



Policy for the Payment of Expenses and Provision of Facilities for the Mayor and Councillors

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Verified by.....

Verified by.....

(Adopted at the Ordinary Meeting of Council 26/04/2022)

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Status of the Policy

Date of Adoption: 26/04/2022

Responsible Department: General Manager

Mandatory Annual Review: Within 12 months of next Council election (by Sept 25)

Policy Amended:

Public Exhibition:

Part 1 - INTRODUCTION

1. Title and Commencement of Policy

This policy is to be known as the Policy For The Payment Of Expenses And Provision of Facilities For The Mayor And Councillors.

2. Purpose of the Policy

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors of Bourke Shire Council 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 2005* (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.

3. Objectives and Scope of the Policy

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 the council's statutory responsibilities.

4. Making and Adoption of the Policy

This policy will be reported to Council within the first 12 months of each term of a council. The proposed policy is required to be placed on public exhibition for 28 days within this first 12-month period, even if Council has resolved to adopt the same policy (Section 253 (5))

Council is also required to give public notice of any changes made throughout the council term. However, Council is not required to give notice if the changes are deemed not to be substantial as per section 253 (3) of the Local Government Act.

5. Legislative Provisions

The policy is governed by the Local Government Act 1993, specifically but not limited to; sections 252, 253 and 254 and the Local Government (General) Regulation 2005.

6. Other Government Policy Provisions.

In addition to the legislative provisions as detailed above the following should also be taken into consideration:

- Bourke Shire Council Code of Conduct
- ICAC Publication- No excuse for Misuse, Preventing the Misuses of Council resources
- Office of Local Government: Circular 17-17 - Payment of Expenses and Facilities Template

PART 2 - PAYMENT OF EXPENSES - GENERAL PROVISIONS

7.1 Exclusion of General Expense Provision

In accordance with clause 403 (a) of the Local Government (General) Regulation no provision has been made for the payment of an allowance in the nature of a general expense allowance.

(A general expense allowance is a sum of money paid by a council to a Councillor to expend on an item or a service that is not required to be receipted and/or otherwise reconciled according to a set procedure and within a specific time frame.)

7.2 Monetary Limits on Expenses

This policy identifies and publishes monetary limits and standards applicable to the payment of various expenses to Councillors. This allows members of the public to know the expected cost of providing services to Councillors and to make comment during the public consultation phase of making or amending the policy. The Mayor and General Manager may under exceptional circumstances vary the monetary limits with such variation to be reported to Council.

The payment of expenses and the facilities which may be provided to the Mayor and Councillors under this Policy shall be provided in addition to the annual fees payable to the Mayor and Councillors as determined by the Council under Sections 248 and 249 of the Act.

7.3 Code of Conduct

Council's Code of Conduct sets the minimum requirements of behaviour for Council officials. The Code of Conduct refers, in part, to the use of Council Resources as follows:

- *You must use council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes, except when supplied as part of a contract of employment (but not for private business purposes), unless this use is lawfully authorised and proper payment is made where appropriate.*
- *You must be scrupulous in your use of council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.*
- *You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.*
- *You must not convert any property of the Council to your own use unless properly authorised.*
- *You must not use Council's computer resources or mobile or other devices to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature, or that could otherwise lead to criminal penalty or civil liability and/or damage the council's reputation.*

These sections of the Code are relevant to this Policy in that they provide for an overarching standard of behaviour that the Mayor and Councillors would be expected to display when using Council's resources.

7.4 Approval and Dispute Resolution Process

The approval for expenses in accordance with this policy shall be undertaken by the General Manager.

Where a dispute arises concerning the payment of expenses or provision of facilities, the matter shall be referred for determination jointly by the Mayor and Deputy Mayor.

Where the dispute involves either of the Councillors holding one of the positions, it shall be referred for determination at a meeting of the Council.

7.5 Reimbursements and Reconciliation of Expenses

- (a) Reimbursement of costs and expenses to Councillors will only be made upon production of appropriate receipts and tax invoices and completion of a Councillor's Expense Claim Form. Expenses and costs incurred must be in accordance with the requirements of this policy.
- (b) Claims for reimbursement of expenses should be submitted within three (3) months of the expense being incurred. Expense claims submitted more than three (3) months of the expense being incurred will not be reimbursed.
- (c) Payment will be made within one (1) month of an approved claim being received unless documentation is inadequate, in which case the claimant will be notified immediately, or the matter requires determination by Council as per Section 7.4 herewith.

7.6 Payment in Advance

Councillors may request payment in advance in anticipation of expenses to be incurred in attending conferences, seminars and training away from home. Councillors may also request an advanced payment for the cost of any other service or facility covered by this policy. The General Manager is to authorise pre-paid expenses. A reconciliation of the funds expended, and accompanying receipts, are to be submitted to the General Manager within 10 days following the conclusion of the Conference, Seminar or Training together with any unspent funds.

SPECIFIC EXPENSES FOR MAYOR AND COUNCILLORS

8.1 Civic Business within the Bourke Shire Local Government Area

Expenses will be paid for Councillors to attend:

- Meetings of the Council and Committees.
- Meetings of other committees, bodies, organisations or groups to which those Councillors are Council delegates or representatives.
- Other meetings or inspections which are authorised by the Council, the Mayor or the General Manager.
- Training courses, seminars or conferences authorised by the Council (except in those circumstances where there is insufficient time for a Council decision and in those cases the Mayor and General Manager have the authority to approve the attendance and report back at the next Council meeting for endorsement of that decision).
- No Expenses are to be reimbursed to Councillors to support their attendance at political fund-raising functions.

CATEGORIES OF PAYMENT / REIMBURSEMENT

(a) Council and Committee Meetings

(i) Travel

Councillors are entitled to be reimbursed for the use of their private vehicle for travel to and from meetings.

Payment for the use of a Councillor's private vehicle will be based on the relevant kilometre rate for vehicles as determined in the Local Government (State) Award and as applicable as at 1st July each year.

The allowable distance claimed will be for travel, by the most practicable route from the Councillor's usual place of residence or other place where the Councillor might be (whichever is lesser), immediately prior to the meeting.

(ii) Meals/Refreshments

Arrangements will be made for a light meal and/or refreshments to be provided at each meeting depending on the scheduling of each meeting.

(iii) Accommodation

Should a meeting be scheduled to finish later than 9.00pm or start earlier than 7.00a.m and the Councillor lives more than 50 kilometres from Bourke or in other circumstances where, in the opinion of the Mayor or General Manager, because of the timing of the meeting, it would be impractical or introduce undue risk for the Councillor to travel from/to home before/after the meeting, Council will meet reasonable accommodation costs (including sustenance and telephone calls) on the evening of or prior to the meeting for the Councillor.

Accommodation will generally be booked by Council staff and will be limited to \$150.00 per night. Council will not meet any expenses incurred from mini bars.

(b) Meetings of Other Committees, Bodies, Organisations or Groups to Which Those Councillors are Council Delegates or Representatives or Other Authorised Meetings or Inspections, Training Courses, Seminars or Conferences within Bourke Shire Area

(i) Travel

Council vehicles will generally be made available, however, in circumstances where a Council vehicle is not available or the use thereof is impractical, Councillors may use their private motor vehicle. Councillors should check with the Manager Corporate Services to ascertain whether a Council vehicle is available and should make arrangements to collect the vehicle at a mutually suitable time.

Payment for the use of a Councillor's private vehicle will be based on the relevant kilometre rate for vehicles as determined in the Local Government (State) Award and as applicable as at 1st July each year.

When a private vehicle is used when a seat in a Council vehicle is available, reimbursement will be at the discretion of the Mayor and General Manager.

The allowable distance claimed will be for travel, by the most practicable route from the Councillor's usual place of residence or other place where the Councillor might be (whichever is the lesser), immediately prior to the meeting or inspection.

(ii) Out of Pocket Expenses

Reasonable out-of-pocket expenses will be reimbursed for costs associated with attendance. Out of pocket expenses are to be limited to \$50.00 per day when attending functions within Bourke Shire Area.

(iii) Accommodation

Should a meeting be scheduled to finish later than 9.00pm or start earlier than 7.00a.m and the Councillor lives more than 50 kilometres from Bourke or in other circumstances where, in the opinion of the Mayor or General Manager, because of the timing of the meeting, it would be impractical or introduce undue risk for the Councillor to travel from/to home before/after the meeting, Council will meet reasonable accommodation costs (including sustenance and telephone calls) on the evening of or prior to the meeting for the Councillor.

Accommodation will generally be booked by Council staff and will be limited to \$150.00 per night. Council will not meet any expenses incurred from mini bars.

(iv) Registration

Includes all registration fees involved in the attendance at the conferences, seminars etc as well as associated official luncheons, dinners and tours.

8.2 Civic Business outside the Local Government Area

Expenses will be paid for Councillors to attend:

(i) Conferences and Seminars:

Council is committed to ensuring its councillors are up to date with contemporary issues facing council and the community, and local government in NSW. Council will allocate funding in its annual budget to facilitate councillor attendance at conferences and seminars. This allocation is for all councillors. Approval to attend a conference or seminar is subject to a written request to the General Manager, in the first instance, for submission to Council for determination. The General Manager is to approve attendances at seminars and conferences by staff. In those circumstances where there is insufficient time for a Council decision, the Mayor and General Manager have the authority to approve the attendance and report back at the next Council meeting for endorsement of that decision. In assessing a councillor request for report to Council the General Manager must consider factors including the:

- (a) the relevance of the topics and presenters to current council priorities and business and the exercise of the councillor's civic duties;
- (b) the cost of the conference or seminar in relation to the total remaining budget.

Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences as 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 this policy.

(ii) Training courses:

Council will allocate funding in its annual budget to facilitate professional development of councillors through programs, training and education courses. This allocation may be made available for individual training courses for Councillors or for training for all Councillors. 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 funded through the annual Councillor Training funding

allocation. Annual membership of professional bodies by Councillors will not be covered by Council. Approval for professional development activities is subject to a prior written request to the General Manager outlining the:

- details of the proposed professional development/training.
- relevance to Council priorities and business
- relevance to the exercise of the Councillor's civic duties.

In assessing a Councillor request for a professional development activity, the General Manager must consider the factors set out in this policy, as well as the cost of the professional development in relation to the available budget.

- (iii) Meetings of other committees, bodies, organisations or groups to which those Councillors are Council delegates or representatives; and
- (iv) Other meetings or inspections which are authorised by the Council, the Mayor or the General Manager.

Categories of Payment/Reimbursement

(i) Registration

Includes registration fees for attendance at conferences, seminars and training etc as well as associated official luncheons, dinners and tours.

(ii) Travel

Council will either pay or reimburse Councillors for travel by air, private motor vehicle, rail or taxi/hire car, as appropriate and as set out below:

(a) Air

Where travel is undertaken by air, this will be by economy class. All bookings for travel will generally be made by Council staff.

(b) Motor Vehicle

Council will endeavour to make a vehicle available and Councillors are asked to clarify the availability of a vehicle with Council's Manager Corporate Services.

Where a Council vehicle is not available a private motor vehicle may be used. Councillors are entitled to be reimbursed for this use.

Payment for the use of a Councillor's private vehicle will be based on the relevant kilometre rate for vehicles as determined in the Local Government (State) Award and as applicable as at 1st July each year.

Where a private vehicle is used when a Council vehicle is available reimbursement will be at 50% of the determined rate unless otherwise approved by the General Manager.

If a councillor chooses to travel in their own vehicle when a seat is available in a Council vehicle travel will not be reimbursed unless otherwise approved by the General Manager and Mayor.

The allowable distance claimed will be for travel, by the most practicable route from the Councillor's usual place of residence or other place where the Councillor might be (whichever is the lesser), immediately prior to the meeting, function, training course, seminar or conference.

This claim will be subject to the cost not exceeding the economy class airfare as applicable.

(c) Rail

Where travel is undertaken by train, Council will meet the cost of a first-class ticket, or equivalent, including sleeping berths where necessary.

(d) Taxi/Hire Car

Where travel is undertaken by taxi/hire car, Council will reimburse fares paid upon presentation of relevant receipts.

With all travel arrangements, due consideration is to be given to the physical capacity of the Councillor and any variation to the arrangements below will be with the approval of the Mayor.

(iii) Accommodation

Council will meet reasonable costs (including sustenance and telephone charges) including the night before and after the meeting, training course, seminar or conference where necessary. Accommodation will generally be booked by Council staff and will be limited to \$150.00 per night in regional areas and \$300.00 in capital cities.

Council does not meet any expenses incurred from mini bars.

Note: *Should accommodation be in excess of this amount at the conference venue the General Manger is able to approve this additional cost.*

(iv) Out of Pocket Expenses

Reasonable out-of-pocket expenses associated with attendance and incurred in respect of meals (breakfast/lunch/dinner) and incidentals will be reimbursed. Expenses are to be limited to the those amounts as detailed in Table 2 of the Australian Taxation Office's Determination for reasonable travel and meal expenses for that financial year. All claims are to be accompanied by receipts.

Note: *It is expected that Councillors who attend conferences and seminars will provide Council with a brief report on such conference unless when accompanied by a staff member who will undertake this reporting function. Additionally, it is expected that all conference/seminar attendees will actively participate in all sessions of the conference unless engaged in other business on behalf of Council.*

8.3 Interstate Visits

All interstate visits should be approved by Council and the expenses payable will be in accordance with that for travel outside the Local Government Area.

Note: *For the purposes of this policy travel to Southwestern Queensland will not be regarded as interstate travel given the relationship of Council with that region. The ACT is also not deemed to be interstate.*

8.4 Overseas Visits

Overseas travel must be approved by the Council prior to a Councillor undertaking a trip.

Travel must be approved on an individual trip basis. Council will not permit the retrospective reimbursement of overseas travel expenses unless prior authorisation of the travel has been obtained.

Travel proposals shall be included in the Council business papers and not via a tabled Mayoral Minute (not included on the Council Meeting Agenda) and must include full details of the travel itinerary, cost, reasons for the travel and benefit to Council.

After returning from overseas, Councillors should provide a detailed written account to Council on the aspects of the trip relevant to Council business and/or the local community, unless accompanied by a Council staff member who will undertake this reporting function.

Should the Mayor or other Councillor accept an invitation to travel overseas, details of travel will be included in the Council's Annual Report as required by the Local Government Act and Regulations.

8.5 Legal Assistance

Legal and Representation Costs - Enquiries, Investigations, Hearings, etc

(a) 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 Local Government 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 in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor
- 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.

(b) 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.

(c) 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.

(d) 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.

(e) 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.

8.6 Legal Advice

Legal advice relating to a pecuniary interest, conflict of interest or matter governed by the code of conduct which in the opinion of the Chief Executive Officer is necessary to clarify the Councillor's responsibilities in the performance of his/her duties will be provided and paid for by Council.

8.6 Insurance

Councillors will receive the benefit of insurance cover for:

- (i) **Personal injury** while on Council business.
The cover does not include medical expenses for illness in Australia.
- (ii) **Professional indemnity** for matters arising out of Councillors' performance of civic duties or exercise of their functions as Councillors provided the performance or exercise of the relevant civic duty is, in the opinion of Council, in good faith or proper. This is subject to any limitations or conditions set out in the policy of insurance that is taken out from time to time.
- (iii) **Public liability** for matters arising out of Councillors' performance of civic duties or exercise of their functions under the Local Government Act. This is subject to any limitations or conditions set out in the policy of insurance that is taken out from time to time.
- (iv) **Councillors and Officers liability.** This policy provides protection in respect of actions against the individual Councillors in addition to legal costs incurred by them in defending an allegation of a wrongful act made in the course of their duties as Councillors. This is subject to any limitations or conditions set out in the policy of insurance that is taken out from time to time.
- (v) **Travel Insurance-** Councillors will be provided with travel insurance when travelling outside the Bourke Shire Local Government area for those situations not covered under the personal injury policy.

8.7 Telecommunication Expenses

- (i) **Councillor Supplied Fax/Phone Line**
Council will meet the cost of identified Council related calls and will make contribution to any consumables in proportion to the level of identified usage.

(ii) **Mobile Phone Calls**

Council will meet the cost of calls made on behalf of Council for from private mobiles. Such calls should be clearly identified on the monthly accounts issued by service providers.

(iii) **Limits on Expenditure on Calls**

The limit on the cost of reimbursement of calls shall be \$150.00 per month in the case of the Mayor and \$25.00 per month in the case of Councillors.

8.8 Carer and other related expenses

In accordance with the principles of participation, access and equity Council will reimburse the reasonable cost of carer arrangements, including childcare expenses and care of elderly, disabled and/or sick immediate family members of Councillors, to allow Councillors to undertake their Council business obligations.

Reimbursement of these expenses will be limited to a maximum of \$1,000.00 per annum, plus \$200.00 per annum for carers expenses incurred in relation to the attendance at a conference/seminar or training course.

Council business obligations in this context shall include Council and Committee meetings, Councillor briefings, attendance as an appointed Council delegate to meetings and functions of external agencies on which the Council is represented, Council Citizenship Ceremonies, but not functions that are primarily social in nature.

All claims should be accompanied by a receipt verifying payment to a care provider.

8.9 Councillors with Disabilities

In addition to other clauses on this policy regarding the provision of facilities to Councillors, in the event of a Councillor having a disability that would prevent them from performing their civic duties without the provision of additional facilities, where necessary, and with the agreement of the Mayor and General Manager, additional appropriate facilities will be made available to that Councillor.

8.10 Spouse and partner Expenses

- (i) There may be limited instances where certain costs incurred by a Councillor on behalf of their spouse, partner or carer are properly those of the Councillor in the performance of his or her functions (hence they are properly incurred by and reimbursable to the Councillor).
- (ii) As a consequence, meeting the reasonable costs of spouses and partners or carer for attendance at official Council functions that are of a formal and ceremonial nature, is considered appropriate when accompanying Councillors within the Local Government Area. Such functions would be those that a Councillor's spouse, partner or accompanying person could be reasonably expected to attend. Examples could include, but not be limited to, Australia Day award ceremonies, Citizenship ceremonies, Civic receptions and charitable functions for charities formally supported by the Council.
- (iii) Where the Mayor or a Councillor is accompanied at a conference, all costs for, or incurred by, the accompanying person, including travel, breakfast, meals, registration and/or participation in any conference programs, are to be borne by the

Mayor/Councillor/accompanying person and not by the Council. The exception to this is that Council will meet the costs of the official conference dinner for an accompanying person of the Mayor/Councillor for the Local Government NSW Annual Conference only.

Accompanying person's registration, or accompanying person's program fees, are to be paid to the conference organiser, etc. and paid at the time of registration. The Council is prepared to receive such registration and payments and to forward them on to the conference organiser, etc with any Council delegates' registration.

Where the Council meets, on account, any expenditure or cost on behalf of an accompanying person attending a conference, such expenditure must be repaid to the Council by the Councillor/accompanying person within seven (7) days of being invoiced for such expenditure following the conclusion of the conference.

- (iv) Consideration will also be given by the General Manager to the payment of expenses for the spouse, partner or carer of a Mayor, or a Councillor when they are representing the Mayor, when they are called on to attend an official function of Council or carry out an official ceremonial duty while accompanying the Mayor outside the Council's area, but within the State. Examples could include charitable functions to which the Mayor has been invited to represent the Council.
- (v) The above circumstances should be distinguished from spouses, partners or carers who accompany a Councillor at any event or function outside the Council area, including interstate and overseas, where the costs and expenses of the spouse or partner or accompanying person will not be paid by Council (with the exception of attendance at the Local Government NSW annual conference, as noted above.)
- (vi) The above examples should also be distinguished from circumstances where spouses, partners or carers accompany Councillors at seminars and conferences and the like. In these situations, all costs, including any additional accommodation costs, must be met by the Councillor or the spouse/partner/ accompanying person.
- (vii) The payment of expenses for spouses, partners or carers for attending appropriate functions as permitted above should be confined specifically to the ticket, meal and/or the direct cost of attending the function.
- (viii) The processing and payment of registration and associated fees on behalf of spouses, partners or carers may be undertaken by Council in conjunction of the registration of delegates with any fees paid to be reimbursed within thirty (30) days.

9. ADDITIONAL EXPENSES FOR THE MAYOR

9.1 Corporate Credit Card

The Mayor shall be supplied with a corporate credit card to facilitate payment of official Council business expenses, including hosting official visitors and dignitaries to the Shire. Use of the card will be in accordance with the adopted credit card policy.

PART 3 – PROVISION OF FACILITIES

10. GENERAL PROVISIONS

Provision of facilities generally (principles and processes)

10.1 Private use of facilities and mechanism for reimbursement.

Councillors should not generally obtain a private benefit from the provision of equipment and facilities. However, it is acknowledged that incidental use of Council equipment and facilities may occur from time to time. Such incidental use is not subject to reimbursement.

10.2 No Use of Council Resources for Political Purposes

Council facilities and equipment are not to be used to produce election material or for any other political purpose.

11. PROVISIONS OF EQUIPMENT AND FACILITIES FOR COUNCILLORS

To assist the Councillors, including the Mayor, in discharging the function of Civic Office, Councillors are, if they request, entitled to receive the following without reduction to the fees payable under Section 248 of the Act:

- (i) Business Cards – with approved details.
- (ii) Letterheads – for responding to matters raised by constituents.
- (iii) Meeting Room - Subject to availability, the meeting room or conference room will be able to be used for Councillors to conduct interviews etc. Tea/Coffee making facilities will also be made available.
- (iv) Corporate Apparel - Council will supply each Councillor at the beginning of each quadrennial term a shirt/blouse embroidered with Council's logo or of Council design with such cost not to exceed \$150.00
- (v) Personal Protective Equipment - Each Councillor required to undertake inspections as part of their role as a Councillor will be supplied upon request with personal protective equipment required as a condition of entry onto the individual work site.
- (vi) Name badge.
- (vii) Laptop Computer or I Pad

12. PROVISION OF ADDITIONAL EQUIPMENT AND FACILITIES FOR MAYOR

In addition to those facilities provided to the Councillors, the Mayor, in carrying out the duties of office, is entitled to receive the following:

- (i) A fully maintained vehicle (Toyota Prado or equivalent) will be supplied for the use of the Mayor and will be available at all times for use whilst undertaking his/her Mayoral Duties. A fuel card will be provided for use with the Mayoral vehicle. The Mayor is required to undertake the completion of a log book.
- (ii) Mobile Telephone with a car kit (Note monthly limit of \$150.00).
- (iii) Official stationary incorporating Mayoral letterhead for official Council correspondence issued under the hand of the Mayor.
- (iv) Business Cards for his/her role as Mayor.
- (v) Secretarial Services - word-processing, preparation of speeches, press releases and administrative support provided by the Executive Assistant.

- (vi) Administrative Support - assistance with the coordination of functions, organisations, meetings, etc.
- (vii) Where practicable and available provision of an appropriate facilities, suitable for interviews and small civic receptions.
- (viii) Use of ceremonial Chains of Office.
- (ix) A suitable name badge.

PART 4 – OTHER MATTERS

13. ACQUISITION AND RETURNING OF FACILITIES AND EQUIPMENT BY COUNCILLORS

Councillors must return all equipment and other facilities in good condition to the Council when they cease to be an elected member of Council or are granted extended leave of absence.

On cessation of their civic duties Councillors may purchase the equipment provided by the Council at an amount determined at an agreed fair market price or at the written down value of the asset on appearing on Council's Asset Register

This clause shall exclude uniforms and protective equipment which are able to be retained and the Mayor Chains of Office which shall always remain the property of Council and the Mayoral vehicle.

Appendix 1

LEGISLATIVE PROVISIONS

Local Government Act 1993

The relevant provisions of the Local Government Act 1993 are set out below:

Section 252 Payment of Expenses and Provision of Facilities

- (1) Within the first 12 months of each term of a council, the 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.
- (2) The policy may provide for fees payable under this Division to be reduced by an amount representing the private benefit to the mayor or a councillor of a facility provided by the council to the mayor or councillor.
- (3) A council must not pay any expenses incurred or to be incurred by, or provide any facilities to, the mayor, the deputy mayor (if there is one) or a councillor otherwise than in accordance with a policy under this section.
- (4) A council may from time to time amend a policy under this section.
- (5) A policy under this section must comply with the provisions of this Act, the regulations and any relevant guidelines issued under [section 23A](#).

Section 253 Requirements before Policy Concerning Expenses and Facilities can be Adopted or Amended

- (1) A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.
- (2) Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.
- (3) Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the council is of the opinion that the proposed amendment is not substantial.
- (5) A council must comply with this section when proposing to adopt a policy in accordance with [section 252\(1\)](#) even if the council proposes to adopt a policy that is the same as its existing policy.

Section 254 Decision to be made in Open Meeting

The Council or a Council committee all the members of which are Councillors must not close to the public that part of its meeting at which a policy for the payment of expenses or provision of facilities is adopted or amended, or at which any proposal concerning those matters is discussed or considered.

Local Government (General) Regulation 2005

The relevant provisions of the Local Government (General) Regulation 2005 are set out below:

Clause 217 (Additional information for inclusion in annual reports) states in part:

- (1) For the purposes of section 428(4)(b) of the Act, an annual report of a council is to include the following information—
 - (a) details (including the purpose) of overseas visits undertaken during the year by councillors, council staff or other persons while representing the council (including visits sponsored by other organisations),
 - (a1) details of the total cost during the year of the payment of the expenses of, and the provision of facilities to, councillors in relation to their civic functions (as paid by the council, reimbursed to the councillor or reconciled with the councillor), including separate details on the total cost of each of the following—
 - (i) the provision during the year of dedicated office equipment allocated to councillors on a personal basis, such as laptop computers, mobile telephones and landline telephones and facsimile machines installed in councillors' homes (including equipment and line rental costs and internet access costs but not including call costs),
 - (ii) telephone calls made by councillors, including calls made from mobile telephones provided by the council and from landline telephones and facsimile services installed in councillors' homes,
 - (iii) the attendance of councillors at conferences and seminars,
 - (iiia) the provision of induction training for councillors, supplementary induction training for mayors and professional development programs for mayors and other councillors,
 - (iv) other training of mayors and councillors and the provision of skill development for mayors and councillors,
 - (v) interstate visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses,
 - (vi) overseas visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses,
 - (vii) the expenses of any spouse, partner or other person who accompanied a councillor in the performance of his or her civic functions, being expenses payable in accordance with the Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors for Local Councils in NSW prepared by the Secretary from time to time,
 - (viii) expenses involved in the provision of care for a child of, or an immediate family member of, a councillor, to allow the councillor to undertake his or her civic functions.

Division 4 Clause 403 (Payment of Expenses and Provision of Facilities) states:

A policy under section 252 of the Act must not include any provision enabling a Council:

- (1) (a) To pay any Councillor an allowance in the nature of a general expense allowance, or
- (b) To make a motor vehicle owned or leased by the Council available for the exclusive or primary use or disposition of a particular Councillor other than a Mayor.

- (2) A policy under the Act, section 252 must provide for the making of payment of expenses associated with carer responsibilities that are adequate or reasonable.

OTHER GOVERNMENT POLICY PROVISIONS

OLG Guidelines for Payment of Expenses and Provision of Facilities

This policy takes into account OLG Circular 17-17 - Councillor Expenses and Facilities Policy – Better Practice Template

Model Code of Conduct

This policy is consistent with the Model Code of Conduct for Local Councils in NSW, Department of Local Government, and Council's Code of Conduct which implements the Model Code.

ICAC publications

Councillors should also be aware of and take account of the Independent Commission against Corruption (ICAC) publication No Excuse for Misuse, Preventing the Misuse of Council Resources (Guidelines 2), November 2002.

This publication is available on the ICAC website at www.icac.nsw.gov.au.