



CUMBERLAND
CITY COUNCIL

Councillor Expenses and Facilities Policy

AUTHORISATION & VERSION CONTROL

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POLICY SUMMARY

The *Local Government Act 1993* (the Act) requires that Council adopt a policy concerning the payment of expenses and the provision of facilities to the Mayor and Councillors. Section 252 (1) of the Act requires that, within the first 12 months of each term of a council, that a council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the Mayor, the Deputy Mayor (if there is one) and the other Councillors in relation to discharging the functions of civic office.

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*.

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 and the requirements of Councillors in a large, amalgamated Council setting. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

This Policy sets out clear limitations around reimbursement for expenses and facilities. Expenses not explicitly addressed in this Policy will not be paid or reimbursed. The Policy thresholds will reset at the commencement of a new Council term.

The main expenses and facilities are summarised in the table below. All monetary amounts are inclusive of GST.

Expense or facility	Maximum amount	Frequency
General travel expenses	\$5,000 per Councillor	Per year
Accommodation and meals	As per the <i>Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009</i> . See 6.15 for Accommodation.	Per occasion
Professional development including conferences and seminars	Total amount as resolved by Council annually within the Operational Plan, in addition to Supplementary Professional Development at 6.25.	Per year
Carer expenses	\$7,000 per Councillor	Per year
Home office, ICT and subscription expenses	\$4,000 per Councillor, in addition to the one-off provision of an office desk, chair, and maintained printer per term.	Per year
Mayor hosting of delegations	\$5,000 for the Mayor	Per year
Mayor (and/or delegate Councillors) attending key industry functions or community events	\$10,000 for the Mayor or their nominated Councillor delegates where there is an attendance/entry/ticket fee	Per year
Councillor stationery	Business cards: 1000 Councillor Christmas Cards: 200	Per year
Councillor common room	Councillor common room with facilities provided to all Councillors at both Auburn and Merrylands Administration Offices. General office space also to be made available to the Mayor and Councillors in Granville.	Not relevant
Maintained Council vehicle, fuel card and toll pass	Provided to the Mayor	Not relevant

Reserved parking space at Council offices	Four (4) parking spaces at the Merrylands Office and four (4) parking spaces at the Auburn Office (including one dedicated parking space for the Mayor at both locations), with swipe pass access for each Councillor also at the Auburn Public Carpark upon request. All Councillors to have a parking permit sticker, making them eligible to park in staff only areas.	Not relevant
Furnished office	Provided to the Mayor at Auburn and Merrylands Administration Centres	Not relevant
Councillor uniform and name badge	Provided to all Councillors	Per Council term

Additional costs incurred by a Councillor in excess of these limits are considered a personal expense that is the responsibility of the Councillor.

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

In accordance with the Office of Local Government guidelines, expenditure related to this Policy will be noted in Council's Annual Report.

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 Cumberland City Council.
- 1.2. 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, while ensuring an appropriate level of public transparency around expenditure.
- 1.3. The General Manager is entitled to question or refuse a request for payment from a Councillor when it does not accord with this Policy.
- 1.4. Expenses and facilities provided by this Policy are in addition to fees paid to Councillors and the Mayor. 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 are reviewed annually. Council must adopt its annual fees within this set range.
- 1.5. In addition to 1.4, Council will make superannuation contribution payments to a superannuation account nominated by the Councillor equivalent in amount to superannuation guarantee payments. This will be backdated and paid for the month in which a completed application is received.

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;
 - fulfil 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.
 - **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. Such incidental private use does not require a compensatory payment back to Council.
- 4.3. 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.
- 4.4. Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:
- production of election material;
 - use of Council resources and equipment for campaigning;
 - use of official Council phone and mobile phone services, email, letterhead, publications, websites or services for political benefit;
 - 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. All Council officials must not personally benefit from reward points programs when incurring Council-related expenses, as outlined in Council's adopted *Code of Conduct*.

6. SPECIFIC EXPENSES

General Travel Arrangements and Expenses

- 6.1. Travel by Councillors should be undertaken using the most direct available route and the most practicable and economical mode of transport.
- 6.2. Each Councillor may be reimbursed up to a maximum limit of \$5,000 per year for travel expenses incurred while undertaking official business or attending 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;
 - by Cabcharge card or equivalent;
 - 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 log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.

Interstate and Long Distance Intrastate Travel Expenses

- 6.5. Councillors seeking approval for any long distance intrastate and interstate travel must submit a request and obtain the approval of the Mayor prior to travel. The Mayor will assess each request to ensure consistency with Council's objectives. Following this, the Mayor may refer an application to the General Manager for authorisation, to ensure compliance with this Policy and available budget.
- 6.6. The request to the Mayor should be in written or electronic form and detail how the travel aligns with current Council business and its relevance to the exercise of the Councillor's civic duties;
Note: A request is not required for Councillor attendance at the ALGA National General Assembly of Local Government or the Local Government NSW Annual Conference, in accordance with Clauses 6.26-6.28. Councillor attendance at these conferences is supported in accordance with each Councillors individual Professional Development Plan. A report will be prepared to Council for the endorsement of any Motions to such conferences, or to determine Council voting delegates where a decision is required.
- 6.7. For interstate and long distance intrastate journeys by air, the class of air travel will be determined by the General Manager, giving regard to the most direct and economical method of travel.
- 6.8. Bookings for approved air travel and accommodation are to be made through the General Manager's Office or via alternate arrangements at the approval of the General Manager.
- 6.9. 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 and is a breach of Council's adopted *Code of Conduct*.
- 6.10. Any overseas travel will require a resolution of Council endorsing such travel and must demonstrate alignment with Council's established policies.

Representing Council on a Board or Other Membership

- 6.11. Any Councillor seeking to represent Council on a Board of Directors or attend meetings for a relevant industry body/organisation relevant to Council business as listed below is supported:
- Australian Local Government Association (ALGA)
 - Australian Local Government Women's Association (ALGWA)
 - Local Government NSW (LG NSW)
 - Western Sydney Regional Organisation of Council's (WSROC)
 - CivicRisk Mutual
 - StateCover Mutual
 - Local Government Professionals
 - Western Sydney Leadership Dialogue
 - Business Western Sydney
 - Western Sydney Business Chamber
 - Any other appropriate organisation relevant to Council business, as determined by the General Manager.
- 6.12. Any formal appointment on a Board of Directors or Office bearing position is subject to the following requirements:
- Any travel and associated expense claims associated with representation of Council must be handled in accordance with this policy.
 - Any potential conflicts of interest must be declared and managed appropriately in accordance with the Code of Conduct.
 - This clause does not apply to Councillor attendance at community events.
- 6.13. Councillors representing Council on the Sydney Central City Planning Panel shall be entitled to a fee of \$300 per meeting, inclusive of all costs and GST.

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. Council will incur or reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel or professional development. Council will not cover the costs for accommodation and meals of accompanying persons, except as specified in clause 6.27.
- 6.16. Accommodation will be at the rate of an available standard room in the hotel where the professional development, conference and seminar or other Council business is being held, or the nearest hotel to it that is of a similar standard, subject to the approval of the General Manager.
- 6.17. Bookings for accommodation are to be made through the General Manager's office or via alternate arrangements at the approval of the General Manager.
- 6.18. The daily limits for meal expenses within Australia are to be consistent with the provisions set out in the *Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009* (see clauses 29.1.1 – 29.1.3 for meals).

Refreshments for Council Related Meetings

- 6.19. 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.

Professional Development Including Conferences and Seminars

- 6.20. Council will facilitate and promote the professional development of Councillors through programs, training, education courses, conferences, seminars, and membership of professional bodies, up to a total maximum budget limit as resolved by Council annually, within the Operational Plan.
- 6.21. 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 budget.
- 6.22. Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties and/professional development, and the Councillor actively participates in the body.
- 6.23. Approval for all Councillor professional development/membership requests are subject to a written or electronic application submitted for the approval of the Mayor. The Mayor will assess each application, to ensure it is consistent with Council's objectives. Following this, the Mayor may refer an application to the General Manager for authorisation to ensure compliance with this Policy, alignment with a Councillors Professional Development Plan, and available budget. In assessing a Councillor's request, the Mayor 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.
- 6.24. Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the General Manager, subject to the limits outlined in this Policy. Council will also meet the reasonable cost of meals when they are not included in the conference fees.

Supplementary Conferences and Professional Development Programs

- 6.25. In line with Council's commitment to promoting the ongoing professional development of Councillors, Councillors may voluntarily elect to complete the UTS Executive Certificate for Elected Members and/or the Company Directors Course conducted by the Australian Institute of Company Directors once per Council term. The General Manager from time to time may update this list in line with contemporary training courses released for Councillors.
- 6.26. Councillors may attend the Local Government NSW Annual Conference and/or the Australian Local Government Association National General Assembly of Local Government.
- 6.27. For the Local Government NSW Annual Conference and Australian Local Government Association National General Assembly of Local Government only, Council will meet the costs of the official conference dinner for an accompanying person of a Councillor.
- 6.28. Attendance at the conferences listed in clause 6.26 and professional development programs listed in clause 6.25 is voluntary and does not contribute to the monetary limits for conferences and professional development mentioned elsewhere in this Policy.

Information and Communication Technology

- 6.29. Upon election to office, Councillors will be provided with Information and Communication Technology (ICT) equipment and a mobile phone plan subscription for the Council term. The following shall be provided under this clause:

- Smart phone;
- Notebook and tablet device;
- Councillor mobile phone plan with included data allowance;
- Maintained multi-function colour laser printer (with scanning and wireless printing capability).

The General Manager will determine the device makes/models to be issued to enable Councillors to effectively undertake their civic duties.

- 6.30. Councillors who opt to retain a mobile phone service of their own for civic duties are permitted to do so, and Council will reimburse the Councillor up to a maximum limit of \$150 per month representing the retail market cost of calls and/or mobile data for one service as outlined in this Policy.
- 6.31. For clarity, Council will not pay or reimburse Councillors for the cost of purchasing devices outlined in 6.29. Council will not be able to provide technical support for the operation of a Councillor owned device, however Council ICT staff may troubleshoot on request for minor issues.
- 6.32. Council from time to time may provide Councillors with upgraded equipment or new facilities where doing so will result in efficiencies and aligns to Council's general ICT program, at the approval of the General Manager.
- 6.33. Councillors will have the opportunity to have a mobile number assigned to them as a Councillor transferred into their ownership upon leaving office at their cost.
- 6.34. Information and Communication Technology equipment and services are intended to be utilised by Councillors to undertake their civic duties.
- 6.35. A standard suite of corporate applications will be provided on issue of Information and Communication Technology equipment to enable Councillors to exercise their civic duties effectively.
- 6.36. Any excess usage charges in relation to the Councillor standard mobile phone plan will be handled in accordance with clause 11.6.

Special Requirement and Carer Expenses

- 6.37. 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.
- 6.38. Transportation provisions outlined in this Policy will also assist Councillors who may be unable to drive a vehicle.
- 6.39. In addition to the provisions above, the General Manager may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.
- 6.40. 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 limit of \$7,000 per year for attendance at official business, plus reasonable travel time and costs from the Councillor's principal place of residence.
- 6.41. Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative. Receipts must be provided with all claims.
- 6.42. 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 must be in the form of evidence from centrelink and a medical practitioner.

Home Office, ICT and Subscription Expenses

- 6.43. Councillors will be provided with an office chair, printer and desk if required at the start of the Council term. In addition, each Councillor may be reimbursed up to a maximum limit of \$4,000 per year for general home office/ICT expenses relevant to civic duties, including subscriptions and postage. This threshold excludes access to print toner which will be provided as part of a maintained printer. Councillors will be required to provide a receipt or invoices for all expenses claimed as evidence for reimbursement, and appropriate justification.
- 6.44. At the start of each Council term, Councillors will be subscribed to Council's media monitoring platform and be provided with a digital subscription to a major newspaper publication as determined by the General Manager.

7. INSURANCES

- 7.1. In accordance with section 382 of the *Local Government Act*, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this policy.
- 7.2. 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.
- 7.3. Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.
- 7.4. Appropriate travel insurances will be provided for any Councillors traveling on approved travel on Council business upon request.

8. LEGAL ASSISTANCE

- 8.1. Reimbursement of expenses for reasonable legal expenses under this Part must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.
- 8.2. Council may, if requested and by resolution, 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 *Local Government Act 1993*;
 - a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act;
 - 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.
- 8.3. 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;
- for legal proceedings that do not involve a Councillor performing their role as a Councillor.

Part C – Facilities

9. GENERAL FACILITIES FOR ALL COUNCILLORS

- 9.1. Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:
- a Councillor common room in the Auburn and Merrylands administration buildings, appropriately furnished to include telephone, photocopier, printer, desks, computer terminals, mailbox and appropriate refreshments.
 - Four (4) parking spaces at the Merrylands Office and (4) parking spaces at the Auburn Office (including one dedicated parking space for the Mayor at both locations) with swipe pass access for each Councillor also at the Auburn Public Carpark. All Councillors to have a parking permit making them eligible to park in staff only areas;
 - as required, personal protective equipment for use during site visits;
 - a corporate uniform and 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 at no cost. Rooms may be booked through the General Manager's Office.
- 9.3. Noting the geographic spread of the local government area, general office space will be made available for Councillors in Granville also.
- 9.4. The provision of facilities will be of a standard deemed by the General Manager as appropriate for the purpose.

Stationery

- 9.5. Council will provide the following stationery to Councillors each year upon request:
- 1000 personalised business cards;
 - 200 personalised Christmas or festive cards.

Digital letterhead will be provided at the commencement of the Council term, which is to be used for official Councillor civic correspondence only.

Note: Councillor official photos, letterhead and business card designs remain the property of Council, and must not be altered or be used for political or private gain by any Councillor. Councillor stationery designs will include official Councillor contact details on them only.

Administrative Support

- 9.6. Council will provide administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by staff in the General Manager's Office or by a member of Council's administrative staff as arranged by the General Manager or their delegate.
- 9.7. 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. FACILITIES FOR THE MAYOR

- 10.1. Council will provide to the Mayor a maintained vehicle to a similar standard of other Council leaseback vehicles for civic duties. The make and model of the Mayoral vehicle must comply with Council's internal *Fleet Management Policy*. The Mayoral vehicle will also be affixed with a toll pass for the Mayor's Council business related travel only. Any private travel trips will be deducted from the Mayoral allowance in accordance with the provisions of this Policy.
- 10.2. A parking space at Council's Auburn and Merrylands Administration offices will be reserved for the Mayor.
- 10.3. Council will provide the Mayor with furnished office space at the Auburn and Merrylands Administration Centres, to appropriately conduct Mayoral duties.
- 10.4. A full time member of staff as determined by the General Manager will support the Mayor, providing secretarial and administrative support for official civic duties. This includes the use of official stationery and postage of Mayoral correspondence. Other internal staff support and advice will be provided as required.
- 10.5. Ceremonial clothing will be provided for use including Mayoral robes and chains of office, to be worn at civic and ceremonial functions at the Mayor's discretion.
- 10.6. In keeping with Council's ongoing commitment to represent Council at key industry specific functions, community events, or at events where Council has an established strategic partnership, the Mayor and their partner (and/or the Mayor's nominated Councillor delegates) may attend such events on behalf of Council where there is a ticket or entry fee associated. Council will provide up to a maximum limit of \$10,000 per year to cover the cost of event entry or ticket fees where applicable.
- 10.7. In addition to clause 10.6, the Mayor, in consultation with the General Manager, may host civic events to receive official delegations from outside the local government area or to honour local residents. Council will provide up to a maximum limit of \$5,000 per year towards hosting such events.

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. Up to the maximum limits specified in this Policy, approval for the following may be sought after the expense is incurred for local travel relating to the conduct of official business.
- 11.2. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 11.3. Final approval for payments made under this Policy will be granted by the General Manager or their delegate.

Direct Payment

- 11.4. Council may approve and directly pay expenses as approved by the General Manager.

Reimbursement

- 11.5. All claims for reimbursement of expenses incurred must be supported by receipts and/or tax invoices and be submitted to the General Manager or delegate.

Reimbursement to Council

11.6. 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
- the Councillor will reimburse Council for that expense within 30 days of the invoice date.

If the Councillor cannot reimburse Council within 30 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

11.7. Unless otherwise specified in this policy, Councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time may not 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/EQUIPMENT

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, including depreciation from when the Councillor was issued the equipment.

13.3. The prices for all equipment purchased by Councillors under clause 13.2 will be recorded in Council's Annual Report.

14. REPORTING

14.1. Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations, including within the Annual Report.

14.2. Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Council's website. This information will include expenditure summarised by individual Councillor and as a total for all Councillors.

15. AUDITING

15.1. The operation of this Policy is subject to Council's audit program.

16. BREACHES

16.1. Suspected breaches of this Policy are to be reported to the General Manager.

16.2. Alleged breaches of this Policy shall be in accordance with the *Code of Conduct*, as detailed in the Code and in the *Procedures for the Administration of the Code*.

Part E – Appendices

Appendix I: Related Legislation, Guidance and Policies

Relevant Legislation and Guidance:

- [Local Government Act 1993](#)
- [Local Government \(General\) Regulation 2021](#)
- [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](#)
- [Office of Local Government Circular – Councillor Superannuation Payments](#)

Related Council Documents:

- [Code of Conduct](#)
- [Fraud and Corruption Control Policy](#)
- [Council Minutes – 1 June 2022 – Councillor Superannuation](#)

Appendix II: 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
Act	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 adopted by Council or the Model Code if none is adopted
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 <i>Code of Conduct</i>
Long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle from a Councillors principal place of residence
Mayor	A Councillor who is elected for a period of up to 2 years as the head and spokesperson of the Council
NSW	New South Wales

Official business	<p>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:</p> <ul style="list-style-type: none"> • meetings of Council and committees of the whole • meetings of committees facilitated by Council • civic receptions hosted or sponsored by Council • meetings, functions, workshops and other community based events to which attendance by a Councillor has been requested.
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 (NSW)</i>
Year	Means the financial year, that is the 12 month period commencing on 1 July each year.

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