtained, if applicable
- Any Continuing Professional Development (CDP) requirements eg. Whether the course has mandatory CDP requirements to maintain the status of the qualification
- The potential for the training to be used for personal gain, future employment or income earning opportunities.

- 4.7.3.3. The Manager Governance and/or Manager People and Culture will provide advice on any formal study proposed to be undertaken by a Councillor.
- 4.7.3.4. Where a course extends beyond the Councillor's term of office, Council will only pay the fees and associated costs relating to the current term of office.
- 4.7.3.5. Councillors are required to provide appropriate evidence of attendance and the successful completion of each unit of study.
- 4.7.3.6. Failure to attend or to pass any required examinations or assignments will result in the termination of Council payment for the study ie. Council will not pay for a Councillor to repeat a unit or part of a course.
- 4.7.3.7. Course or tuition fees may be paid by Council up-front, subject to a resolution of Council.
- 4.7.3.8. Such payment must be refunded to Council in the event that the Councillor fails to complete a required unit or course of study, unless there are mitigating circumstances which are accepted and approved by the Mayor and the CEO.

4.8. **Conferences, Seminars, Events and Training Courses for Councillors as an authorised representative of Council**

- 4.8.1. A Councillor attending a conference, seminar, event or training course as an authorised representative of Council, is entitled to have all **reasonable expenses** for travelling / transport, accommodation, registration fees, meals

and other necessary associated out of pocket expenses reimbursed or paid on their behalf.

The costs of such authorised attendance are not part of and are additional to the Councillor's PDA.

Council will not reimburse personal expenditure by Councillors on alcohol.

- 4.8.2. Councillors' attendance at conferences, seminars, events and training within the state of Victoria must be approved by the Director Corporate and Commercial Services, or as determined by Council, in order for reimbursement of associated expenses to be claimable.
- 4.8.3. Councillors' attendance at conferences, seminars, events and training outside the state of Victoria is subject to prior approval by Council, after consideration of an officer's report.
- 4.8.4. Matters relevant to the approval of a Councillor's attendance at a particular conference, seminar, event or training course are:
 - course topic, content, location, date and duration;
 - relevance of conference to Council business and the Councillor's personal development requirements;
 - analysis of the costs including the course, course material, travel and accommodation for the Councillor; and
 - benefits expected to result from attendance.
- 4.8.5. All claims for reimbursement of out-of-pocket expenses for meals, any required transport or other necessities related to attendance at the conference, seminar, event or training course must be substantiated by the production of a tax invoice.
- 4.8.6. Where overnight accommodation is required, the Director Corporate and Commercial Services or delegate, or as determined by Council, will arrange booking and payment for a Councillor's accommodation at the conference hotel (or appropriate nearby venue, in accordance with Council's Procurement Policy, if the cost is less than that promoted by the conference organiser).
- 4.8.7. Councillors wishing to make their own arrangements for transport or accommodation will have reasonable expenses reimbursed, as determined by the Director Corporate and Commercial Services or delegate, or as determined by Council.
- 4.8.8. After attending a conference, seminar, event or training course, a Councillor will provide a verbal report or written summary to Council via a Delegates' Report to Council, which outlines the purpose of the conference, learning outcomes, matters of relevance to the Frankston municipality, issues for consideration by Council and any recommendations.

4.9. Training and Education Expenses and Events for Delegated Committee Members

4.9.1. Annual Budget Allocation

- 4.9.1.1. Subject to a resolution of Council, a specific Delegated Committee training and education allocation may be made in the Council's annual budget, to meet or reimburse members of a Delegated

Committee reasonable costs associated with relevant training, education and professional development.

- 4.9.1.2. Subject to a resolution of Council, each member of a Delegated Committee will be entitled to an equal share of the training and education allocation and the annual budget allocation for each member, which cannot be exceeded, unless Council resolves to fund the additional amount.
- 4.9.1.3. Subject to a resolution of Council, members of a Delegated Committee may not spend more than the total projected professional development allowance for their term of office.
- 4.9.1.4. In the event Council makes provision in the annual budget for training and education, Delegated Committee members must not personally pay for any training or development and seek reimbursement of expenditure. All training providers will be required to invoice Council. This will be paid by Council following confirmation that the requirements for accreditation and registration have been met.

4.9.2. Conferences, Seminars, Events and Training Courses

- 4.9.2.1. A member of a Delegated Committee attending a conference, seminar, event or training course as an authorised representative of the Delegated Committee, is entitled to have all reasonable expenses for travelling / transport, registration fees and other necessary associated out of pocket expenses reimbursed or paid on their behalf.
- 4.9.2.2. Members of a Delegated Committee who wish to attend a conference, seminar, event or training within the state of Victoria, must seek approval by the Director Corporate and Commercial Services, or by Council, in order for reimbursement of associated expenses to be claimable.
- 4.9.2.3. Members of a Delegated Committees attendance at conferences, seminars, events and training outside the state of Victoria, is subject to prior approval by the CEO.
- 4.9.2.4. Matters relevant to the approval of a member of a Delegated Committees attendance at a particular conference, seminar, event or training course are:
 - course topic, content, location, date and duration;
 - relevance of conference to Council business and the Delegated Committee members personal development requirements;
 - analysis of the costs including the course, course material, travel and accommodation for the Delegated Committee member; and
 - benefits expected to result from attendance.
- 4.9.2.5. All claims for reimbursement of out-of-pocket expenses for any required transport or other necessities related to attendance at the conference, seminar, event or training course must be substantiated by the production of a tax invoice.

- 4.9.2.6. Where overnight accommodation is required, the CEO or delegate, or as determined by Council, will arrange booking and payment for the Delegated Committee members accommodation at the conference hotel (or appropriate nearby venue, in accordance with Council's Procurement Policy, if the cost is less than that promoted by the conference organiser).
- 4.9.2.7. Members of a Delegated Committee wishing to make their own arrangements for transport or accommodation will have reasonable expenses reimbursed, as determined by the Director Corporate and Commercial Services or delegate, or as determined by Council.

4.10. Attendance of Partner at Events

- 4.10.1. Generally, Council will not meet or reimburse any of the costs associated with the attendance of a partner at seminars or conferences (i.e. registration fees, entry fees, meals and other necessary associated out of pocket expenses). Such costs must be met by the Councillor or Delegated Committee member.
- 4.10.2. Payment or reimbursement of expenses associated with the attendance of a Councillor or Delegated Committee member's partner at a civic function or event is subject to prior approval by the CEO and/or Mayor, or as determined by Council.
- 4.10.3. Matters relevant to the approval of a payment or reimbursement of the costs associated with the attendance of a Councillor or Delegated Committee member's partner include:
 - the additional cost to Council through the attendance of the partner and the availability of funds in the relevant budget;
 - whether there is an expectation or agreement for partners to attend (for example, if other attendees are generally accompanied, or if the partner is specifically included in the invitation); and
 - equity amongst all Councillors or Delegated Committee members.

4.11. Memberships

- 4.11.1. Councillors are entitled to reimbursement of membership fees paid to any recognised organisation operating within Victoria, which provides access to information, training, seminars or networking directly relevant to the role of Mayor or Councillor.
- 4.11.2. Where a membership extends beyond the current term of the Councillor, reimbursement will be provided on a pro rata basis.

4.12. Frankston Arts Centre House Seat Tickets

- 4.12.1. Councillors are entitled to complimentary double House Seat tickets for a maximum of eight (8) theatre performances per year at the Frankston Arts Centre. These tickets are for use by the Councillor and one guest only and cannot be transferred.
- 4.12.2. Requests for House Seat tickets will be determined by the Director Corporate and Commercial Services or delegate, in accordance with relevant policies and procedures.

- 4.12.3. Councillors must declare all House Seat tickets they have received on Council's Gifts Register, within one month of the performance to which the tickets relate.
- 4.12.4. The Director Corporate and Commercial Services or delegate will monitor and record Councillor usage of House Seat tickets, and the value of the tickets will be reported as Councillor expenses in accordance with clause 4.20 of this policy.

4.13. Travel Expenses

- 4.13.1. Councillors and members of a Delegated Committee are entitled to reimbursement of travel expenses incurred in performing their duties and functions.
- 4.13.2. When travel costs are to be paid or reimbursed from Council funds, it is expected that, wherever practicable:

- a) Consideration given to using the most efficient method or mode of transport as possible, such as using the shortest practicable route, and by the most cost effective means of transport. Public transport should be used wherever feasible.

Examples where it may not be feasible to use public transport include performing official duties and functions at events, either scheduled late into the evening, at venues located outside the public transport network or where the use of a private vehicle would be more costly than travel by taxi or uber, such as travel to and from the airport which would also involve parking fees.

- b) If in doubt about the appropriate form of transport, a:
 - Councillor should, if practicable, consult with the Mayor or Director Corporate and Commercial Services; and
 - Member of a Delegated Committee should, if practicable, consult with the appropriate Council officer nominated by the Chief Executive Officer.
- c) Where more than one Councillor or Delegated Committee member attends the same function outside the municipal boundaries, a vehicle should be shared.
- d) Where a Councillor or Delegated Committee member elects to use their own private vehicle to attend a seminar, event, training or a conference, a log book should be maintained to show the odometer record from the start and end of the period the private vehicle was used for, with a note to validate that it was for Council business related purposes. A photocopy of the logbook, along with tax receipts for petrol and/or e-tag use, should accompany the claim form.

- 4.13.3. Any proportion of the travel costs that relate to activities other than the Councillor's or Delegated Committee members official duties and functions, will be excluded from the calculation of expenses to be paid.

- 4.13.4. The standard form of travel outside the state of Victoria will be economy class air. If a Councillor or Delegated Committee member chooses instead to use

their own vehicle for interstate travel, the maximum amount for which they are entitled to be reimbursed is equivalent to the cost of the cheapest available return airfare to the destination.

- 4.13.5. Travel expenses associated with the use of a private vehicle within Victoria for the performance of a Councillor's or Delegated Committee members official duties and functions will be reimbursed in accordance with Council's Motor Vehicle Policy, upon submission of a completed Councillor Expense Claim Form. This form includes a declaration to verify that the travel claimed was undertaken in the performance of the Councillor's or Delegated Committee members' official duties and functions and in compliance with this Policy.
- 4.13.6. Travel expenses will not be reimbursed in instances where the Councillor or Delegated Committee member is entitled to a sitting fee or payment from another organisation for their attendance.

4.14. Gifts and Donations

- 4.14.1. Claiming an expense as the result of a purchase of a gift by a Councillor or Councillors for a person or entity, is not permitted. For the requirements of the integrity and gift requirements, under the Act and Model Councillor Code of Conduct, refer to the Councillor Gift Policy for more information.
- 4.14.2. Any proposed gift or donation above \$100 on behalf of a Councillor/s or Council must be endorsed by Council.
- 4.14.3. Any gift endorsed by Council, in accordance with paragraph 4.14.2 must be coordinated and purchased through the Councillors Office. Reimbursement of any gift that has been purchased by a Councillor contrary to paragraph 4.14.1 is not permitted.
- 4.14.4. Any gift that is considered or purchased by the organisation does not fall within this policy.

4.15. Carer Expenses

- 4.15.1. The cost of care for a dependent child aged under 14 years, or a person who is in a care relationship pursuant to section 4 of the Carers Recognition Act 2012, may be claimed by a Councillor or Delegated Committee member where:
 - a) the expense is incurred to enable the Councillor or Delegated Committee member to perform their official duties and functions; and
 - b) the child or person who requires care:
 - i. resides in the Councillor's or Delegated Committee member's household and the Councillor or Delegated Committee member is the primary carer; or
 - ii. is a person in respect of whom the Councillor or Delegated Committee member is entitled to a Commonwealth Carer Payment or Allowance; or
 - iii. is a person for whom the Councillor's or Delegated Committee member's partner is the primary carer, when the partner is accompanying the Councillor or Delegated Committee member to a Council business function;

and

c) the care is provided by:

- i. a registered care provider; or
- ii. a person who does not reside with the Councillor or Delegated Committee member, and who does not have a familial or similar relationship with the Councillor or Delegated Committee member (eg. partner, mother, father, sister, brother, aunt, uncle, cousin, niece, nephew, grandparent, sister-in-law, brother-in-law).

4.15.2. A claim for reimbursement of carer expenses must include the details of the meeting or Council business that was undertaken during the period of care and must be substantiated by a tax invoice or receipt from the care provider which includes the dates and times when the care was provided, the care provider's signature and ABN (where relevant).

4.15.3. Where care is provided by a registered care provider, Council will reimburse the amount on the official tax invoice.

4.15.4. Care that is not provided by a registered care provider will be reimbursed at a maximum rate of \$25 per hour.

4.16. Claiming Expenses

4.16.1. Expenses must be claimed within 60 days of being incurred, or within 60 days from the date of return from the conference, event or study tour (whichever date is later).

4.16.2. An expense claim must be:

- a) made on the Councillor Expense Claim Form, available on the Councillor Portal or hard copy from the Councillors Office;
- b) accompanied by proof of expenditure, such as a tax invoice and diary note; and
- c) signed by the Councillor or Delegated Committee member, to declare the nature of the Council business and to verify that the claim is accurate and complies with the relevant legislative provisions and Council policy.

4.16.3. An expense claim which complies with 4.16.2 may be submitted to the Councillors Office, for processing.

4.16.4. An expense claim that does not comply with clause 4.16.2, will be returned to the Councillor or Delegated Committee member, by the Director Corporate and Commercial Services or delegate explaining why the claim has not been accepted.

4.16.5. Councillors' and Delegated Committee member's expense claims will be assessed by the Executive Support Officer and processed within 5-7 business days, so that Councillors and Delegated Committee members receive rapid reimbursement for all reasonable out-of-pocket expenses incurred as a result of performing their official duties and functions.

4.16.6. Late claims will not be accepted.

4.17. Legal fees for Councillors

- 4.17.1. Legal fees for external legal advice requested by a Councillor in connection with the role as a Councillor may be paid from Council's budget only where prior approval has been obtained, in accordance with Council's Legal Advice Protocol.

4.18. Insurance

- 4.18.1. In accordance with section 43 of the Local Government Act 2020, Councillors and members of Delegated Committees are indemnified against claims arising out of any act or omission done in good faith in their capacity as a Councillor or Delegated Committee member.

4.19. Appeals

- 4.19.1. A Councillor or member of a Delegated Committee is entitled to make a complaint or appeal in writing to the Director Corporate and Commercial Services against any decision regarding a reimbursement.
- 4.19.2. In the event of a complaint or appeal against a decision regarding a reimbursement under this policy, the Director Corporate and Commercial Services or delegate, or as determined by Council, will advise the Mayor of the reason or reasons for refusal of the claim.
- 4.19.3. If the matter remains unresolved, it will be reported to Council for determination. Council's decision on the matter will be final.

4.20. Reporting

- 4.20.1. All Councillor and Delegated Committee expenses paid are included in a register which is available upon request.

Quarterly Reporting

- 4.20.2. Details of Councillor expenditure are published in the Quarterly Budget Report and presented to Council as soon as is practicable after the end of each Quarter, as well as published on Council's website within six months after each quarter.
- 4.20.3. Quarterly updates on Councillor mandatory training activities are provided in the Chief Executive Officer's Quarterly Report to Council.
- 4.20.4. In accordance with Council's Public Transparency Policy, details in relation to overseas and interstate travel, comprising the Councillor's or Delegated Committee member's name, the date, destination, purpose and total cost of the travel, are required to be included in a register, which is published to Council's website and Transparency Hub on a quarterly basis.

Annual Report

- 4.20.5. As required under the Local Government (Planning and Reporting) Regulations 2020, travel expenses, professional development expenses and expenses to support the performance of the role must be reported on for each Councillor in the Annual Report.

Audit and Risk Committee

- 4.20.6. As required by under the Act (s40(2)), details of all reimbursements of expenses of Councillors and members of delegated committees must be reported to the Audit and Risk Committee annually.
- 4.20.7. Quarterly updates on Councillor mandatory training activities are provided in the Chief Executive Officer's Quarterly Report.

4.21. Audit

- 4.21.1. Expenses paid or reimbursed under this policy will be subject to:
- regular review by Council's internal auditors; and
 - an annual review by Council's Audit and Risk Management Committee, in accordance with Section 40(2) of the Act.

4.22. Register of Expense Claim Forms

- 4.22.1. A register consisting of the following Councillor and Delegated Committee members expense documents will be available for inspection by any Councillor upon request:
- a) All Councillor and Delegated Committee member Expense Claim Forms submitted to the Director Corporate and Commercial Services or delegate, or as determined by Council, for processing;
 - b) Documents regarding expenses attributable to any Councillor or Delegated Committee member, paid directly by the Council (eg. phone and internet charges, communications equipment and office supplies, conferences and training, memberships etc).
- 4.22.2. The register will include Councillor and Delegated Committee member expense documents from:
- the date on which Councillors were declared elected, being the commencement of the current Council term; and
 - the date the Delegated Committee member joined the Committee.
- 4.22.3. The register will be maintained by the Councillors Office team.

4.23. Exclusions

The following expenses cannot be funded or reimbursed by Council:

- 4.23.1. any expense arising from a breach of road, traffic, parking, or other regulations or laws;
- 4.23.2. stationery, furniture or equipment additional to that provided for in this Policy;
- 4.23.3. damage to or loss of personal possessions;
- 4.23.4. expenses for a Councillor's or Delegated Committee's partner which are not expressly provided for within this Policy;
- 4.23.5. donations, tips or gratuities, gifts, the purchase of raffle tickets, unless expressly provided for within this Policy or endorsed by Council resolution;
- 4.23.6. tickets or entry fees to events, that are in addition to that provided for in this Policy;

- 4.23.7. alcohol, hotel mini bar, room movies, room service and similar;
- 4.23.8. meals, light refreshments, beverages purchased during the course of a normal council business day, unless attending a course, event or council business away from home, as specified under section 4.4 Meals and Refreshments;
- 4.23.9. expenses incurred by other Councillors;
- 4.23.10. expenses incurred by third parties;
- 4.23.11. expenses claimed by a Councillor or Delegated Committee member as a tax deduction;
- 4.23.12. expenses which are fully or partly recoverable from a third party; and
- 4.23.13. expenses associated with the election campaign of any Councillor.

5. Roles and Responsibilities

Each Councillor and member of a Delegated Committee is responsible for ensuring that they are familiar with the requirements of this Policy and is accountable for managing their own compliance. This includes the accurate completion and timely submission of a Councillor Expense Claim Form, in accordance with this Policy.

Clarification or advice about the interpretation of this Policy may be sought in the first instance from the Director Corporate and Commercial Services or the Manager Governance.

Duties and functions that are ascribed in this Policy, may be performed by the Director Corporate and Commercial Services or delegate with an appropriate level of training relevant to the performance of the particular duty or function, or as determined by Council.

Role	Responsibility
Councillors and members of Delegated Committees	Responsible for: - The general care of all equipment and furniture provided by the Council or purchased with Council funds - Complying with all aspects of this policy - Ensuring that completed party transactions are supplied to the Director Corporate and Commercial Services for reporting purposes - Providing true and correct information when completing reimbursement forms, as referenced in this policy - Seeking their own financial and taxation advice
Chief Executive Officer	Responsible for: - Determining the administrative support for the office of the Mayor - Determining the meals and refreshments provided during the course of Council business for briefings and Council Meetings - Determining the mandatory Professional Development Training program, as per the requirements under the Act

Director Corporate and Commercial Services	Responsible for: • Reviewing and approving Councillor Expense claims • Authorising reimbursement of approved expense claims • Accepting written appeals or complaints in relation to any reimbursement decisions
Executive Support Officer	Responsible for reviewing Councillor Expense Claims with respect to the Councillor Expenses Policy
Councillors Office	Responsible for: • Providing administrative support to the Mayor and Councillors, in accordance with this policy • Processing Councillor requests for reimbursement of expenses • Making the necessary bookings of meeting rooms and training courses, in accordance with this policy
Manager Governance	Responsible for: • Assessing the professional training and development needs, in line with the mandatory professional development requirements • Providing an annual Professional Development Training Program for the duration of the Council term • Providing reporting to Council and the Audit and Risk Committee on the status of Council expenses and this policy • Providing advice to Councillors if any claim appears to be in breach of this policy or is inappropriate, in accordance with the Model Councillor Code of Conduct • Assisting Councillors in understanding their entitlements • Ensuring a copy of this policy and associated registers are available on Council's website or available for public inspection when requested • Providing oversight and advice on the implementation of the Policy • Reviewing this policy

6. Policy non-compliance

Failure to comply with this Policy may constitute a breach of the Model Councillor Code of Conduct and/or the Local Government Act 2020.

Non-compliance with this Policy also has the potential to negatively impact the reputation of individual Councillors, members of the Delegated Committee and of the Council.

7. Definitions

Term	Definition
<i>Care Relationship</i>	means a person who provides another person, or receives from another person, care because one of the persons in the relationship has a disability, is older, has a mental illness, has an ongoing medical condition (including a terminal or chronic illness or dementia). It also means a relationship where an individual has custody and guardianship of a child under a permanent care order, a relationship where a child is placed with an individual who provides care to that child under a child care agreement, a relationship where a child is placed with an individual who provides care to that child under a protection order under the various parts of the Children Youth and Families Act 2005. It <u>does not</u> apply to another person merely because he or she is the spouse, or the domestic partner within the meaning of the Children Youth and Families Act 2005, is the parent, child or relative of the other person, lives with the other person, is under a contract of service or a contract for the provision of services, under an employment contract or in the course of doing voluntary work for a community organisation or as part of the requirements of an education course or training.
<i>CEO or delegate</i>	means the Chief Executive Officer of Council, or another council officer who has been given the responsibility for performing the particular duty or function on the CEO's behalf.
<i>Civic Function</i>	means a function or event convened by Council which involves a guest or guests of honour and invited guests.
<i>Council</i>	means Frankston City Council.
<i>Council business</i>	means activities and matters relevant to Council's objectives, roles and functions, as described in the Act.
<i>Councillor</i>	means a person who holds the office of a member of a Council, as described in the Act.
<i>Councillor Induction</i>	means the mandatory training conducted within the first four months of Councillors taking the Oath or Affirmation of Office, as specified under Section 32 of the Act. The training and learning activities are as prescribed under Section 6 of the Local Government (Governance and Integrity) Regulations 2020.
<i>Delegated Committee</i>	means a delegated committee established by Council under Section 63 of the Act.
<i>Electioneering</i>	means activities likely or intended to influence voting, or connected with a campaign for the success or a particular candidate or political party for election or re-election to public office, whether as a Councillor or as a State or Federal member. It includes a Councillor's or Delegated Committee members own campaign, and the campaign of another person or party.

Event means a function or event that is organised, hosted and/or fund by Council or another organisation. It includes a gathering of internal and/or external stakeholders to acknowledge, communicate, celebrate or promote a program, strategy or issue which is of relevant to the Council, another organisation or the community.

Formal study means training or education provided by a recognised tertiary education provider that leads to a formal qualification that is relevant to the Councillor's performance of their role as a Councillor or as Mayor or the role of a member of a Delegated Committee.

Mandatory training means professional development training as specified under Section 33A of the Act.

The Act requires Councillors to undertake professional development training and must address the prescribed matters, as specified under Section 6A of the *Local Government (Governance and Integrity) Regulations 2020* at least once annually, beginning in the first full calendar year after being elected and must be completed by 31 December each year, except for an election year when it must be completed by 1 September.

All Councillors must complete a written and dated declaration, which must be signed before the CEO, confirming they have completed the mandatory training at the conclusion of each calendar year.

Official duties and functions

Councillors

means activities consistent with the role of a Councillor as defined in s.28 of the Local Government Act 2020. It includes Council business, civic and statutory duties and activities conducted on behalf of Council to further the achievement of Council's objectives. Examples include preparing for, attending and participating in Council meetings, including joint Council meetings, Councillor briefings, committee meetings, workshops and inspections; attending civic functions, representing Council at ceremonies and community events where formally invited as Councillor to undertake an official duty; attending public meetings, annual meetings or presentation dinners where invited as a Councillor; and attending meetings of community groups where invited to speak about Council programs or initiatives; private meetings with residents, ratepayers, community groups, developers etc., where arranged through official Council channels and details of discussions are documented in official records or diaries.

Members of a Delegated Committee

means Council business or duties and activities conducted on behalf of Council or the Committee to further the achievement of Council's or the Committee's objectives. Examples include preparing for, attending and participating in Delegated Committee meetings, including joint Delegated Committee meetings, workshops and inspections; attending civic functions, representing the Delegated Committee at community events to undertake an official duty, attending public meetings, annual meetings, presentation dinners

where invited as a member of the Delegated Committee, private meetings with organisations that relate to the activities of the Committee, which are documented in official records or diaries.

Out of pocket expenses means expenses that have been met by the Councillor or member of a Delegated Committee, using their own funds, which may later be reimbursed.

Examples include meals and refreshments, apparel, training and education, travel, accommodation, registration fees, formal study, memberships, house seats and carer expenses.

Partner means a Councillor's or Delegated Committee members spouse, wife, husband, domestic partner or companion.

Personal use means activity that is conducted for purposes other than Council business.

Professional Development Allowance ('PDA') means an allocation made in the Council's annual budget to meet the costs of Councillors' professional development, in accordance with this Policy. Each Councillor is entitled to an equal share of the PDA.

Professional Development Program means a collective programmed approach to the training or education that addresses the skill or knowledge gaps that are common amongst the Councillor group, developed on an annual basis or as needed. These sessions are typically scheduled during a Briefing session or coordinated to suit the availability of all Councillors and addresses the prescribed matters, as specified under Section 6A of the *Local Government (Governance and Integrity) Regulations 2020*

Professional Development Training means training or education that addresses the skills or knowledge gap of a particular Councillor.

It is the deliberate and ongoing process of improving and increasing the professional knowledge, competence, skill and effectiveness of people in the workplace through professional development activities specific to the individual needs.

Public scrutiny means the act of being subject to careful and detailed examination by the public. This can involve a variety of forms, including public discussion, debate, review by ethics committees, and other forms of public involvement in setting research agendas and performance standards, especially in democratic societies. Essentially, it's the process of holding something, like a person, policy, or action, accountable to public opinion and evaluation.

Reasonable in relation to expenses and costs for Councillors and Delegated Committee members, means expenses and costs incurred in performing official duties and functions which, in amount and nature, are consistent with public expectations. When determining whether an expense or cost is reasonable, relevant factors will include whether the expense or cost is necessary, cost-conscious and capable of withstanding public scrutiny.

Reasonably required in relation to expenses, costs, resources and equipment for Councillors, means requirements for performing and conducting

official duties and functions or Council business which, in amount and nature, are consistent with public expectations. When determining whether an expense, cost, resource or equipment is reasonably required, relevant factors will include whether it is necessary, cost-conscious and capable of withstanding public scrutiny.

Refreshments means a light snack or drink and does not include alcohol.

Travel expenses means costs for travelling by car, taxi, bus, train, tram or air, in relation to Council business or business related to the Delegated Committee.

8. Related documents

8.1. Legislation

- *Carer's Recognition Act 2012;*
- *Charter of Human Rights and Responsibilities Act 2006;*
- *Children Youth and Families Act 2005;*
- *Equal Opportunity Act 2010*
- *Freedom of Information Act 1989*
- *Gender Equity Act 2020;*
- *Local Government Act 2020*
- *Local Government Amendment (Governance and Integrity) Act 2024*
- Local Government (Governance and Integrity) Regulations 2020

8.2. Documents and resources

- Councillor Expense Reimbursement Protocol;
- Election Period Policy;
- Email and Internet Systems Use Guidelines;
- Frankston City Council Enterprise Agreement;
- Governance Rules;
- Guidance on the mandatory training for Mayors Deputy Mayors and Councillors
- Information Security Guidelines;
- Information Services Guidelines for the Disposal of Redundant IT Equipment;
- Instrument of Delegation by Council to the Frankston Arts Board;
- Mobile Device Guidelines;
- Model Councillor Code of Conduct;
- Procurement Policy;
- Public Transparency Policy.

9. Implementation of the Policy

This Policy (in conjunction with other Related Documents) will be published on Council's website and intranet so it can be used by Council officers when responding to queries in relation to the reimbursement of out-of-pocket expenses for Councillors and members of Delegated Committees, in addition, to queries relating to the resources and support necessary for Councillors to perform the duties and functions.

Attachment A: Industry approved conferences, seminars, events or training programs

The following are deemed industry approved training programs, conferences, events and seminars that Councillors may want to consider attending throughout the term:

- Australian Company Directors Course
- Coaching and Mentoring Workshops
- Land Use Planning and Building
- MAV Councillor Development Program, which includes land use planning and building, roles and responsibilities of a Councillor, meeting procedures, decision making, understanding Council Finances, Public Speaking Workshop, Managing communications, media training, conflict management, speed reading, resilience and wellbeing, social media and cyber safety, emotional intelligence, negotiating and influencing capabilities
- MAV Graduate Diploma of Business Administration (Executive)
- MAV Understanding Local Government (eLearning Module) • MAV Councillor Development Weekend
- MAV State Conference
- MAV State Council • Managing Councillor Conduct
- National General Assembly
- VLGA Councillor Leadership Programs

The following are recommended, as per the Victorian Local Government Association's "Guidance on the Mandatory Training for Mayors, Deputy Mayors and Councillors":

Matter	Existing resources and training
Working together in a Council Activities collectively determined by the councillor group to build relationships, connection and trust between councillors to support working as a cohesive group and holding each other to account. Knowledge and skills to support councillors to understand and differentiate between the roles of the	Local Government Victoria • <u>The Local Government Candidate Training</u> Municipal Association of Victoria (MAV) • <u>The MAV's Councillor Development Program and Councillor development weekend</u> Victorian Local Governance Association (VLGA) • <u>VLGA Councillor Readiness Program</u> Local Government Professionals (LGPro) • <u>LGPro's Introduction to Local Government course</u> Other useful resources • <u>VLGA Good Governance Guide</u>

Council, councillor and council staff	• <u>The Victorian Independent Remuneration Tribunal's Determination on allowances payable to Mayors, Deputy Mayors and Councillors</u> • <u>The Australian Institute of Company Directors (AICD) courses and programs</u> • The Institute of Community Directors Australia tools, including the <u>Board effectiveness self-review</u>
Decision-making, integrity and accountability Knowledge and skills to support councillors to understand good governance, how councils make decisions, how council meetings work and to support ethical and lawful decision-making by councillors	Local Government Victoria • <u>The Local Government Candidate Training</u> • <u>Ensuring Unbiased Democratic Council Decision-Making</u> • <u>In the Public Interest: A conflict of interest guide for councillors, delegated committee members and council staff</u> • <u>Various final reports from municipal monitors appointed to councils</u> Municipal Association of Victoria (MAV) • <u>The MAV's Councillor Development Program and Councillor development weekend</u> Victorian Local Governance Association (VLGA) • <u>VLGA Councillor Readiness Program</u> • <u>VLGA Connect Live Forums</u> Local Government Professionals (LGPro) • <u>Governance in Action</u> Independent Broad-based Anti-corruption Commission (IBAC) • <u>IBAC webinars and events, including Why good governance matters: best practice for public entity boards</u> • IBAC reports, including <u>Unauthorised access and disclosure of information held by local government</u> • IBAC guidance, resources and materials including <u>Understanding conflicts of interest</u> • <u>Conflicts of interest: Myths, misconceptions and management</u> • <u>Behaviours that mask corruption in the public sector</u> • <u>Australian Standard on Fraud and Corruption Control</u> • webinars and training on corruption risks, such as the <u>Corruption risks for interface councils webinar</u>

	• other webinars such as Building a speak-up culture Other useful resources • VLGA Good Governance Guide • Victorian Ombudsman training courses, such as Good decision-making • Local Government Inspectorate (LGI) resources for councils • Case studies: Investigation • Office for the Information Commissioner (OVIC) guidance, such as Framework for releasing Council information proactively and informally • Privacy considerations for local government • The Institute of Community Directors Australia (ICDA) training and resources
Community representation Knowledge and skills to support councillors to understand and represent their municipality.	Local Government Victoria • Ministerial Good Practice Guideline and General Guidance for Councils Engaging with Aboriginal Victorians • The Local Government Candidate Training • Ensuring Unbiased Democratic Council Decision-Making • Various final reports from municipal monitors appointed to councils Municipal Association of Victoria (MAV) • The MAV's Councillor Development Program and Councillor development weekend Victorian Local Governance Association (VLGA) • VLGA Councillor Readiness Program • VLGA Connect Live Forums Local Government Professionals (LGPro) • LGPro Effective Language for Challenging Conversations course Victorian Ombudsman • Victorian Ombudsman Good Practice Guides • Victorian Ombudsman training courses, such as Dealing with complex behaviour VicHealth • Councillors' role in leading healthy communities

	Other useful resources • <u>VLGA Good Governance Guide</u> • <u>The Institute of Community Directors Australia (ICDA) training and resources</u>
Strategic planning and financial management Knowledge and skills to support councillors to understand their role in setting the strategic direction for the Council and ensuring its long-term financial sustainability.	Local Government Victoria • <u>Local Government Victoria's Planning and Reporting Guides and Templates</u> Municipal Association of Victoria (MAV) • <u>The MAV's Councillor Development Program and Councillor development weekend</u> Local Government Professionals (LGPro) • <u>LGPro's Strategic Planning and Decision-Making – Foundation course</u> • <u>Strategic Planning and Decision-Making – Applied course</u> • <u>Core Financial Skills</u> workshop • <u>Risk Management Fundamentals</u> course VicHealth • <u>Councillors' role in leading healthy communities</u> Other useful resources • <u>The Australian Institute of Company Directors (AICD) courses and programs</u> • <u>The Institute of Community Directors Australia (ICDA) training and resources</u>
Conduct Knowledge and skills to support councillors to understand the conduct expected of them when performing the role of councillor.	Local Government Victoria • <u>Resources on the Councillor Conduct Framework</u> under the Local Government Act 2020 • <u>The MAV's Councillor Development Workshops</u> Municipal Association of Victoria (MAV) • <u>The MAV's Councillor Development Program and Councillor development weekend</u> Victorian Local Governance Association (VLGA) • <u>VLGA Councillor Readiness Program</u> Other useful resources • Resources from the Victorian Equal Opportunity and Human Rights Commission (VEOHRC), including <u>online training modules</u>

	• course on <u>workplace equality</u> • WorkSafe resources, including the <u>WorkWell Toolkit</u> • <u>mental health resources</u> • guidance on <u>general duties relating to health and safety: Occupational Health and Safety Act 2004</u> • <u>The Institute of Community Directors Australia (ICDA) training and resources</u>
Land use planning Knowledge and skills to support a councillor to understand and perform the role of a councillor in Victoria's Planning System.	• <u>Resources produced by the Department of Transport and Planning</u> • Guidance on <u>Making planning decisions in local government</u> • <u>Planning and building resources</u> prepared by the Municipal Association of Victoria (MAV) • <u>VLGA Good Governance Guide</u>