

Central Coast Council

Councillor Expenses and Facilities Policy



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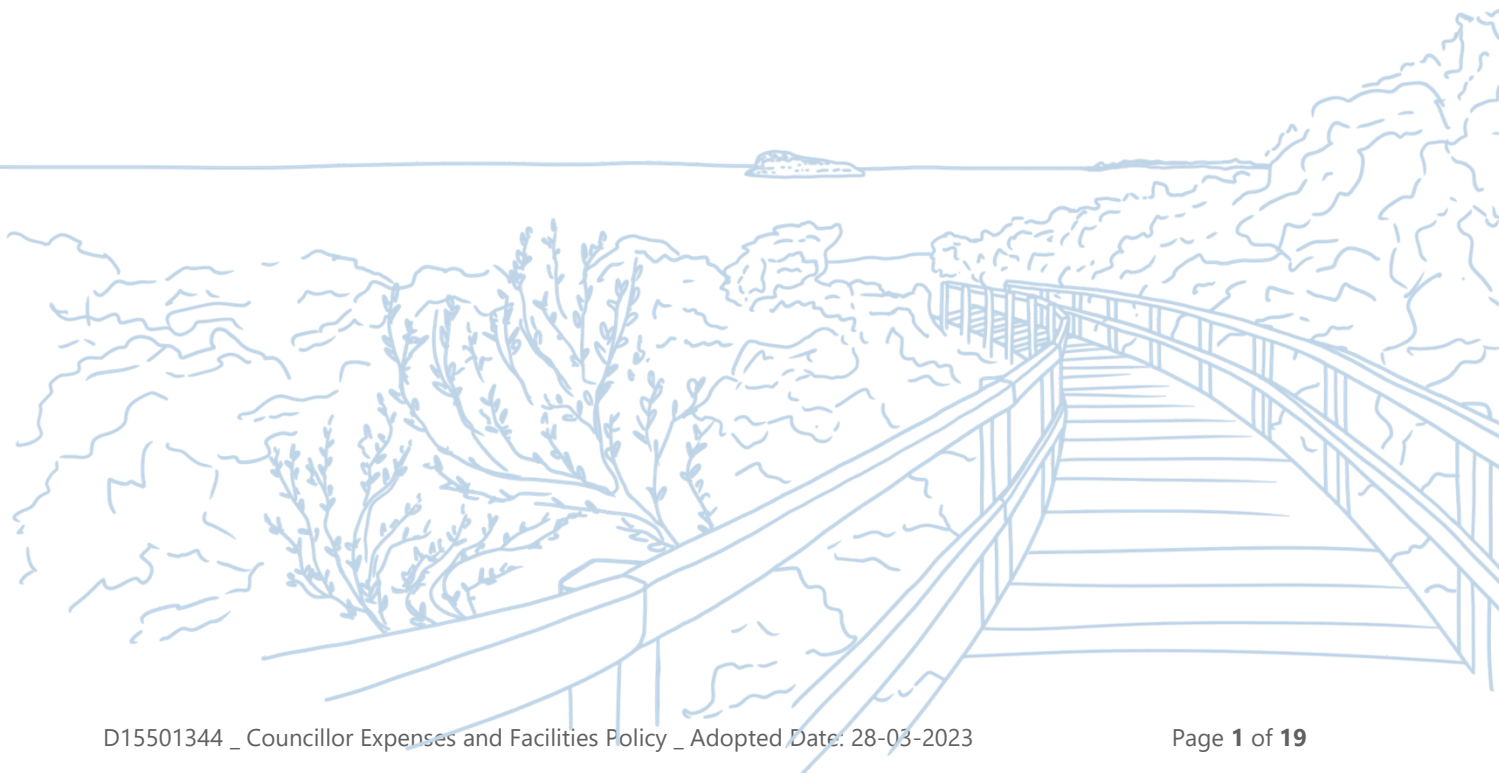


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Policy Objectives

1. This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties.
2. In this policy, Councillors and the Mayor should be read as the Administrator whilst Council is under Administration. The Administrator is singular and shall not be able to claim multiple payments, services, provision of equipment or benefits.
3. This policy 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.
4. The policy has been prepared in accordance with the *Local Government Act 1993* (NSW) (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.
5. The policy sets out the maximum amounts Council will pay for specific expenses and facilities. Expenses and facilities are summarised in the table below. All monetary amounts are exclusive of GST.

Expense or facility	Maximum amount	Frequency
Administrator contract	The administrator is an appointment by the NSW Government under a term basis. This expense is only payable whilst Council is under administration	Contractual payment as directed by the Minister of Local Government
General travel expenses	\$5,000 per Councillor \$10,000 for the Mayor	Per year
Corporate uniform	Name badge per Councillor, 2 neckties/scarves per Councillor on request	Per term
Interstate, overseas and long-distance intrastate travel expenses	\$10,000 annual budget for all Councillors	Per 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	Council will meet cost of accompanying person of Councillor for LGNSW Annual Conference and ALGA official dinners only	Per year
Professional development (excluding induction training)	\$2,500 per Councillor	Per year
Conferences and Seminars	\$30,000 provided to Mayor and all Councillors	Per year
ICT expenses	\$1,500 per Councillor \$3,500 per Councillor (equipment)	Per year Upon election

Expense or facility	Maximum amount	Frequency
Carer expenses	\$8,000 per Councillor	Per year
Home office expenses	\$300 per Councillor	Per year
Access to facilities in a Councillor room	Provided to all Councillors	Not relevant
Council vehicle and fuel card	Provided to the Mayor	Not relevant
Reserved parking space at Council offices	Provided to the Mayor	Not relevant
Furnished office	Provided to the Mayor	Not relevant
Administrative support to Mayor and Councillors	Provided to the Mayor and Councillors	As per staff structure

PART A – INTRODUCTION

Introduction

6. The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Central Coast Council.
7. 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.
8. Expenses and facilities provided by this policy are in addition to fees paid to Councillors. The minimum and maximum fees a council may pay each Councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

Policy Objectives

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

Principles

10. Council commits to the following principles:
 - a) **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions;
 - b) **Reasonable expenses:** Providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor;
 - c) **Participation and access:** Enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor;
 - d) **Equity:** There must be equitable access to expenses and facilities for all Councillors;
 - e) **Appropriate use of resources:** Providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations; and
 - f) **Accountability and transparency:** Clearly stating and reporting on the expenses and facilities provided to Councillors.
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Private or political benefit

11. 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.
12. 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.
13. Such incidental private use does not require a compensatory payment back to Council.
14. 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.
15. Campaigns for re-election are considered to be a private interest. The following are examples of what is considered to be a private interest during a re-election campaign:
 - a) production of election material;
 - b) use of Council resources for campaigning;
 - c) use of official Council letterhead, publications, websites or services for political benefit; and
 - d) fundraising activities of political parties or individuals, including political fundraising events.

PART B – EXPENSES

General Expenses

16. 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.

Specific Expenses

Corporate uniform

17. Council will provide a name badge and 2 neckties/scarves upon request per Councillor during their term of office.

General travel arrangements and expenses

18. All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.
19. Each Councillor may be reimbursed up to a total of \$5,000 per year for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement:
 - a) for public transport fares;
 - b) for the use of a private vehicle or hire car;
 - c) for parking costs for Council and other meetings;
 - d) for tolls;
 - e) for documented ride-share programs, such as Uber; and
 - f) by Cabcharge or equivalent.
20. Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.
21. 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, overseas and long-distance intrastate travel expenses

22. This part includes reference to long distance intrastate travel. At Central Coast Council long distance intrastate travel is travel that is estimated to take more than four hours from the Councillor's residence or requires an overnight stay.
23. Total interstate, overseas and long-distance intrastate travel expenses for all Councillors will be capped at a maximum of \$10,000 provided in an annual budget per year.
24. 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.

25. Councillors seeking approval for any overseas travel must submit a request to, and obtain the approval of, a full Council meeting prior to travel.
26. The request should include:
 - a) 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;
 - b) who is to take part in the travel;
 - c) duration and itinerary of travel; and
 - d) a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
27. For interstate and long-distance intrastate journeys of less than three hours the class of air travel is to be economy class.
28. For 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.
29. Bookings for approved air travel are to be made through the Chief Executive Officer or their delegate.
30. For travel that is reimbursed as Council business, frequent flyer points will not be linked to the booking. This is considered a private benefit.

Travel expenses not paid by Council

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

Accommodation and meals

32. Council will reimburse costs for accommodation and meals (when meals are not provided) while Councillors are undertaking prior approved travel or professional development.
33. 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.
34. The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the Chief Executive Officer, in accordance with this policy.
35. Councillors will not be reimbursed for the purchase of alcoholic beverages.

Refreshments for Council related meetings

36. Appropriate refreshments may 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.

37. 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

38. Council will set aside \$2,500 per Councillor annually in its budget to facilitate professional development of all Councillors through programs, training, education courses, conferences, seminars and membership of professional bodies.
39. 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.
40. 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.
41. Approval for professional development activities is subject to a prior written request to the Chief Executive Officer outlining the:
 - a) details of the proposed professional development;
 - b) relevance to Council priorities and business; and
 - c) relevance to the exercise of the Councillor's civic duties.
42. In assessing a Councillor request for a professional development activity, the Chief Executive Officer must consider the factors set out in Clause 41, as well as the cost of the professional development in relation to the Councillor's remaining budget.

Conferences and seminars

43. 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 set aside a total of \$30,000 annually in its budget to facilitate Councillor attendance at conferences and seminars. This allocation is for all Councillors. The Chief Executive Officer will ensure that access to expenses relating to conferences and seminars is distributed equitably.
44. Approval to attend a conference or seminar is subject to a written request to the Chief Executive Officer. In assessing a Councillor request, the Chief Executive Officer must consider factors including the:
 - a) relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties; and
 - b) cost of the conference or seminar in relation to the total remaining budget.
45. Reimbursement for accommodation and meals not included in the conference fees will be considered in accordance with this policy.

Local Government NSW Annual Conference

46. The number of Councillors permitted to attend the Local Government NSW Annual Conference should align with the number of voters allocated to vote on motions as determined by LGNSW. Council will reimburse the cost of registration fees and where the conference is outside the local government area, the cost of travel, accommodation and meals not covered by the conference registration, in accordance with this policy.
47. 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

48. Council will provide, or reimburse Councillors for expenses associated with, appropriate ICT devices and services up to a limit of \$1,500 per annum for each Councillor. This may include mobile phones, tablets associated calls and data services, and home internet costs. Allowances will only be made for tablets, tablet services and data to tablets where a Councillor chooses to receive communications and business papers from Council by electronic means only.
49. Council may provide appropriate ICT equipment for use during their term as Councillor up to a limit of \$3,500 per Councillor upon the commencement of their term of office. The determination as to what equipment will be provided will be made by the Chief Executive Officer based upon Council's general ICT program and identified business needs.
50. Reimbursements will be made only for communications devices and services used for Councillors to undertake their civic duties, such as:
 - a) receiving and reading Council business papers;
 - b) relevant phone calls and correspondence; and
 - c) diary and appointment management.
51. Council may from time to time provide Councillors with upgraded equipment or new facilities where doing so will result in efficiencies and aligns to Council's general ICT program.

Special requirement and carer expenses

52. Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible for all.
53. 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.
54. 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 from the principal place of residence.
55. 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.

56. 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.

Home office expenses

57. Each Councillor may be reimbursed up to \$300 per year for costs associated with the maintenance of a home office, such as minor items of consumable stationery and printer ink cartridges.

Insurances

58. 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.
59. 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.
60. Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.
61. Appropriate travel insurances will be provided for any Councillors travelling on approved interstate and overseas travel on Council business.

Legal assistance

62. Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
 - a) a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act 1993;
 - b) 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
 - c) 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 Local Government Act 1993 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.
63. In the case of a 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.
64. Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Local Government Act 1993 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.

65. Council will not meet the legal costs:
 - a) of legal proceedings initiated by a Councillor;
 - b) of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation; and
 - c) for legal proceedings that do not involve a Councillor performing their role as a Councillor.
 66. Reimbursement of reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.
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PART C – FACILITIES

General Facilities for all Councillors

Facilities

67. Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:
 - a) a Councillor common room appropriately furnished to include telephone, photocopier, printer, desks, computer terminals, pigeon holes and appropriate refreshments (excluding alcohol);
 - b) access to shared car parking spaces while undertaking official business; and
 - c) a name badge which may be worn at official functions, indicating that the wearer holds the office of a Councillor and/or Mayor or Deputy Mayor; and
 - d) appropriate meeting spaces to allow Councillors to meet with community members as determined by the Chief Executive Officer.
68. The provision of facilities will be of a standard deemed by the Chief Executive Officer as appropriate for the purpose.
69. Council may from time to time provide additional facilities for Councillor use such as protective equipment for use during site visits.

Stationery

70. Council will provide the following to Councillors:
 - a) Electronic letterhead template, to be used only for correspondence associated with civic duties; and
 - b) Electronic Christmas or festive message.
71. Council may from time to time provide stationery or branded items for Councillor use.

Administrative support

72. 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.
73. Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

Additional facilities for the Mayor

74. 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. The vehicle can also be used for reasonable private benefit.
75. A parking space at Council's offices will be reserved for the Mayor's Council-issued vehicle for use on official business, professional development and attendance at the Mayor's office.
76. Council will provide the Mayor with a furnished office incorporating a computer configured to Council's standard operating environment, telephone and meeting space.
77. 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.
78. 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.

PART D – PROCESSES

Approval, payment and reimbursement arrangements

79. Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
80. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
81. Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
 - a) local travel relating to the conduct of official business;
 - b) carer costs; and
 - c) ICT expenditure.
82. Final approval for payments made under this policy will be granted by the Chief Executive Officer or their delegate.
83. 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.

84. 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.
85. 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.
86. Council may pay a cash advance for Councillors attending approved conferences, seminars or professional development. Requests should be submitted and assessed as per conference and travel request systems with sufficient information and time to allow for the claim to be assessed and processed.
87. Councillors must fully reconcile all expenses against the cost of the advance within one month of incurring the cost and/or returning home. This includes providing to Council:
 - a) a full reconciliation against the provisions of this policy of all expenses including appropriate receipts and/or tax invoices; and
 - b) reimbursement of any amount of the advance payment not spent in attending to official business or professional development.

Notification

88. If a claim is approved, Council will make payment directly or reimburse the Councillor through accounts payable.
89. 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

90. 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:
 - a) Council will invoice the Councillor for the expense; and
 - b) the Councillor will reimburse Council for that expense within 14 days of the invoice date.
91. 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

92. 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.

Disputes

93. If the Councillor disputes a determination under this policy, the Councillor should discuss the matter with the Chief Executive Officer.
94. 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.

Return or retention of facilities

95. 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.
96. 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 or written down value for the item of equipment.
97. The prices for all equipment purchased by Councillors under Clause 96 will be recorded in Council's annual report.

Reporting

98. Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.
99. 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.

Auditing

100. 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.

Policy Breaches

101. Suspected breaches of this policy are to be reported to the Chief Executive Officer.
102. In accordance with the Code of Conduct this Councillor Expenses and Facilities Policy is a policy of Council and must not be contravened.
103. 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.

Policy Definitions

104. In this policy:

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.
Administrator	Means a person appointed under the Act as either an Administrator or Interim Administrator.
Appropriate refreshments	Means food and beverages, excluding alcohol, provided by Council to support Councillors undertaking official business.
Act	Means the Local Government Act 1993 (NSW) .
Annual Conference	Means Local Government NSW Annual Conference.
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.
Chief Executive Officer	Means the General Manager of Council and includes their delegate or authorised representative.
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: <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; and

	<ul style="list-style-type: none"> 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 <i>Local Government (General) Regulation 2021</i> (NSW).
Year	Means the financial year, that is the 12-month period commencing on 1 July each year.



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	F2010/00542 / D15501344
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 Policies / Protocols / Procedures / Documents (reference document numbers)	<ul style="list-style-type: none"> • 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

Policy Authorisations

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

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