



**Payment of Expenses and  
Provision of Facilities  
to the Mayor and Councillors  
Policy**

## DOCUMENT AUTHORISATION

<b>RESPONSIBLE OFFICER:</b>		MANAGER OF GOVERNANCE, RISK AND COPORATE PLANNING (MGRCP)			
<b>REVIEWED BY:</b>		Management Executive Team (Manex)			
<b>REVIEW DUE DATE:</b>		August 2025			
<b>VERSIONS:</b>	<b>DATE:</b>	<b>RESOLUTION NO:</b>	<b>DESCRIPTION OF AMENDMENTS:</b>	<b>AUTHOR / EDITOR:</b>	<b>REVIEW / SIGN OFF:</b>
15	26/10/2023	4.10/23	Amendments have been made to the provision of a motor vehicle for use by the Mayor and the provision of meeting space at the Highlands Hub for Councillors.	MGRCP	Council
14	22/06/2023	7.06/23	Amendments made to: - Part 6, travel expenses including meals and accommodation for Councillors; - Seminar and Conference expenses for Councillors	MGRCP	Council
13	26/05/2022	6.05/22	Amendments made to: - Part 6, travel expenses including meals and accommodation for Councillors; - Seminar and Conference expenses for Councillors; and - ICT expenses. - Policy Summary, Annual reporting requirements; - Part 9, clarifying staff support; and - Related Councils and Policies.	MGRCP	Council

Note: Document Control continued at Appendix A

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 General Manager

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 3/11/23  
 Date

## Contents

DOCUMENT AUTHORISATION .....	2
ACKNOWLEDGEMENT OF COUNTRY.....	5
POLICY SUMMARY .....	5
Table 1: Summary of Expenses and Facilities.....	6
PART A – INTRODUCTION .....	7
1. Introduction.....	7
2. Policy Objectives .....	7
3. Principles.....	7
4. Private or Political Benefit.....	8
PART B – EXPENSES .....	9
5. General Expenses .....	9
6. Specific Expenses .....	9
General travel arrangements and expenses.....	9
Interstate, overseas and long-distance intrastate travel expenses .....	9
Travel expenses not paid by Council.....	10
Accommodation and meals .....	10
Refreshments for Council related meetings.....	11
Professional development .....	11
Conferences and seminars.....	11
Information and communications technology (ICT) expenses .....	12
Special requirement and carer expenses .....	12
7. Insurances .....	13
8. Legal Assistance.....	13
PART C – FACILITIES .....	15
9. General Facilities for all Councillors.....	15
Facilities .....	15
Administrative support.....	15
10. Additional Facilities for the Mayor including a Mayoral vehicle .....	15
PART D – PROCESSES .....	17
11. Approval, Payment and Reimbursement Arrangements.....	17
Reimbursement .....	17
Notification.....	17
Reimbursement to Council .....	17
12. Disputes.....	18
13. Return or Retention of Facilities.....	18
14. Publication .....	18

15. Reporting ..... 18

16. Auditing..... 18

17. Breaches..... 18

DEFINITIONS..... 19

LEGISLATION AND SUPPORTING DOCUMENTS..... 20

VARIATION AND REVIEW..... 20

Appendix A ..... 21

Document Control Continued ..... 21

## ACKNOWLEDGEMENT OF COUNTRY

Glen Innes Severn Council acknowledges and pays respect to the Ngorabul people as the traditional custodians of this land, their elders past, present and emerging and to Torres Strait Islander people and all First Nations people.

## POLICY SUMMARY

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties.

It ensures accountability and transparency and seeks to align Councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2021* (the Regulation) and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

The policy sets out the maximum amounts Council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

The main expenses and facilities are summarised in Table 1. All monetary amounts are exclusive of GST.

Additional costs incurred by a Councillor, more than these limits are considered a personal expense that is the responsibility of the Councillor.

Councillors must provide claims for reimbursement within three (3) months of an expense being incurred. Claims made after this time cannot be approved.

Detailed reports on the provision of expenses and facilities to Councillors will be published in full in Council's Annual Report, which is placed on Council's website. This report will include expenditure summarised by individual Councillor and as a total for all Councillors.

**Table 1: Summary of Expenses and Facilities**

<b>Expense or facility</b>	<b>Maximum amount</b>	<b>Frequency</b>
1. General travel expenses for attending Conferences, Meetings and Training (includes accommodation and meals)	\$16,000 for all Councillors collectively. \$8,000 for the Mayor	Per year
(a) Meals and refreshments	As per the Australian Taxation Office limits for public servants	Per meal
(b) Accommodation (Capital Cities)	\$350 (or a standard room at the same venue as the conference being attended)	Per night
(c) Accommodation (other than Capital Cities)	\$250 (or a standard room at the same venue as the conference being attended)	Per night
Professional development (Including Councillor Inductions)	\$10,000 for all Councillors	This is decided upon and set annually in the Operational Plan and Budget
Conferences and seminars (Registration costs)	\$8,000 total for all Councillors \$5,500 for the Mayor	Per year
ICT expenses (Telephone and Internet)	\$2,500 collectively for all Councillors	Per year
Council vehicle and fuel card	Provided to the Mayor with conditional use	As Required
Furnished office	Provided to the Mayor	As Required
Number of exclusive staff supporting Mayor	One (1) staff member shared between the Mayor and the General Manager	As Required
Meeting Room/Office Space	Highlands Hub – use of the Hub under normal booking procedures to a maximum value of \$5,000 per annum, collectively.	Reviewed annually, but usage to be monitored for the first six months after adoption of this Policy, version 15.

## PART A – INTRODUCTION

### 1. Introduction

- 1.1. The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Glen Innes Severn Council.
- 1.2. The community is entitled to know the extent of expenses paid to Councillors, as well as the facilities provided.
- 1.3. The purpose of this policy is to clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties.
- 1.4. Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this policy.
- 1.5. Expenses and facilities provided by this policy are in addition to fees paid to Councillors. The minimum and maximum fees a Council may pay each Councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council adopts its annual fees within this set range.

### 2. Policy Objectives

- 2.1. The objectives of this policy are to:
  - enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties;
  - enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties;
  - ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors;
  - ensure facilities and expenses provided to Councillors meet community expectations;
  - support a diversity of representation; and
  - fulfil the Council’s statutory responsibilities.

### 3. Principles

- 3.1. Council commits to the following principles:
  - **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions;
  - **Reasonable expenses:** providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor;
  - **Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor;

- **Equity:** there must be equitable access to expenses and facilities for all Councillors;
- **Appropriate use of resources:** providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations; and
- **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to Councillors.

#### 4. Private or Political Benefit

- 4.1. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- 4.2. Private use of Council equipment and facilities by Councillors may occur from time to time. For example, telephoning home to advise that a Council meeting will run later than expected.
- 4.3. Such incidental private use does not require a compensatory payment back to Council.
- 4.4. Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse Council.
- 4.5. Campaigns for re-election are a political benefit. The following are examples of what is a political interest during a re-election campaign:
  - production of election material;
  - use of Council resources and equipment for campaigning;
  - use of official Council letterhead, publications, websites or services for political benefit; and
  - fundraising activities of political parties or individuals, including political fundraising events.



## PART B – EXPENSES

### 5. General Expenses

- 5.1. All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 5.2. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

### 6. Specific Expenses

#### General travel arrangements and expenses

- 6.1. All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.
- 6.2. A collective budget for all Councillors (excluding the Mayor) may be reimbursed up to a total of \$16,000 per year and the Mayor may be reimbursed up to a total of \$8,000 per year, for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement:
  - for public transport fares;
  - for the use of a private vehicle or hire car;
  - for parking costs for Council and other meetings;
  - for tolls;
  - for meals and accommodation;
  - by Cabcharge card or equivalent; and
  - for documented ride-share programs, such as Uber, where tax invoices can be issued.
- 6.3. Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.
- 6.4. Councillors seeking to be reimbursed for use of a private vehicle must keep a logbook recording the date, distance and purpose of travel being claimed. Copies of the relevant logbook contents must be provided with the claim.

#### Interstate, overseas and long-distance intrastate travel expenses

- 6.5. Given Council's location near an interstate border, travel to southern Queensland will be considered as general travel. Arrangements and expenses for this travel will be governed by Clauses 6.1-6.4.
- 6.6. In accordance with Section 4, Council will scrutinise the value and need for Councillors to undertake overseas travel. Council should avoid interstate (noting 6.5 as an exception), and overseas trips unless direct and tangible benefits can be established for the Council and the local community. This includes travel to sister and friendship cities.

- 6.7. Total interstate (noting 6.5 as an exception) and overseas travel expenses for all Councillors have not been allocated in the budget specifically and there is only a general travel expense (6.2).
- 6.8. Councillors seeking approval for any interstate travel (noting 6.5 as an exception) must submit a case to, and obtain the approval of, the General Manager prior to travel.
- 6.9. Councillors seeking approval for any overseas travel must submit a case to and obtain the approval of a full Council meeting prior to travel.
- 6.10. The case should include:
- objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the Councillor's civic duties;
  - who is to take part in the travel;
  - duration and itinerary of travel; and
  - a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- 6.11. For all journeys by air the class of air travel is to be economy class.
- 6.12. Bookings for approved air travel are to be made through the General Manager's office.
- 6.13. For air travel that is reimbursed as Council business, Councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

### Travel expenses not paid by Council

- 6.14. Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

### Accommodation and meals

- 6.15. In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the General Manager. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the Councillor lives more than 100 kilometres from the meeting location.
- 6.16. Council will reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel or professional development outside the local government area.
- 6.17. Council will reimburse employees' accommodation, meals and drinks to the maximum as stipulated in **Table 1: Summary of Expenses and Facilities**.
- 6.18. The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the General Manager, being mindful of Clause 6.19.

6.19. Councillors will not be reimbursed for alcoholic beverages.

### **Refreshments for Council related meetings**

- 6.20. Appropriate refreshments will be available for Council meetings, Council committee meetings, Councillor briefings, approved meetings and engagements, and official Council functions as approved by the General Manager.
- 6.21. As an indicative guide for the standard of refreshments to be provided at Council related meetings, the General Manager must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

### **Professional development**

- 6.22. Council will decide annually and set aside an amount not greater than \$20,000 for all Councillors in its budget to facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies.
- 6.23. In the first year of a new council term, Council will provide a comprehensive induction program for all Councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding and the combined cost of Councillor Inductions and the facilitation of Professional Development for Councillors will not exceed \$30,000 in the year of a general election.
- 6.24. Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 6.25. Approval for professional development activities is subject to a prior written request to the General Manager outlining the:
- details of the proposed professional development;
  - relevance to Council priorities and business; and
  - relevance to the exercise of the Councillor's civic duties.
- 6.26. In assessing a Councillor request for a professional development activity, the General Manager must consider the factors set out in Clause 6.27, as well as the cost of the professional development in relation to the Councillor's remaining budget.

### **Conferences and seminars**

- 6.27. Council is committed to ensuring its Councillors are up to date with contemporary issues facing Council and the community, and local government in NSW.
- 6.28. Council will set aside a total amount of \$8,000 annually in its budget for registration costs to facilitate Councillor attendance at conferences and

seminars. This allocation is for all Councillors except the Mayor who will receive a total amount of \$5,500 annually. The General Manager will ensure that access to expenses relating to conferences and seminars is distributed equitably between the Councillors, other than the Mayor.

- 6.29. Approval to attend a conference or seminar is subject to a written request to the General Manager. In assessing a Councillor request, the General Manager must consider factors including the:
- relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor’s civic duties; and
  - cost of the conference or seminar in relation to the total remaining budget.
- 6.30. Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the General Manager. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.18-6.21.

### **Information and communications technology (ICT) expenses**

- 6.31. Council will provide or reimburse Councillors for expenses associated with appropriate Internet and Telephone services up to a limit of \$2,500 per annum collectively for all Councillors. Further Council will provide a digital device, such as an iPad for each Councillor so that all meeting documents may be viewed electronically.
- 6.32. Reimbursements will be made only for communications devices and services used for Councillors to undertake their civic duties, such as:
- receiving and reading Council business papers;
  - relevant phone calls and correspondence; and
  - diary and appointment management.
- 6.33. Councillors may seek reimbursement for applications on their mobile electronic communication device that are directly related to their duties as a Councillor, within the maximum limit.

### **Special requirement and carer expenses**

- 6.34. Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible, including provision for sight or hearing-impaired Councillors and those with other disabilities.
- 6.35. Transportation provisions outlined in this policy will also assist Councillors who may be unable to drive a vehicle.
- 6.36. In addition to the provisions above, the General Manager may authorise the provision of reasonable additional facilities and expenses to allow a Councillor with a disability to perform their civic duties.

- 6.37. Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses up to a maximum amount per annum and included in this policy if the need arises within 12 months after the next local election, for attendance at official business, plus reasonable travel from the principal place of residence.
- 6.38. Childcare expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 6.39. In the event of caring for an adult person, Councillors will need to provide suitable evidence to the General Manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

## 7. Insurances

- 7.1. In accordance with Section 382 of the *Local Government Act*, Council is insured against public liability and professional indemnity claims.
- 7.2. Council takes out Councillors and Officers Liability insurance.
- 7.3. Council takes out Personal Accident Insurance and the Mayor and Councillors are listed in the covered persons category. This policy, among other things, covers Councillors travelling on approved travel and any interstate and overseas travel on Council business.
- 7.4. Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of his or her civic duties, or exercise of his or her functions as a Councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- 7.5. Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.

## 8. Legal Assistance

- 8.1. Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
  - a Councillor defending an action arising from the performance in good faith of a function under the *Act* provided that the outcome of the legal proceedings is favourable to the Councillor;
  - A Councillor defending an action in defamation, provided the statements complained of were made in good faith while exercising a function under the *Act* and the outcome of the legal proceedings is favourable to the Councillor; and
  - a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the *Act* and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.

- 8.2. In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the General Manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.
- 8.3. Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.
- 8.4. Council will not meet the legal costs:
- of legal proceedings initiated by a Councillor under any circumstances;
  - of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation; and
  - for legal proceedings that do not involve a Councillor performing their role as a Councillor.
- 8.5. Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

## PART C – FACILITIES

### 9. General Facilities for all Councillors

#### Facilities

- 9.1. Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:
  - laptop or equivalent and an email address;
  - pigeonholes;
  - access to shared car parking spaces while attending Council offices on official business;
  - personal protective equipment for use during site visits; and
  - a name badge which may be worn at official functions, indicating that the wearer holds the office of a Councillor and/or Mayor or Deputy Mayor.
- 9.2. Councillors may book meeting rooms for official business in a specified Council building at no cost, such as the Committee Room at Town Hall or the William Gardner Room at the Library and Learning Centre. Rooms may be booked through the Executive Assistant (Mayor and General Manager).
- 9.3. Councillors will be provided use of the Highlands Hub for official business only, through normal booking procedures, to a maximum value of \$5,000 per annum, collectively. The provision of this facility will be reviewed annually, but usage will be monitored for the first six months after adoption of this Policy, version 15.
- 9.4. The provision of facilities will be of a standard deemed by the General Manager as appropriate for the purpose.

#### Administrative support

- 9.5. Administrative support may be provided by the Executive Assistant (Mayor and General Manager) or by a member of Council's administrative staff as arranged by the General Manager or their delegate.
- 9.6. As per Section 4, Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

### 10. Additional Facilities for the Mayor including a Mayoral vehicle

- 10.1. Council will provide the Mayor with a furnished office incorporating a computer configured to Council's standard operating environment, telephone and meeting space.
- 10.2. In performing his or her civic duties, the Mayor will be assisted by a small number of Council staff providing administrative and secretarial support, as determined by the General Manager.

- 10.3. The number of exclusive staff provided to support the Mayor and Councillors will not exceed 0.5 full time equivalents.
- 10.4. As per Section 4, any staff assisting in the Mayor's office are expected to work on official business only, and not for matters of personal or political interest, including campaigning.
- 10.5. Council will provide to the Mayor a maintained motor vehicle, to a maximum value of \$75,000 [excluding GST] adjusted annually to CPI increases, with a fuel card. The vehicle will be supplied for use in attending official business including professional development, attendance at the Mayor's office and for limited private use.
- 10.6. The Mayor must keep a logbook setting out the date, distance and purpose of all travel. This must include any travel for private benefit. The logbook must be submitted to Council monthly.
- 10.7. The Mayoral Allowance will be reduced to cover the cost of any private use recorded in the logbook that is not within the defined 'limited private use' category, calculated on a per kilometre basis by the rate set by the Local Government (State) Award.



## PART D – PROCESSES

### 11. Approval, Payment and Reimbursement Arrangements

- 11.1. Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- 11.2. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 11.3. Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
  - local travel relating to the conduct of official business;
  - carer costs; and
  - ICT expenditure.
- 11.4. Final approval for payments made under this policy will be granted by the General Manager or their delegate.

#### Reimbursement

- 11.5. All claims for reimbursement of expenses incurred must be made on the prescribed Combined Funds Voucher form, supported by appropriate receipts and/or tax invoices and be submitted to the General Manager for approval.

#### Notification

- 11.6. If a claim is approved, Council will reimburse the Councillor through accounts payable.
- 11.7. If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

#### Reimbursement to Council

- 11.8. If Council has incurred an expense on behalf of a Councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:
  - Council will invoice the Councillor for the expense; and
  - the Councillor will reimburse Council for that expense within 14 days of the invoice date.
- 11.9. If the Councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the General Manager. The General Manager may elect to deduct the amount from the Councillor's allowance.

#### Timeframe for reimbursement

- 11.10. Unless otherwise specified in this policy, Councillors must provide all claims for reimbursement within three (3) months of an expense being incurred. Claims made after this time cannot be approved.

## 12. Disputes

- 12.1. If a Councillor disputes a determination under this policy, the Councillor should discuss the matter with the General Manager.
- 12.2. If the Councillor and the General Manager cannot resolve the dispute, the Councillor may submit a notice of motion to a Council meeting seeking to have the dispute resolved.

## 13. Return or Retention of Facilities

- 13.1. All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.
- 13.2. Should a Councillor desire to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the General Manager to purchase any such equipment. The General Manager will determine an agreed fair market price or written down value for the item of equipment.
- 13.3. The prices for all equipment purchased by Councillors under Clause 13.2 will be recorded in Council's annual report.

## 14. Publication

- 14.1. This policy will be published on Council's website.

## 15. Reporting

- 15.1. Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.

## 16. Auditing

- 16.1. The operation of this policy, including claims made under the policy, will be included in Council's audit program and an audit undertaken at least once every term of Council.

## 17. Breaches

- 17.1. Suspected breaches of this policy are to be reported to the General Manager.
- 17.2. Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct for Councillors, as detailed in the Code and in the Procedures for the Administration of the Code.

## DEFINITIONS

The following definitions apply throughout this policy.

Term	Definition
accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a Councillor
appropriate refreshments	Means food and beverages, excluding alcohol, provided by Council to support Councillors undertaking official business
<i>Act</i>	Means the <i>Local Government Act 1993</i> (NSW)
clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct for Councillors adopted by Council.
Councillor	Means a person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the Mayor
General Manager	Means the General Manager of Council and includes their delegate or authorised representative
incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
limited private use	Means private use that is ancillary to official business. I.e., the Mayor, in attending his/her office at Town Hall, may also utilise the vehicle to run errands etc. prior to returning home.  A trip from the Mayor's residence that does not involve any Council business and is wholly for private use is considered 'private use' whether within or outside the LGA.
long distance intrastate travel	Means travel to other parts of NSW of more than three (3) hours duration by private vehicle
maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1
NSW	New South Wales
official business	Means functions that the Mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for Council or result in a direct benefit for Council and/or for the local government area, and includes: <ul style="list-style-type: none"> <li>• meetings of Council and committees of the whole;</li> <li>• meetings of committees facilitated by Council;</li> <li>• civic receptions hosted or sponsored by Council; and</li> <li>• meetings, functions, workshops and other events to which attendance by a Councillor has been requested or approved by Council.</li> </ul>
professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a Councillor or the Mayor
Regulation	Means the <i>Local Government (General) Regulation 2021</i> (NSW)
year	Means the financial year, that is the 12-month period commencing on 1 July each year

## LEGISLATION AND SUPPORTING DOCUMENTS

### Relevant legislation and guidance:

- *Local Government Act 1993*, Sections 252 and 253;
- *Local Government (General) Regulation 2021*, sections 217 and 403;
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009;
- Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities; and
- Local Government Circular 05-08 legal assistance for Councillors and Council Employees.

### Related Council policies:

- Code of Conduct for Councillors;
- Code of Meeting Practice;
- Councillor Induction and Professional Development Policy; and
- Councillor Access to Council Staff, Information and Premises Policy.

## VARIATION AND REVIEW

The Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy will be reviewed within the first 12 months of each term of Council, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

## Appendix A

### Document Control Continued

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION AMENDMENTS:	OF	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
11	22/09/2016	10.09/16	Section 1:8 – denotes a change to the review date in line with meeting new requirements under Sections 252 and 253 of the <i>Local Government Act 1993</i>		DCCS	Council
10	24/09/2015	8.09/15	<ul style="list-style-type: none"> <li>- Section 2:1 - Removal of the reference that all claims must be provided within two (2) months of receipt;</li> <li>-Section 2:7 - Clarification that confirming documents must be attached to claims;</li> <li>- Section 2:8 - Removal of the sentence stating that reimbursement for care arrangements will be at the current market rate;</li> <li>- Section 3:1 - Removal of the reference of provision of a leather briefcase;</li> <li>-Section 3:2 – Removal of reference that a mobile phone may be provided;</li> <li>- Section 3:3 – Change of wording from 'is provided with' to 'has access to'.</li> </ul>		DCCS	Council
09	25/09/2014	10.09/14	<ul style="list-style-type: none"> <li>Reflecting the name change of the 'Division of Local Government' to 'Office of Local Government';</li> <li>- Added clause 1:10 Implementation/Communication, paragraph inserted;</li> <li>- Australian Taxation Office (ATO) private vehicle reimbursement rates have been updated;</li> <li>- Clause 3.1 (c) has been removed 'Councillors will be provided with a necktie or scarf';</li> <li>- Clause 3.3 (e) has been removed 'Dedicated parking'.</li> </ul>		DCCS	Council

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION AMENDMENTS:	OF	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
12	26/08/2021	5.08/21	A new model template from the Office of Local Government has been used for this version.		MGRCP	Council
08	26/09/2013	14.09/13	<ul style="list-style-type: none"> <li>- Reflecting the name change of the 'Local Government and Shires Association' to 'Local Government New South Wales';</li> <li>- Position title change from the 'General Manager's Personal Assistant', to the 'Executive Assistant';</li> <li>- Accommodation in capital cities has been amended to include the cost of a standard room at the same venue as the conference being attended;</li> <li>- The following clause has been removed "Council will reimburse all Councillors up to \$30.00 per month for the use of home phone expenses upon the provision of details of usage on the specified form for reimbursement of expenses";</li> <li>- The clause regarding reimbursement of mobile phones has been amended.</li> </ul>		DCCS	Council
07	20/12/2012	6.12/12			DCCS	Council
06	24/11/2011	5.11/11			DCCS	Council
05	25/11/2010	6.11/10			DCCS	Council
04	26/11/2009	5.11/09			DCCS	Council
03	25/09/2008	3.09/08			DCCS	Council
02	27/09/2007	9.09/07			DCCS	Council
01	26/04/2007	0.04.07			DCCS	Council