Central Coast Council

Councillor Expenses and Facilities Policy

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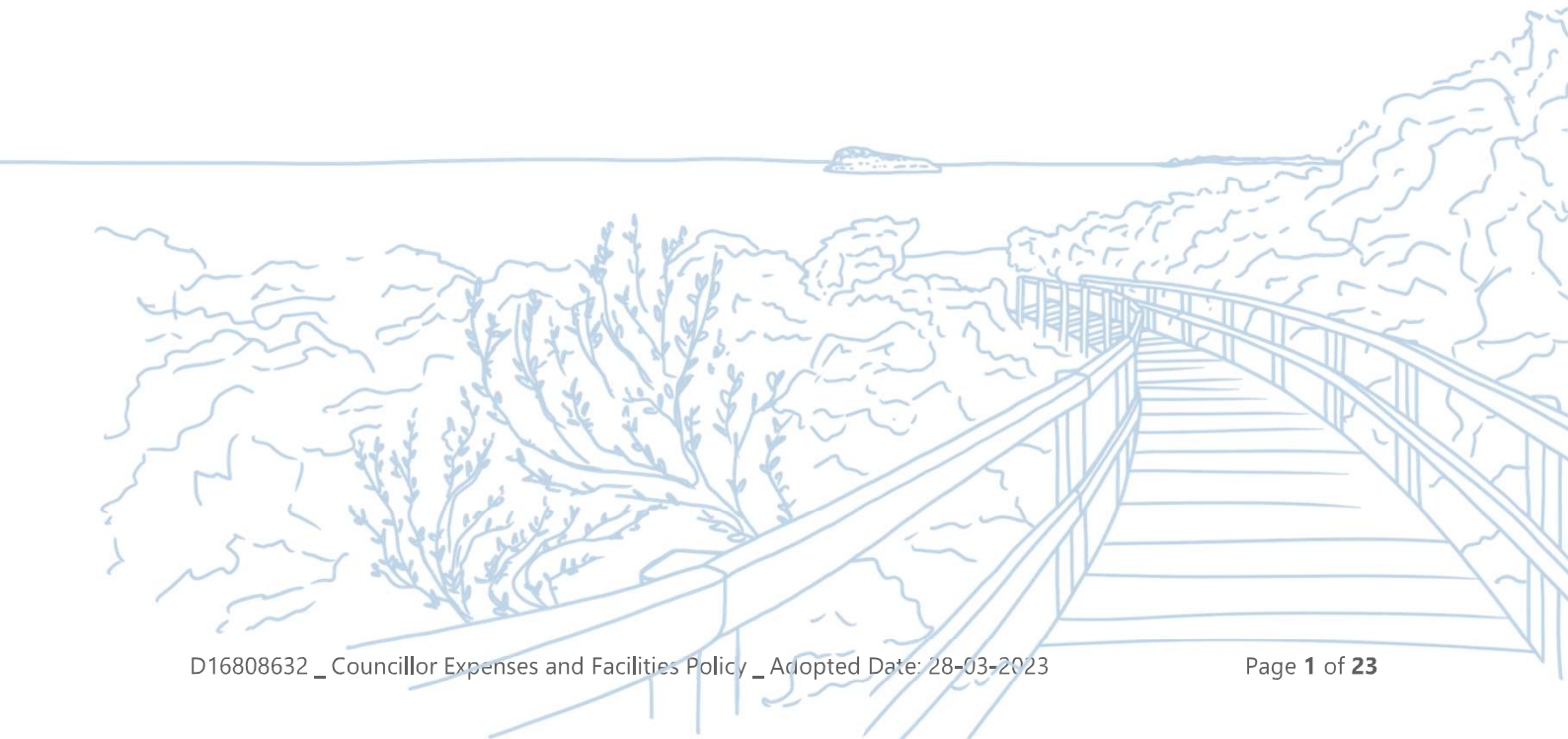

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1. Policy Summary

1.1. This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties. The policy ensures accountability and transparency and seeks to align Councillor expenses and facilities with community expectations.

1.2. 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.

1.3. This policy has been prepared in accordance with the *Local Government Act 1993* (NSW) (**Act**) and *Local Government (General) Regulation 2021* (**Regulation**), complies with the Office of Local Government (OLG)'s *Guidelines for the Payment of Expenses and Provision of Facilities to Mayors and Councillors in NSW* and is an adaptation of the OLG's *Model Councillor Expenses and Facilities Policy*.

1.4. The following table details the expense types and what Council will pay for where the expense incurred relate to the Mayor and Councillor's civic function or role only, the frequency and maximum amount payable. All monetary amounts are exclusive of GST.

Expense or facility	Maximum amount	Frequency
General travel expenses	$7,500 per Councillor	Per financial year
Corporate uniform	$500 per Councillor	Per term
Interstate, overseas and long-distance intrastate travel expenses	$10,000 budget for all Councillors	Per financial year
Accommodation and meals	As per the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, adjusted annually	Per meal/night
Provision for partners	Cost of official conference dinner for accompanying person of a Councillor for LGNSW Annual Conference only	Per financial year
Professional development (excluding induction training)	$2,500 per Councillor $13,000 per Councillor (AICD course fee)	Per financial year Per term
Conferences and Seminars	$5,000 per Councillor $7,000 for the Mayor	Per financial year
ICT expenses	$4,000 per Councillor	Per financial year
Carer expenses	$8,000 per Councillor	Per financial year
Access to facilities in a Councillor room	Provided to all Councillors	Per term
Council vehicle and	Provided to the Mayor	Per term

Expense or facility	Maximum amount	Frequency
fuel card		
Reserved parking spaces at Council offices	Provided to the Mayor and Councillors	Per term
Furnished office	Provided to the Mayor	Per term
Administrative support to Mayor and Councillors	Provided to the Mayor and Councillors	Per term

PART A – INTRODUCTION

2. Introduction

2.1. The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Central Coast Council (**Council**).

2.2. Expenses and facilities provided by this policy are in addition to fees paid to the Mayor and Councillors, as set by Council and determined by the Local Government Remuneration Tribunal as per section 241 of the Act and reviewed annually.

2.3. Superannuation, as resolved by Council, will be paid in accordance with section 254B of the Act and as determined by Commonwealth superannuation legislation.

3. Policy Objectives

3.1. The objectives of this policy are to

3.1.1. Clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties.

3.1.2. Enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties;

3.1.3. Enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties;

3.1.4. Ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors;

3.1.5. Ensure facilities and expenses provided to Councillors meet community expectations;

3.1.6. Support a diversity of representation; and

3.1.7. Fulfil Council's statutory responsibilities.

4. Principles

4.1. Council commits to the following principles:

4.1.1. **Proper conduct**: Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions.

4.1.2. **Reasonable expenses**: Providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor.

4.1.3. **Participation and access**: Enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor.

4.1.4. **Equity**: To provide equitable access to expenses and facilities for all Councillors.

4.1.5. **Appropriate use of resources**: Providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations.

4.1.6. **Accountability and transparency**: Clearly stating and reporting on the expenses and facilities provided to Councillors.

5. Private or political benefit

5.1. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

5.2. Facilities provided and expenses reimbursed by Council should benefit the community and the civic role of Councillors who must not obtain private or political benefit from provisions under this policy.

5.3. Incidental private use of Council equipment and facilities by Councillors may occur from time to time and does not breach this policy or Council's Code of Conduct. For example, telephoning home to advise that a Council meeting will run later than expected.

5.4. Such incidental private use does not require a compensatory payment back to Council.

5.5. 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 if an actual cost of the private use can be substantiated by Council (in accordance with section 252(2) of the Act).

5.6. Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political benefit during a re-election campaign:

5.6.1. Production of election material;

5.6.2. Use of Council resources and equipment for campaigning;

5.6.3. Use of official Council letterhead, publications, websites or services for political benefit; and

5.6.4. Fundraising activities of political parties or individuals, including political fundraising events.

PART B – EXPENSES

6. General expenses

6.1. 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.

6.2. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

6.3. Authorising staff are empowered to refuse, or question, a request for payment when it does not accord with this policy or when additional information is required to make an assessment.

7. Specific expenses

Corporate uniform

7.1. Council will provide items of corporate uniform such as a name badge and pin, neckties/scarves, polo shirt and blazer upon request, up to a total of $500 per Councillor during their term of office.

General travel arrangements and expenses

7.2. All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.

7.3. Each Councillor may be reimbursed up to a total of $7,500 per financial year for travel expenses incurred while undertaking official business or professional development within NSW. This includes reimbursement of:

7.3.1. public transport fares;

7.3.2. the use of a private vehicle or hire car;

7.3.3. parking costs for Council and other meetings;

7.3.4. tolls;

7.3.5. documented ride-share programs, such as Uber, where tax invoices can be issued and

7.3.6. by Cabcharge or equivalent.

7.4. Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.

7.5. Councillors seeking to be reimbursed for use of a private vehicle must keep a logbook recording the date, distance and the purpose of the travel being claimed. Copies of the relevant logbook contents must be provided with the claim.

Interstate, overseas and long-distance intrastate travel expenses

7.6. In accordance with section 5, Council will scrutinise the value and need for councillors to undertake interstate and overseas travel. Councils should avoid interstate, overseas and long-distance intrastate trips unless direct and tangible benefits can be established for the council and the local community. This

includes travel to any sister and friendship city arrangements entered into by Council.

7.7. Total interstate, overseas and long-distance intrastate travel expenses for all Councillors will be capped at a total of $10,000 provided in an annual budget per financial year.

7.8. Councillors seeking approval for any interstate and long-distance intrastate travel must submit a request to, and obtain the approval of, the Chief Executive Officer prior to travel.

7.9. Long distance intrastate travel is travel that is estimated to take more than three hours from the Councillor's residence or requires an overnight stay.

7.10. Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of the Council via resolution, seeking approval prior to travel.

7.11. The case should include:

7.11.1. 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;

7.11.2. Who is to take part in the travel;

7.11.3. Duration and itinerary of travel; and

7.11.4. A detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.

7.12. For approved interstate and long-distance intrastate journeys of less than three hours, the class of air travel is to be economy class.

7.13. For approved interstate journeys by air of more than three hours and international travel, the class of air travel may be premium economy where it is available.

7.14. For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.

7.15. Bookings for approved air travel are to be made through the Chief Executive Officer or their delegate.

7.16. 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.

7.17. For all approved overseas travel, Councillors are required to provide a detailed report to Council, outlining the relevance of the trip to Council, outcome and benefits to the local community.

Travel expenses not paid by Council

7.18. Council will not pay any traffic or parking fines or administrative charges for road toll accounts. Toll charges incurred in official travel may be reimbursed in accordance with clause 7.3.

Accommodation and meals

7.19. Council will reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel for conferences or seminars or professional development for expenses not already paid directly by Council and where meals are not already provided as part of the registration costs.

7.20. The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

7.21. The daily limits for accommodation and meal expenses outside Australia are to be determined by the Chief Executive Officer, being mindful of clause 7.20.

7.22. Councillors will not be reimbursed for the purchase of alcoholic beverages.

Refreshments for Council related meetings

7.23. 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 Chief Executive Officer.

7.24. As an indicative guide for the standard of refreshments to be provided at Council related meetings, the Chief Executive Officer 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

7.25. The Act requires all Councillors to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a Councillor. Council supports the training, education and ongoing professional development of the Councillors to ensure they develop and maintain the knowledge and skills required to undertake their roles and responsibilities effectively.

7.26. Council will set aside $2,500 per Councillor annually in its budget to facilitate professional development of Councillors through programs, training, education courses, and membership of professional bodies.

7.27. During their term of office, Council will set aside $13,000 per Councillor for course fees to complete the Company Directors Course offered by the Australian Institute of Company Directors. Councillors who have previously completed this course may undertake a refresher course or an accredited course of equivalent rigour developed specifically for, or which enhances the skills of local government councillors.

7.28. 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.

7.29. 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.

7.30. Approval for professional development activities is subject to a prior written request to the Chief Executive Officer outlining the:

7.30.1. Details of the proposed professional development;

7.30.2. Relevance to Council priorities and business;

7.30.3. Relevance to the exercise of the Councillor's civic duties.

7.30.4. Benefit of the proposed professional development to Council and the Councillor;

7.30.5. Whether the professional development should be offered to all Councillors.

7.31. In assessing a Councillor request for a professional development activity, the Chief Executive Officer must consider the factors set out in Clause 7.30, as well as the cost of the professional development in relation to the Councillor's remaining budget.

Conferences and seminars

7.32. Council is committed to ensuring its Councillors are up to date with contemporary issues facing Council and the community, and local government in NSW.

7.33. Council will budget $7,000 for the Mayor and $5,000 per Councillor, for each financial year, to facilitate Councillor attendance at conferences and seminars, including the Local Government NSW Annual Conference.

7.34. Approval to attend a conference or seminar is subject to a written request to the Chief Executive Officer, except where a Councillor is appointed by resolution as Council's voting delegate/representative for the conference. In assessing a Councillor request, the Chief Executive Officer must consider factors including the:

7.34.1. Relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties; and

7.34.2. Cost of the conference or seminar in relation to the Councillor's remaining budget.

7.35. Council will meet the reasonable cost of registration fees, travel and accommodation associated with attendance at conferences approved by the

Chief Executive Officer. Council will also meet the reasonable cost of meals when they are not included in the conference fees.

7.36. Reimbursement for accommodation and meals not included in the conference fees will be considered in accordance with Clauses 7.19-7.22.

7.37. For the Local Government NSW Annual Conference only, Council will meet the costs of the official conference dinner for an accompanying person of a Councillor.

Information and communications technology (ICT) expenses

7.38. Information and Communication technology (ICT) equipment and services issued or provided for under this Policy may only be utilised by Councillors to undertake their civic duties.

7.39. Approval to incur ICT expenses, or for the reimbursement of such expenses, must be obtained using the prescribed form, before the expense is incurred.

7.40. In accordance with Council's Information Security Management Policy, ICT equipment issued or provided for under this Policy will be subject to appropriate management to house and encrypt Council data, to ensure Council has the ability to protect customer and corporate data.

ICT Equipment and Services package

7.41. During their term of office, Council will budget $3,000 per Councillor per year to supply Councillors with an ICT equipment and services package that enables Councillors to perform their civic duties. This will include a mobile-enabled device, mobile phone, two SIM cards, software licences and accessories such as carry-bag, phone cover, headset and mouse. Council staff will provide technical support for items in the ICT equipment and services package.

7.42. Council may from time-to-time vary the standard equipment in accordance with changes in technology.

7.43. Any request for non-standard ICT equipment or software must be made in writing to the CEO. All items provided by Council or for which Council has paid via reimbursement will be Council's property.

ICT and Home Office consumables

7.44. In addition to the ICT equipment and services package, Council will provide, or reimburse Councillors for discretionary ICT expenses up to a limit of $1,000 per financial year for each Councillor. This will cover:

7.44.1. Charges in excess of the supplied call and data limits;

7.44.2. Printing undertaken at Council at supplied rates;

7.44.3. Up to 50% of the monthly access fees for a home internet service, to a limit of $50 per month; and

7.44.4. Other home office costs such as consumable stationery (eg business cards), printer ink cartridges, global roaming costs or additional equipment.

Special requirement and carer expenses

7.45. Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible for all.

7.46. Transportation provisions outlined in this policy will also assist Councillors who may be unable to drive a vehicle.

7.47. The Chief Executive Officer may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.

7.48. 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 of $8,000 per annum for attendance at official business, plus reasonable travel to and from their principal place of residence.

7.49. Childcare expenses may be claimed for dependent children up to and including the age of 16 years, where the carer is not a relative, to allow the Councillor to attend official duties where a relative is unavailable to provide that care. Appropriate evidence will be required to claim this payment.

7.50. In the event of caring for an adult person, Councillors will need to provide suitable evidence to the Chief Executive Officer that reimbursement is applicable. This may take the form of advice from a medical practitioner.

8. Insurances

8.1. In accordance with section 382 of the Act, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this policy.

8.2. 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.

8.3. Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.

8.4. Appropriate travel insurances will be provided for any Councillors travelling on approved interstate and overseas travel on Council business.

9. Legal assistance

9.1. Council may, if requested, indemnify or reimburse the reasonable legal expenses of:

9.1.1. 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;

9.1.2. 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; and

9.1.3. 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.

9.2. 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 Chief Executive Officer to a conduct reviewer or conduct review panel to make formal enquiries into that matter in accordance with Council's Code of Conduct and the conduct reviewer or conduct review panel has commenced a formal investigation of the matter and makes a finding substantially favourable to the councillor.

9.3. 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 clause.

9.4. Council will not meet the legal costs:

9.4.1. of legal proceedings initiated by a Councillor;

9.4.2. of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation; and

9.4.3. for legal proceedings that do not involve a Councillor performing their role as a Councillor.

9.5. Indemnification and/or reimbursement of reasonable legal expenses must be approved by a Council resolution that specifies the maximum amount of such legal expenses, prior to costs being incurred.

PART C – FACILITIES

10. General facilities for all Councillors

Facilities

10.1. Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:

10.1.1. a Councillor common room appropriately furnished to include photocopier, printer, desks, computer terminals, pigeon holes and appropriate refreshments (excluding alcohol);

10.1.2. access to shared car parking spaces at Council's Administration Building while attending on official business; and

10.1.3. appropriate meeting spaces to allow Councillors to meet with community members as determined by the Chief Executive Officer.

10.2. The provision of facilities will be of a standard deemed by the Chief Executive Officer as appropriate for the purpose.

10.3. Council may from time to time provide additional facilities for Councillor use such as personal protective equipment for use during site visits.

Stationery

10.4. Council will provide the following stationery to Councillors each year:

10.4.1. Electronic letterhead template, to be used only for correspondence associated with civic duties; and

10.4.2. Electronic Christmas or festive message.

10.5. Council may from time to time provide stationery or branded items for Councillor use.

Administrative support

10.6. Council will provide administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by staff in the Mayor's office or by a member of Council's administrative staff as arranged by the Chief Executive Officer or their delegate.

10.7. Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

11. Additional facilities for the Mayor

11.1. Council will provide to the Mayor an appropriate motor vehicle with a fuel card, as determined by the Chief Executive Officer. The vehicle will be supplied for use in attending official business and professional development and attendance at the Mayor's office. Incidental private use is permitted, subject to this policy.

11.2. A parking space at Council's Administration Building will be reserved for the Mayor's Council-issued vehicle for use on official business, professional development and attendance at the Mayor's office.

11.3. Council will provide the Mayor with a furnished office incorporating a computer configured to Council's standard operating environment, and meeting space.

11.4. In performing his or her civic duties, the Mayor will be assisted by a small number of staff providing appropriate support, as determined by the Chief Executive Officer.

11.5. The number of exclusive staff provided to support the Mayor and Councillors will not exceed the number of full-time equivalents identified in the adopted organisational structure and as provided in the adopted budget.

11.6. In accordance with this policy, staff in the Mayor's office are expected to work on official business only, and not for matters of personal or political interest, including campaigning.

11.7. When deputising for the Mayor, the Deputy Mayor will be provided with reasonable access to and use the facilities provided to the Mayor under this policy. Expenses incurred by the Deputy Mayor during this time will be attributed to the Mayor.

11.8. In the event of a vacancy in office or an extended absence (i.e. more than three weeks) from the Council by the Mayor, the Mayoral vehicle must be returned to Council to be utilised as determined by the Chief Executive Officer.

PART D – PROCESSES

12. Approval, payment and reimbursement arrangements

12.1. Expenses must only be incurred by Councillors in accordance with the provisions of this policy.

12.2. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.

12.3. Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:

12.3.1. local travel relating to the conduct of official business;

12.3.2. carer costs.

12.4. Final approval for payments made under this policy will be granted by the Chief Executive Officer or their delegate.

12.5. The Chief Executive Officer will provide a system for the request of reimbursements for Councillors. This will include a form whereby Councillors will be required to specifically identify the clause within this policy to which the request relates.

Direct payment

12.6. Council may approve and directly pay expenses. Requests for direct payment must be submitted through the appropriate system for assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

Reimbursement

12.7. All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted through the appropriate system.

Notification

12.8. If a claim is approved, Council will make payment directly or reimburse the Councillor through accounts payable.

12.9. 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

12.10. 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:

12.10.1. Council will invoice the Councillor for the expense; and

12.10.2. the Councillor will reimburse Council for that expense within 14 days of the invoice date.

12.11. If the Councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the Chief Executive Officer. The Chief Executive Officer may elect to deduct the amount out of the Councillor's allowance.

Timeframe for reimbursement

12.12. 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 cannot be approved.

13. Disputes

13.1. If the Councillor disputes a determination under this policy, the Councillor should discuss the matter with the Chief Executive Officer.

13.2. If the Councillor and the Chief Executive Officer cannot resolve the dispute, the Councillor may submit a notice of motion to Council seeking to have the dispute resolved.

14. Return or retention of facilities or equipment

14.1. 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.

14.2. Should a Councillor desire to keep any equipment allocated by Council, then this policy enables the Councillor to make an application to Chief Executive Officer to purchase any such equipment. The Chief Executive Officer will determine an agreed fair market price for the item of equipment.

14.3. The prices for all equipment purchased by Councillors under Clause 14.2 will be recorded in Council's annual report.

14.4. Where a Councillor does not return Council equipment or facilities to Council upon ceasing to hold office as a Councillor, Councillor will invoice them for the cost of those items, based on fair market value as determined by the Chief Executive Officer.

15. Publication

15.1. This policy will be published on Council's website.

16. Reporting

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

16.2. 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. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

17. Auditing

17.1. 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 every two years.

18. Policy Breaches

18.1. Suspected breaches of this policy are to be reported to the Chief Executive Officer.

18.2. Alleged breaches of this policy shall be dealt with by the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

19. Policy Definitions

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 Local Government Act 1993 (NSW).
Appropriate refreshments	Means food and beverages, excluding alcohol, provided by Council to support Councillors undertaking official business.
Chief Executive Officer	Means the General Manager of Council and includes their delegate or authorised representative.
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.
ICT	Means telecommunications and is an acronym for Information Communications and Technology.
Immediate Family	Immediate family according to the Fair Work Ombudsman includes a spouse or former spouse, de facto partner or former de facto partner, child, parent, grandparent, grandchild or sibling of an employee, or a child, parent, grandparent, grandchild or sibling of an employee's spouse or de facto partner. It includes step-relations (e.g. step-parents and stepchildren) as well as adoptive relations.
Incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct.
Long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle.
Maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in the table in the Policy Summary.
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: • meetings of Council and committees of the whole; • meetings of committees facilitated by Council; • civic receptions hosted or sponsored by Council; and • meetings, functions, workshops and other events to which attendance by a Councillor has been requested or approved by Council.

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 *Local Government (General) Regulation 2021* (NSW).
Year	Means the financial year, that is the 12-month period commencing on 1 July each year.

20. Policy Administration

Business Group	Corporate Services
Responsible Officer	Unit Manager Governance Risk and Legal
Associated Procedure (if any, reference document(s) number(s))	
Policy Review Date	Four years from date of adoption unless legislated otherwise
File Number / Document Number	D16808632
Relevant Legislation (reference specific sections)	*Local Government Act 1993* (NSW) Sections 252 and 253 *Local Government (General) Regulation 2021*, Clauses 217 and 403
Relevant desired outcome or objectives as per Council's Delivery Program	Theme 4: Responsible **Goal G: Good governance and great partnerships** R-G3: Provide leadership that is transparent and accountable, makes decisions in the best interest of the community, ensures Council is financially sustainable and adheres to a strong audit process.
Related Documents (reference document numbers)	• Code of Conduct • 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 • Local Government Circular 05-08 Legal assistance for Councillors and Council Employees. • NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009

21. Policy Authorisations

No.	Authorised Function	Authorised Business Unit / Role(s)
EX018	Approval of expenses and facilities under this policy	Chief Executive Officer

22. Policy History

Revision	Date Approved / Authority	Description Of Changes
1	26 July 2017 Minute Number 504/17	New policy adopted pursuant to section 253(2) of the Local Government Act
2	23 October 2017 Minute Numbers 669/17 and 700/17 (public exhibition) 18 December 2017 (adoption)	Major review
3	9 April 2020 Minute Number 268/18	Minor amendments to include provision of corporate uniform to Mayor and Councillors
4	9 July 2020 Minute Number 649/18	Minor amendments
5	27 August 2018 Minute Number 850/18	Minor amendments including admin support staff to support mayor and budget allocation to provide professional development to Mayor and Councillors
6	14 September 2020 Minute Numbers 455/20 and 456/20 (public exhibition) 23 November 2020 Minute Number 1109/20 (adoption)	Amended expenses provisions
7	24 January 2023 Minute Number 8/23 (public exhibition) 28 March 2023 Minute No 21/23 (adoption)	Major review to include references to the Administrator and compliance with model policy set by the Office of Local Government pursuant to section 253(2) of the Local Government Act (D15501344)
8	27 May 2025 Minute No 683/25 (GFC6/25) (adoption)	Mandatory review following the 2024 Local Government election. (D16808632)