

AMENDED REPORT

26 March 2014
To the Ordinary Council Meeting

General Manager's Report
General Manager's Unit

2.2 Amendment to the Facilities and Expenses for Councillors Policy

TRIM REFERENCE: F2004/06505 - D05898338

MANAGER: Lesley Crawley, Manager

AUTHOR: Meg Newington; Senior Governance Officer

SUMMARY

This report details submissions received on Council's proposal to amend the Facilities and Expenses for Councillors Policy.

RECOMMENDATION

- 1 ***That Council note that the exhibition period for the review of its Facilities and Expenses Policy has concluded and no submissions were received.***

- 2 ***That Council adopt the attached advertised amended Facilities and Expenses Policy for Councillors with additional and amended clauses as follows:***
 - a ***Counselling - Councillors will be provided with access to the Council staff Counselling Program subject to the same conditions offered to staff.***

 - b ***Daily sustenance limit for sustenance - amend clauses at D9, D40 and items in the Table of Limits and Reconciliation to \$150 per day.***

 - c ***Partner Attendance at Conference events/functions – amend clause to separately cover partner costs, while in company of the councillor, at conference events/functions where previously included under partner registration costs.***

 - d ***Telecommunications – delete the proposal for cost of privately purchased equipment to be claimed as a depreciation over a four year period and replace with a provision for the cost of the private equipment to be reimbursed up front.***

 - e ***Definition of Council Business – Amend the definition of Council business to assist clarity in use of private vehicle for travel.***

 - f ***Accompanying persons - include children of Councillors under 18 with the exception of air travel costs.***

- 3 ***That Council deem the additional amendments 2a, 2b and 2c not substantial and adopt the advertised policy and the amendment immediately.***

- 4 ***That Council deem the additional amendments 2d, 2e and 2f as substantial and place the policy on further exhibition in accordance with the Local Government Act, 1993.***

- 5 That Council provide the Department of Local Government with a copy of the adopted policy.

BACKGROUND

Council at its meeting on 11 December 2013 Council considered a report concerning an annual review of its Facilities and Expenses Policy for Councillors. A detailed revision of the policy had been undertaken and it was presented to Council for endorsement for exhibition purposes.

At that meeting Council endorsed the draft policy document and in addition, resolved to make further amendments to the policy as indicated below:

- 1617/1 *Child care expenses can only be reimbursed against a receipt from a carer holding and quoting an ABN number on their invoice.*
- 1617/2 *Council will provide a deduction administrative service for up to a maximum of 2 monthly deductions from a Councillor allowance for nominated payments that incur no external cost to Council, for example, political party donations, union fees, superannuation and health insurance.*
- 1617/3 *Council business includes meetings with State and Federal politicians, public servants and staff within NSW and ACT.*
- 1617/4 *The General Manager can provide an exemption to the requirement to publish a Councillor's mobile phone number due to harassment, safety or health reasons.*

CURRENT STATUS

The further amendments were made to the policy and In accordance with Section 252 of the Local Government Act, 1993; the document was exhibited from January 24 to February 28 2014.

No submissions were received.

THE PROPOSAL

Council's Code of Conduct requires that Council resources must be used ethically, effectively, efficiently and carefully.

It is noted that the complex environment in which Councillors operate increasingly requires policy to be reviewed to match the needs of Councillors and to provide transparency and assurance to the community that Council expenditure is relevant to the role.

Proposed Amendments

Amendments proposed to the advertised policy as follows:

Additional clause – Counselling***“Counselling***

Councillors will be provided with access to the Council staff Counselling Program subject to the same conditions offered to staff. “

It is noted that this addition will have minor financial impact to the Council as the service currently is provided to all Council employees under contract. Accordingly it is recommended that the amendment to the policy be determined as minor and be adopted without further exhibition.

Amend Clause - Daily Sustenance

Amend limit for daily sustenance for consistency in Policy. D12 indicates the daily limit for sustenance at \$150 however clauses D9, D40 and items in the Table of Limits and Reconciliation state the limit at \$100.

It is proposed to amend the policy to provide a consistent limit of \$150. It is noted that this addition will have minor financial impact to Council and accordingly it is recommended that the amendment to the policy be determined as minor and be adopted without further exhibition.

Amend Clause – Partners at Conferences

This clause provides for the payment of some of the costs of partners attending conferences. Historically partner registration costs at the Local Government Association Conference and the National General Assembly of Local Government have included major conference events such as the welcome event and the formal conference dinners. More recently these are not included in the partner registration costs. The policy needs to be adjusted to enable the partner attendance costs to be included.

Accordingly Clause D17 will be adjusted to provide for partner attendance at formal conference functions/events if in attendance with the Councillor. It is noted that this addition will have minor financial impact to Council and accordingly it is recommended that the amendment to the policy be determined as minor and be adopted without further exhibition.

CONSULTATION

The proposed amendments were advertised for a period of 28 days from 24 January 2014 to 28 February 2014.

Councillors have given feedback on the draft policy on a number of areas which require further discussion and a workshop has been arranged to investigate future policy revision.

Those areas were:

- 1 IT and communications equipment purchased for Council business – remove the depreciation reimbursement of 25% over 4 years and insert full reimbursement at purchase date.
- 2 Separate motor vehicle allowance from travel expenses and allocate an amount for each

2.2 Amendment to the Facilities and Expenses for Councillors Policy (contd)

- 3 Pay costs for partners and children under 18 years to accompany Councillors at functions/events and conferences (excluding air travel costs)
- 4 Salary sacrifice payments to superannuation.

Amendment to the advertised version of the policy is as follows:

Should Council be of a mind to make those additional amendments described above the following changes to the draft policy (as advertised on Jan/Feb 2014) would be required:

Clause	Amendment	Comment												
D63	<p>1 Telecommunications - <u>Councillor request</u>: change reimbursement from depreciated costs over 4 years to full capital cost upfront.</p> <p>Delete from Table of Telecommunications –</p> <table border="1" data-bbox="352 757 1217 1218"> <thead> <tr> <th data-bbox="352 757 571 927"><i>Criteria</i></th> <th data-bbox="571 757 778 927"><i>Council Provided Equipment</i></th> <th data-bbox="778 757 1217 927"><i>Councillor Owned Equipment</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="352 927 571 1218"><i>Capital Cost Depreciation Reimbursable?</i></td> <td data-bbox="571 927 778 1218">No</td> <td data-bbox="778 927 1217 1218">Yes 25% per year over 4 years paid at June 30 of each year. Pro rata percentage if purchased in part year. Limit of depreciation paid for all items combined is \$3,600 per year</td> </tr> </tbody> </table> <p>Insert in Table of Telecommunications –</p> <table border="1" data-bbox="352 1317 1217 1576"> <thead> <tr> <th data-bbox="352 1317 571 1464"><i>Criteria</i></th> <th data-bbox="571 1317 778 1464"><i>Council Provided Equipment</i></th> <th data-bbox="778 1317 1217 1464"><i>Councillor Owned Equipment</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="352 1464 571 1576"><i>Capital Cost Depreciation Reimbursable?</i></td> <td data-bbox="571 1464 778 1576">No</td> <td data-bbox="778 1464 1217 1576">Yes</td> </tr> </tbody> </table>	<i>Criteria</i>	<i>Council Provided Equipment</i>	<i>Councillor Owned Equipment</i>	<i>Capital Cost Depreciation Reimbursable?</i>	No	Yes 25% per year over 4 years paid at June 30 of each year. Pro rata percentage if purchased in part year. Limit of depreciation paid for all items combined is \$3,600 per year	<i>Criteria</i>	<i>Council Provided Equipment</i>	<i>Councillor Owned Equipment</i>	<i>Capital Cost Depreciation Reimbursable?</i>	No	Yes	<p>This amendment means that costs of eligible privately purchased equipment will be reimbursed to Councillors in full upon submission of appropriate evidence of purchase.</p>
<i>Criteria</i>	<i>Council Provided Equipment</i>	<i>Councillor Owned Equipment</i>												
<i>Capital Cost Depreciation Reimbursable?</i>	No	Yes 25% per year over 4 years paid at June 30 of each year. Pro rata percentage if purchased in part year. Limit of depreciation paid for all items combined is \$3,600 per year												
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<i>Capital Cost Depreciation Reimbursable?</i>	No	Yes												
	<p>2 Private Motor Vehicle usage - <u>Councillor request</u>: Councillors have requested that a motor vehicle allowance be provided for separate from the Travel Costs in the policy and a limit be provided for each.</p> <p>Use of a private motor vehicle is limited by the following:</p> <ul style="list-style-type: none"> - the purpose of the use - does the use meet the definition of Council business? And 	<p>It is proposed to amend the definition of Council business.</p>												

Clause	Amendment	Comment
	<p>- the choice of mode of travel – is use of a private motor vehicle the most reasonable/practical method of travel in this instance?</p> <p>An amendment to the definition of “<i>Council Business</i>” as advertised in the policy, will address the concern raised.</p> <p>C6 Council Business or functions of civic office attendance by the Mayor and Councillors that results in a direct benefit for the Council or the Wyong Shire Community at:</p> <ul style="list-style-type: none"> • Council and Committee meetings • Council Advisory Group meetings • Council Working Party meetings • Council Statutory Committee meetings • Council Precinct Forums • Regional Organisation of Council meetings • As Council’s delegate or alternate delegate to external bodies • Civic Receptions authorised by Council resolution • Councillor Briefings • Councillor Inspections • Citizenship Ceremonies • Attendance at conference, seminars, workshops and professional development courses authorised by Council resolution • Attendance at non-Council functions which provide briefings to Councillors from key members of the community, politicians and business regarding relevant matters authorised by Council resolution. • Meetings with Federal and State Ministers, Members of Parliament, public servants and their staff within NSW and ACT • Other events, functions or meetings as authorised by Council resolution <p>ADD the following dot point:</p> <ul style="list-style-type: none"> • Attendances associated with the role of a Councillor (eg meetings with residents, ratepayers, developers or stakeholders, attendances at local and regional events/functions and individual site inspections) <p>DELETE the following:</p> <p>Council business does not include:</p> <ul style="list-style-type: none"> • Meetings with residents, ratepayers, developers or stakeholders held offsite from the Civic Centre unless authorised by Council resolution • Events, functions or meetings not authorised by Council resolution. 	

Clause	Amendment	Comment
	<p>Note:</p> <p>Evidence required to substantiate a private motor vehicle claim is:</p> <p>EITHER - a statutory declaration claiming the number of KM's undertaken for a given period (ie must undertake the travel before it is claimed)</p> <p>OR – a log book identifying the travel undertaken and the number of KM's (Clauses E18 and E19).</p> <p>There is no limit on number of km's as it is based on 'actual km's travelled', the purpose for the travel as defined in "Council Business and the reasonableness of choosing that form of transport.</p>	
D17	<p>3 Children travelling with Councillors - <i>Councillor request</i> : Amend accompanying persons clause to include reimbursement for children under 18 years with the exception of air travel</p> <p>Amend Clause as follows:</p> <p>D17 Council will pay the cost as further described in this section, for a spouse or partners or carer or one accompanying person per Councillor <i>and children under 18 years</i>, in attending the following events...</p>	<p>The table accompanying this clause sets out that costs will be reimbursed for the additional attendees.</p> <p>The table does not include air travel and provides for accommodation only if in same room as Councillor.</p>
	<p>Councillors have requested that Council arrange for 'salary sacrifice' of superannuation payments.</p> <p>Councillors are not paid a salary so therefore 'salary sacrifice' arrangements are not applicable however an administrative service for superannuation is covered by the proposed Clause D79 below:</p> <p><i>D79 Council will provide a deduction administrative service for up to a maximum of two monthly deductions from a Councillor allowance for nominated payments which incur no external costs to Council. For example: political party donations, union fees, superannuation, health insurance.</i></p>	No change required

In summary, changes are proposed for several Clauses C6, D63 and D17 and are included in the recommendation to Council.

GOVERNANCE AND POLICY IMPLICATIONS

In accordance with Clause 253(3) of the Local Government Act, 1993 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.

The amendment to the policy in relation to the provision of Counselling services represents a negligible cost to the Council and therefore may be added to the policy without further exhibition.

The three amended clauses requested by the Councillors represent additional costs to the organisation and are considered substantially different to the clauses that were advertised. It is therefore recommended that the policy be adopted as is and the additional clauses be placed on further public exhibition.

Upon each adoption of the amended policy Council is required to forward a copy of the revised policy to the DLG for information.

CONCLUSION

The amendments as advertised are recommended for inclusion in the Policy for Facilities and Expenses for Councillors.

ATTACHMENTS

- 1 Amended Policy for Facilities and Expenses for Councillors D05140406



POLICY No: WSC003

POLICY FOR FACILITIES & EXPENSES FOR COUNCILLORS

Exhibited Jan 24 – Feb 28 2014

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History of Revisions:

Version	Date	TRIM Doc. #
1	23/11/2011	D02903521
2	03/10/2012	D03143334
3	26/4/2013	D03317468
4	04/06/2013	D03335585
5	11/10/2013	D03990547
6	11/12/2013	D05098475
7	28/2/2014	D05140406

A. POLICY SUMMARY

- A1 This Policy provides for the payment or reimbursement of expenses and the provision of facilities by Council to the Mayor and Councillors of Wyong Shire.
- A2 The objectives of the policy are to:
- ensure Council provides adequate facilities and services to the Mayor and Councillors of Wyong Shire for them to carry out their civic duties; and
 - reimburse councillors for fair and reasonable expenses incurred whilst undertaking Council business such that they sustain neither loss nor profit as a result of their claim; and
 - ensure that all claims and payments made under this Policy can be justified, appropriately accounted for and validated as relating to Council business

B. POLICY BACKGROUND

- B1 Section 252 of the Local Government Act 1993 requires the Council to adopt a Policy concerning the payment of expenses incurred or to be incurred by the provision of facilities to elected members in relation to discharging the functions of Civic Office.
- B2 Council recognises that elected members and senior management staff often expend considerable personal time and inconvenience in conducting Council business away from the Shire in the best interests of the community.
- B3 The Act's conditions recognise that some personal, additional contribution goes with the position; however where such good-will is provided by individuals materially in excess of reasonable contributions, the transparent reimbursement of expenses is appropriate.
- B4 The purpose of the Policy is to ensure that Councillors receive adequate and reasonable expenses and facilities to enable them to carry out their civic duties. It ensures that these are provided in an accountable and transparent manner.
- B5 Councillors must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out their functions under the Local Government Act or any other Act (s349 the Act).
- B6 The Council Code of Conduct provides that Council resources must be used ethically, effectively, efficiently and carefully. Council property including intellectual property, official services and facilities must not be misused by any person or body for private benefit or gain. Councillors must also avoid any action or situation that could create the appearance that Council resources are being used inappropriately.
- B7 Section 382 of the Act requires that Council makes arrangements for adequate insurance against public and professional liability.
- B8 The Division of Local Government has issued guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW. These guidelines have been prepared under the provisions of section 23A of the Local Government Act 1993 as Director General's Guidelines. A council must take any relevant guidelines issued under this section into consideration before exercising any of its functions. Council has taken these guidelines into consideration in making this policy.

- B9 Council in providing sustenance for Councillors and their guests must observe Responsible Service of Alcohol legislation and will bear no liability in the event that injury or harm should occur as a result of the consumption of alcohol on Council premises.

C. DEFINITIONS

- C1 **The Act** means the Local Government Act 1993
- C2 **The Regulation** means the Local Government (General) Regulation 2005.
- C3 **Council** means the elected members who form the governing body (Council) of the Wyong Shire Council and the organisation established to administer Councils affairs, operations, policies and strategies.
- C4 **Councillor** means an elected member of the governing body (Council) including the Mayor.
- C5 **Council Policy** means policy created and approved by the elected members of the Council.
- C6 **Council Business** or functions of civic office attendance by the Mayor and Councillors that results in a direct benefit for the Council or the Wyong Shire Community at:
- Council and Committee meetings
 - Council Advisory Group meetings
 - Council Working Party meetings
 - Council Statutory Committee meetings
 - Council Precinct Forums
 - Regional Organisation of Council meetings
 - As Council's delegate or alternate delegate to external bodies
 - Civic Receptions authorised by Council resolution
 - Councillor Briefings
 - Councillor Inspections
 - Citizenship Ceremonies
 - Attendance at conference, seminars, workshops and professional development courses authorised by Council resolution
 - Attendance at non-Council functions which provide briefings to Councillors from key members of the community, politicians and business regarding relevant authorised by Council resolution.
 - Meetings with Federal and State Ministers, Members of Parliament, public servants and their staff within NSW and ACT
 - Other events, functions or meetings as authorised by Council resolution

Council business **does not** include:

- Meetings with residents, ratepayers, developers or stakeholders held offsite from the Civic Centre unless authorised by Council resolution
- Events, functions or meetings not authorised by Council resolution.

Note: a separate provision in this policy provides a means where the Mayor and General Manager may approve attendance on behalf of the Council if time does not permit the reporting to Council prior to the event occurring and the matter being reported to the next available meeting.

- C7 **Expenses** mean payments made by Council to reimburse Councillors for reasonable costs or charges incurred or to be incurred for discharging their civic functions. Expenses must be outlined in this policy and may be either reimbursed to a Councillor or paid directly by Council

for something that is deemed to be a necessary expense to enable them to perform their civic functions. Expenses are separate and additional to annual fees.

- C8 **Facilities** means equipment and services that are provided by Council to Councillors to enable them to perform their civic functions with relative ease and at a standard appropriate to their professional role as Councillors.
- C9 **General Expense Allowance** means a sum of money paid by 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 timeframe. In accordance with Section 403 of the Regulation this policy does not permit the payment of general expenses.
- C10 **Greater Significance** means (in terms of conference session non-attendance) meetings with State or Federal Parliamentarians, networking with other Councillors or special interest groups, inspection of a public works or facility, attendance at urgent Council meetings and/or any other incident of COUNCIL business considered urgent or more important.
- C11 **Registered Carer** means:
- an organisation or individual registered with the National Quality Framework (Australian Children's Education and Care Quality Authority) or;
 - a registered business for the purposes of care services (ie holding an ABN for the purposes of child or adult care services) eg nanny, carer for the elderly.
- C12 **Travel Expenses** means motor vehicle costs, tolls, parking fees, taxi, train, bus and plane fares. Travel expenses do not include fines associated with travel such as toll and parking fines. Food and beverages and insurance associated with travel are dealt with separately in this policy.
- C13 **Year** means from October to September or as determined by the election cycle.

D. POLICY STATEMENTS

Jurisdiction

- D1 This policy covers all elected members of Council.
- D2 This policy does not confer any delegated authority upon any person.

General Provisions

- D3 In accordance with Clause 403 of the Regulation Councillor expenses and facilities policies must not include provision for general expenses. 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 timeframe. There is no other lawful mechanism to provide facilities or reimburse expenses to a Councillor other than this policy.
- D4 Reimbursement will only be paid for expenses incurred by Councillors for the conduct of Council business as defined in this policy.
- D5 Each expense in this policy will have a limit as to the maximum reimbursed in each year.
- D6 Councillors should not obtain private benefit from the provision of equipment and facilities nor from travel bonuses such as 'frequent flyer' schemes or any other such loyalty programs while

on Council business. It is acknowledged that incidental use of Council equipment and facilities may occur from time to time. Such incidental private use is not subject to a compensatory payment back to Council. Councillors are responsible to reimburse Council if more than incidental private use is received.

- D7 All claims for reimbursement must be accompanied by evidence that the costs have been incurred by the Councillor and shall be made on the relevant form.
- D8 All claims for reimbursement must be made within the year during which the expenditure has been incurred.
- D9 Councillors may request a payment in advance, up to a maximum of \$100 per day, in anticipation of expenses being incurred in attending conferences, seminars and training outside the Shire. The advance payment will be reconciled against receipts for actual costs within 7 days of return.
- D10 Council's Gifts and Benefits Policy sets out requirements in relation to Gifts and Personal benefit.

Attendance at Conferences, Workshops, Seminars, Professional Development and Training Courses

- D11 Council will reimburse expenses for attendance at conferences, workshops and seminars as follows:
- Each event must be authorised by Council resolution.
 - Each event must relate to the business of the Council
 - A combined total of six attendances, per Councillor, per year.
 - The limit of six will only include those events occurring over one or more consecutive days unless otherwise approved by Council.
 - Total reimbursement of attendance cost per conference, per Councillor is limited to \$5,000 with a maximum total cost for conferences per year of \$10,000.
 - The maximum number of Councillors authorised to attend an event is 3 with the exception of the Local Government NSW annual conference and National General Assembly of Local Government or as resolved by Council. These conferences are not included in the cost threshold.
 - Where Council has incurred costs and a replacement is not nominated by the Mayor/Deputy Mayor and the elected member's non-attendance is not a family or employment or medical emergency, all costs incurred by Council will be charged to the elected member.
 - Before requesting attendance Councillors must satisfy themselves:
 1. that the program is likely of benefit to Council, the Community and/or to his/her professional development as an elected member
 2. that he/she is able to commit the time necessary to attend the conference sessions in the terms of this policy

With respect to Professional Development and Training Courses:

- Each event must be authorised by Council resolution.
- Each event must be aligned with a Councillor's professional development plan.
- A combined total of three professional development or training courses per Councillor, per year.

- The monetary limit does not apply to the AICD Company Director's Course or the LGMA Executive Certificate for Elected Members Course
- No spouse or partner costs will be reimbursed under this section.

D12 The attendance costs that will be paid up front to the event organiser or reimbursed to the Councillor under this section are identified as follows:

- Registration costs – costs charged by organisers including official luncheons dinners and tours which are relevant to the interests of this Council.
- Travel costs (actual costs as detailed in the travel section of this policy)
- Accommodation (actual costs for accommodation as detailed in the accommodation section of this policy)
- Sustenance (food and beverage) limit of \$150.00 per day per Councillor and verified by receipts
- Out of pocket expenses such as Internet and phone access, laundry limit of \$50.00 per day per Councillor and verified by receipts.
- Cost of mandatory textbooks or other supporting documentation if separate to course fees limit \$500 per course
- Spouse and Partner Costs (as detailed in the Spouse and Partner Section of this Policy).

D13 A Councillor may choose to extend the stay at the place where the conference is held for personal pursuits. Council will not be responsible for any costs associated with the extended stay (for example additional flights and accommodation) and any return trip will be calculated from the original conference venue.

Attendance at Non – Council Events and Functions

D14 Council will meet sustenance and attendance expenses for Councillors' attendance at non-Council functions related to Council business which provide briefings to Councillors from key members of the community, politicians and business. Approval for reimbursement will be by Council resolution. The maximum reimbursement of total attendance costs is \$200 per Councillor per event. Councillors may attend a maximum of 6 of these events in a year. The total maximum expenditure is \$1200. Note the Mayor's attendance and expenditure is covered by Clause D57.

D15 No expenses will be paid for functions that are:

- i not relevant to Council business
- ii where expenses incurred would be directed towards any political fundraising event
- iii for any donation to a political party or candidate's electoral fund
- iv for any other private or personal benefit

D16 Council will reimburse Councillors with the cost of membership to professional organisations associated with the conduct of Council business up to \$1,500 per year.

Spouses, Partners, Carer and Accompanying Persons

D17 Council will pay the cost as further described in this section, for a spouse or partners or carer or one accompanying person per Councillor, in attending the following events as per the table below:

Event	Registration	Ticket	Accommodation	Sustenance	Partner Tours	Travel	Carer
Official Council functions that are formal or ceremonial in nature (eg Citizenship,	NA	Yes	Yes. If staying in same room as Councillor	Yes if part of ticket cost. No additional meals and beverages included	NA	Yes. If travelling In company of Councillor	Yes
The Local Government NSW Annual Conference or the National General Assembly of Local Government.	Yes	NA	Yes. If staying in same room as Councillor	Yes if part of registration cost. No additional meals and beverages included	No	Yes. If travelling In company of Councillor in same vehicle No additional air or other travel fares included)	Yes
Other Council approved conferences and events	No	No	Yes. If staying in same room as Councillor	No	No	Yes. If travelling In company of Councillor in same vehicle No additional air or other travel fares included)	Yes

D18 Peripheral expenses such as grooming, special clothing and transport are not considered reimbursable expenses.

D19 Additional travel and accommodation costs, partner tours, sustenance (other than official function dinners) and incidental costs (eg bar fridge items and movie hire) will not be paid by Council.

D20 In this section, reference to an "accompanying person" is a person who has a close personal

relationship with the Councillor and/or provides carer support for the Councillor.

Travel

- D21 Council will reimburse Councillors for travel undertaken on Council business or where necessary make and pay for travel arrangements up front.
- D22 Council will not reimburse travelling expenses where a Councillor attends a community meeting or undertakes an inspection that has not been formally approved by Council or defined in this policy as Council business.
- D23 Councillors may choose the mode of transport which is most appropriate to the circumstances, subject to overall economy and convenience. All travel should be undertaken by utilising the most direct route and the most practicable and economical mode of transport subject to any personal medical conditions.
- D24 A Council vehicle is available for use by Councillors for Council business. Councillors shall comply with Council's Motor Vehicle Policy when using the Councillor vehicle.
- D25 The use of a staff member as a driver for the Council's motor vehicle will be determined by the General Manager where there is clear cost benefit in provision of a driver versus external costs (eg airport parking for a number of vehicles) and staff availability.
- D26 Private Vehicle - If a Councillor uses his/her private vehicle, reimbursement will be equivalent to the per kilometre rate as specified in the NSW Local Government (State) Award. This allowance takes into account the use, maintenance and depreciation of the vehicle.
- D27 Council will reimburse costs for tolls associated with travel on Council business.
- D28 Council will reimburse parking fees associated with travel on Council business.
- D29 Council is not liable for any traffic, parking or transport fines, or costs of petrol, oil, depreciation, repair, maintenance, insurance or registration incurred by Councillors whilst travelling on Council related business.
- D30 Overseas travel by a Councillor must be approved by Council resolution which shall include clear and tangible benefits to the community and an estimate of costs for travel, accommodation, transfers, hire cars, gifts and ancillary items.
- D31 Approval by the Council for overseas travel by a Councillor will be on an individual trip basis.
- D32 Economy class air travel will be provided as standard for all air travel unless identified otherwise by a Council resolution. The cost of any upgrade shall be the responsibility of the Councillor. The Mayor and General Manager may approve business class travel for long flights (exceeding 3 hours).
- D33 Councillors are not entitled to receive private benefits relating to travel bonuses such as frequent flyer schemes and other loyalty programs.
- D34 Council will pay for air travel insurance.
- D35 Council shall meet the cost of transfers between a Councillor's residence and a transport interchange (ie airport) and between the transport interchange and a hotel or venue.

The Council may enter into its own corporate loyalty program arrangements and any benefits arising will be used toward corporate costs (eg accumulated travel points may be used to defray costs of future flights made on Council business).

- D36 Council will pay for use of a rental car (standard model) at locations where air travel is undertaken for Council business.
- D37 All air travel arrangements and bookings will be made by Council staff on behalf of the Councillor, including flights, insurance and transfers. Councillors are not to book their own travel.

Accommodation

- D38 Councillors shall be accommodated in minimum four-star level facilities and higher if practicality determines the need. A higher level than four star is to be approved by the Mayor and/or General Manager.
- D39 Council will pay for accommodation costs commencing from the night before the conference or seminar commences, throughout the conference and the night after it concludes and any other night required by travel arrangements.
- D40 Council will reimburse sustenance costs of up to \$100 per day, per Councillor.
- D41 Any additional accommodation expenses incurred as a result of the attendance of spouse, partners and accompanying persons shall be borne by the Councillor.
- D42 Accommodation arrangements and bookings shall be made by Council staff on behalf of the Councillor. Councillors are not to book their own accommodation.

Care and other related expenses

- D43 Council will reimburse registered carer's expenses necessary to enable elected members, General Manager and Directors to attend Council business up to \$3,600 per annum, including:
- i child care expenses
 - ii care of disabled and/or sick immediate family members
 - iii special requirements of councillors such as disability and access needs to allow performance of normal civic duties and responsibilities
- D44 Reimbursement does not apply where the care is provided by immediate family members including family, spouse or partner.

Insurance

- D45 Council will provide insurance to protect the interest and welfare of all Councillors in carrying out the duties of Civic Office and to protect equipment issued to Councillors under this policy as follows:
- i Public liability (for matters arising out of Councillors' performance of their civic duties and/or exercise of their functions)
 - ii Professional indemnity (for matters arising out of Councillors' performance of their civic duties and or exercise of their functions)
 - iii Personal injury while on Council business
 - iv Travel insurance for approved interstate and overseas travel on Council business for travel bookings made by staff

- v Property insurance for Council facilities issued to Councillors

Council staff will arrange all insurances. Councillors are not to arrange insurances or extend their private insurance coverage for Council business. There will be no reimbursement of expenses to Councillors associated with insurance coverage.

- D46 Council has the following policies and limits in place that cover Council activities and include cover for the Councillors :
- Public Liability (limit of protection - \$400M) & Professional Indemnity (limit of protection \$300M) with Statewide Mutual Liability Scheme
 - Personal Accident policy with ACE Insurance Limited & includes a travel component (various limits)
 - Property insurance with Statewide Property Mutual Scheme as per schedule provided to Statewide Property Mutual (various limits)

Legal Expenses

- D47 Council will indemnify or reimburse the reasonable legal expenses of a Councillor in the circumstances described below:

- i a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act (section 731 refers), as distinguished from merely something a Councillor has done during his/her term of office
- ii 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
- iii a Councillor for proceedings before the Local Government Pecuniary Interest and Disciplinary Tribunal or an investigative body provided the subject of the proceedings arises from the performance in good faith of a function under the Act, and the Tribunal or investigative body makes a finding substantially favourable to the Councillor

- D48 Council will also reimburse legal costs for an inquiry, investigation or hearing into a Councillor's conduct by an appropriate investigative or review body including:

- Local Government Pecuniary Interest and Disciplinary Tribunal
- Independent Commission Against Corruption
- Office of the NSW Ombudsman
- Division of Local Government, Department of Premier and Cabinet
- NSW Police Force
- Director of Public Prosecutions
- Council's Conduct Review Committee/Reviewer

provided that the subject of the inquiry, investigation or hearing arises from the performance in good faith of a Councillor's functions under the Act and the matter before the investigative or review body has proceeded past any initial assessment phase to a formal investigation or review. Legal expenses will only be provided where the investigative or review body makes a finding that is not substantially unfavourable to the councillor. This may include circumstances in which a matter does not proceed to a finding. In relation to a councillor's conduct, a finding by an investigative or review body that an inadvertent minor technical breach had occurred may not necessarily be considered a substantially unfavourable outcome.

- D49 A conduct complaint made against a Councillor, resulting in legal expenses for a Councillor shall only qualify for reimbursement where a matter has been referred by the General Manager

to a conduct reviewer/committee to make formal enquiries into that matter in accordance with the procedures in the Code of Conduct.

- D50 Pecuniary interest or misbehaviour matters, shall qualify for reimbursement of legal expenses if a formal investigation has been commenced by the Division of Local Government.
- D51 Council will only reimburse legal expenses where the investigative or review body makes a finding that is not substantially unfavourable to the Councillor.
- D52 Council will not meet the legal expenses of legal proceedings initiated by a Councillor under any circumstance.
- D53 Council will not meet the legal costs of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.
- D54 Council will not meet legal costs in the following circumstances:
- An action in defamation taken by a Councillor as plaintiff
 - A Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
- D55 The total amount that may be claimed per Councillor in any one year for the above clauses in this section is \$5,000.
- D56 A Councillor/s may be reimbursed up to \$1,500 in a year (including GST) for external legal services only where all of the following circumstances exist:
- (a) the legal advice is not on a matter excluded from being reimbursed by the Local Government Act and/or Regulations, or any other clause in this Policy
 - (b) the matter about which advice has been sought is a serious matter affecting the proper administration of Council
 - (c) more than four Councillors have requested that Council staff provide legal advice on the subject matter of the advice, and Council staff have been unable to provide those Councillors with legal advice, due to a conflict of interest or similar prohibition that precludes those staff from providing that advice, or where staff are unwilling to obtain independent legal advice
 - (d) the matter had not already been the subject of independent legal advice to Council
 - (e) the legal advice is proven to be valuable towards Council's decision making
 - (f) no more than one payment is to be paid to any one or more of the Councillors in respect to advice provided by Councillors on the subject matter
 - (g) the request for reimbursement, under this clause, has been authorised by the Council:
 - the written brief, original written legal advice and tax receipt will need to be provided to Council as its record to allow consideration of payment

Mayoral Expenses

- D57 The Mayor may provide reasonable hospitality to Councillors, politicians, dignitaries,

community leaders in relation to Council business, up to \$30,000 per year. Reasonable hospitality includes:

- light refreshments – food and beverages provided onsite at the Civic Centre
- meals and beverages at local establishments up to \$100 in total per meal
- Council themed token gifts for visiting dignitaries up to a total of \$200 per delegation

- D58 Council will provide, maintain and fuel a fuel efficient motor vehicle appropriate to the Office of the Mayor, for use by the Mayor for Council business.
- D59 Private Use of the vehicle is paid for by the Mayor by the reduction of the Mayoral allowance of \$1,906.64 per annum (2012/13 base financial year). Such amount to be varied on 1 October each year in line with movement in the Consumer Price Index for the 12 months ending 30 June previous.
- D60 Council will provide a parking space reserved for the Mayoral vehicle.
- D61 Council will provide a furnished Mayoral office.
- D62 Council will provide secretarial support for the Mayoral office.

Telecommunications

D63 Council will provide or reimburse Councillors for communications as indicated in the table below:

Criteria	Council Provided Equipment	Councillor Owned Equipment
<p>Types of Equipment Included</p> <p>Note: a councillor may choose items from either of the clauses at the same time as long as there are not two of the same items provided and claimed at any one time. It is therefore acknowledged that that a councillor choosing items from both Council provided equipment and Councillor owned equipment options has access to the limits of both sets.</p>	<p>Laptop or Desktop PC Tablet computer Operating system/software Printer Facsimile Scanner USB or WIFI broadband modem Digital camera Mobile phone or smart phone Mobile phone car kit and installation</p> <p>(equipment is Council standard)</p>	<p>Laptop or Desktop PC Tablet computer -Operating system/software Printer Facsimile Scanner USB or WIFI broadband modem Digital camera Mobile phone or smart phone Mobile phone car kit and installation</p> <p>(equipment to be compatible with Council systems)</p> <p>All equipment and usage accounts for these items must be in Councillor name. No business or company accounts will be reimbursed.</p>

Criteria	Council Provided Equipment	Councillor Owned Equipment
Capital Cost Depreciation Reimbursable?	No	Yes 25% per year over 4 years paid at June 30 of each year. Pro rata percentage if purchased in part year. Limit of depreciation paid for all items combined is \$3,600 per year
Limit of Depreciated costs in one year	NA	\$3,600
Usage Costs	Paid to supplier by Council Combined cost of - installation costs - calls - internet access - message bank service - reasonable private use	Reimbursed to Councillor by Council Combined cost of - installation costs - calls - internet access - message bank service - reasonable private use - insurance
Limit of Usage Costs in one year	\$3,600 paid to supplier by Council	\$3,600 reimbursed to Councillor by Council
Ownership	Council owned during term. Councillor will be able to purchase non-leased items at agreed market price at term end.	Councillor will own outright
Replacement for damaged, lost or stolen item	Upon return of faulty, broken item. Or statutory declaration confirming lost or stolen item.	Evidence of damaged lost or stolen item required. Depreciation costs recommence on new item purchased by Councillor

- D64 Where an allowance is claimed for a mobile phone or a Council supplied mobile phone is provided the mobile number must be published weekly in "Shire Wide" and be placed on Council's Website. In the case for the Mayor, the Mayor's Office number should be listed. The General Manager can provide an exemption to the requirement to publish a Councillor's mobile phone number due to harassment, safety or health reasons.
- D65 The brand/type of equipment provided by Council will be to Council standards purchased in accordance with the provisions of Council Procurement Policy.
- D66 Council will not provide for subsequent installation costs (eg as a result of moving house or changing vehicles) unless Council has initiated a change to the equipment or service.
- D67 Elected members using Council telecommunications equipment or their own private

equipment for Council business must comply with Council's Communications Media Policy (Internet and Email) and Appropriate Use of Email and the Internet Guidelines.

- D68 At the conclusion of a local government term and where a Councillor does not intend to stand for re-election or is not re-elected, a Councillor may purchase Council supplied equipment and software at an agreed market price. Leased equipment is not available for purchase.

Stationery

- D69 Council will provide stationery to be used for Council business, upon request. Stationery includes:
- i Writing pads, envelopes, box files writing pens / diary / folders up to \$200 per annum
 - ii Business cards 1000 per year
 - iii Letterhead 1000 per year
 - iv Paper and printer cartridges 1 set of colour and black per month
 - vi One filing cabinet
 - vii one portable paper shredder.

Corporate Uniform

- D70 Council will provide a "premium quality" Corporate Uniform on an annual basis except for the issue in the year in which the local government election is held. Corporate Uniform shall consist of:
- Formal clothing – one set including the costs of alterations
 - Climate clothing (shirts and jackets) – one set
 - Protective clothing – one set
- D71 Council will provide an additional Corporate Dress allocation to the Mayor to facilitate the duties of the office as follows:
- Three shirts
 - One pair of trousers or skirt or dress
 - One tie
 - Such other clothing as is required to perform the duties of a Councillor

Civic Centre Parking

- D72 Council will provide an allocated parking space for each Councillor on each Council meeting day.

Sustenance

- D73 Councillors will be provided with appropriate sustenance on meeting/briefing/function days, including bottled beverages.

Councillor Lounge and Interview Rooms

- D74 A Councillor Lounge is provided at the Civic Centre for the specific use of Councillors. The lounge provides Councillors with an informal area to meet and has facilities such as tea and coffee making, beverage fridge and shower..
- D75 Two interview rooms are provided at no cost for the exclusive use of Councillors. The rooms

contain desk and chairs and a computer. The rooms may be used by Councillors to conduct Council business for example review of meeting papers or meeting with residents. Rooms must be booked through the Civic Centre receptionist.

General

- D76 Council will reimburse Councillors for expenses of up to \$500 per annum for communications and media information accessed for Council business and/or Councillor professional development (for example: professional journals, news and current affairs publications).
- D77 Council will reimburse Councillors up to \$500 per annum for electricity charges (eg heating, cooling and lighting associated with use of private facilities to conduct Council business. Up to 20% of each electricity account may be claimed.
- D78 Council will pay Councillors appointed to the Hunter and Central Coast Joint Regional Planning Panel remuneration of \$650 per meeting of that Panel, that sum being the fee and allowances permitted by Clause 6 of Schedule 4 to the Environmental Planning and Assessment Act 1979.
- D79 Council will provide a deduction administrative service for up to a maximum of two monthly deductions from a Councillor allowance for nominated payments which incur no external costs to Council. For example: political party donations, union fees, superannuation, health insurance.
- D80 The cost of credit card processing and late fees will not be reimbursed by Council.

E. POLICY IMPLEMENTATION - PROCEDURES**Approval**

- E1 Approval for the payment of expenses and provision of facilities not specified will be by the Council.
- E2 Disputes in relation to the payment of expenses and provision of facilities shall be resolved by the Council.
- E3 The Mayor and General Manager may approve attendance on behalf of the Council if time does not permit the reporting to Council prior to the event occurring. The General Manager will report the authorisation to the next available meeting.
- E4 Payment of expenses will only occur on the production of proper receipts that contain ABN numbers or documentation acceptable to Council

Adoption

- E5 This Policy will be adopted by Council resolution after public notification of 28 days.
- E6 This policy will be reviewed and readopted annually in accordance with the provisions of the Local Government Act.

Amendment

- E7 Mandatory amendments to this Policy due to an amendment to the Local Government Act or Regulations will be made administratively and a report detailing the amendment will be

submitted to an Ordinary Meeting of Council.

- E8 Optional amendments to this Policy due to an amendment of the Local Government Act or Regulations will be reported to an Ordinary Meeting of Council for determination.
- E9 This Policy will be amended annually in accordance with the CPI. The amendment will be made administratively and will not be reported to Council.
- E10 Section 253 of the Local Government Act prescribes that 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 and Council must consider any submissions before adopting any amendment.
- E11 Section 253 further prescribes that Council need not give public notice of a proposed amendment to this policy if the Council is of the opinion that the proposed amendment is not substantial.
- E12 Section 252 requires that Council must within 5 months after the end of each year adopt a policy for the payment of expenses and provision of facilities to Councillors. If the policy is the same as the existing policy Council must still advertise and adopt the policy annually.

Reporting

- E13 In accordance with clause 271 of the Regulation and for the purposes of transparency and accountability, Council is required to include detailed information in its Annual Report about the payment of expenses and facilities to councillors. .
- E14 Section 253 of the Act requires Council to submit a copy of this policy annually to the Division of Local Government.
- E15 The Policy must be publically notified in accordance with Section 253 of the Local Government Act.
- E16 Councillors will be provided with an annual statement at the end of each financial year which lists the type and amount of all reimbursements made and facilities given to each Councillor.

Reconciliation

- E17 Claims for reimbursement of expenses will include receipts with ABN number or via a statutory declaration and be made in the year in which the expense has been incurred, unless otherwise specified in this Policy.
- E18 Statutory declarations are only to be used to support claims for expenses already occurred where receipts are unable to be provided or have been lost. (ie cannot be used to claim for items in advance such as estimates of travel).
- E19 In respect of Claims for reimbursement of travel costs Council may accept either a statutory declaration claiming an amount of travel undertaken or a log book detailing the claim for travel. It will be the responsibility of a Councillor to justify the content of any statutory declarations to any authorised third parties
- E20 The level of supporting documentation should be commensurate with the nature of expenditure. For example expenditure on parking, tolls, refreshments and the like may only require a signed statement listing the payments.

- E21 Council will only accept evidence of claims in the name of a Councillor. Council will not reimburse accounts in the name of a business or company associated with the Councillor.
- E22 Approval, reconciliation and reimbursement for all expenses and facilities must occur in accordance with this policy. Any claims made outside this policy will be determined by Council.
- E23 Amounts owing by an elected member relating to fees or expenses for reimbursements and/or accompanying partner's expenses are to be deducted from amounts due to the elected member under this Policy.
- E24 All expenses paid by Council to Councillors will be reported to the Australian Tax Office.

Conferences

- E25 The Mayor may nominate a replacement if an elected member authorised to attend a conference, seminar, external training session or function outside the area is unable to attend the event due to ill health or family emergency.
- E26 The Mayor and/or the General Manager will determine and subsequently report to Council, attendance at a conference, seminar, external training or functions outside the Central Coast if time does not permit submission to a Council meeting prior to the event.
- E27 Elected members attending conferences must provide a report to the GM detailing the proceedings of the conference. No report is required for the annual conference of the NSW Local Government and Shires Association or conferences approved by Council.
- E28 Authorisation of attendance at conferences for a spouse or partner will be included in the Council resolution for attendance of the Councillor unless specified by this policy.
- E29 Elected members may request advance expense payments for trips and conferences. The costs are required to be reconciled through receipts and excess advances returned to Council.

Legal

- E30 The payment of legal expenses is required to be approved by the Council.

Interview Room

- E31 Elected members will contact Council reception to reserve an interview room.

Communications

- E32 Expenses reimbursed for use of private equipment will be added to Councillors' fees on a monthly basis.
- E33 Upon ceasing to hold Civic Office an elected member may purchase Council equipment at an amount determined by an independent valuation or return the equipment to Council except in the case where equipment is leased.

E28 Associated documents:

- Council Code of Conduct

- NSW Local Government Act 1993
- Council Motor Vehicle Policy
- Council Procurement Policy

Table of Limits and Reconciliation

Clause No	Description	Limit	Basis	Documentation for Reconciliation
D9	Payment in advance	\$100 per day	Limit commensurate with limit imposed for daily out of pocket expenses	Receipts of actual costs and repayment of any gap between advanced amount and actual amount expended.
D11	Conferences, Workshops Professional Development and Training Courses	Six conferences per year for events held over one or more consecutive days \$5,000 per Councillor per event \$10,000 limit per Councillor per year No more than 3 Councillors to attend an event except for LGNSW conference and National General Assembly and professional development and training \$ 500 per course Textbooks associated with Professional Development and Training Courses	Reasonable number given Councillors other commitments for Civic duties Limit based on upper level of historical costs for conference attendance within Australia and includes all costs eg registration, flights, sustenance, out of pocket daily cost. A reasonable number of attendees to provide for benefits to the Shire and professional development for the Councillor. Provision of a report from Conference attendees gives other non-attending Councillors access to learnings from conference. Limit based on average cost of two textbooks per course	All Arrangements for Councillor attendance at conferences will be made by Councillor Services staff. Reimbursement of accommodation and incidental expenses provided by receipt or statutory declaration for smaller items such as tolls. Councillor Services staff to make arrangements for direct payment to event organiser
D12	Conferences,	Sustenance \$100	Reasonable cost of	All sustenance costs to be

Clause No	Description	Limit	Basis	Documentation for Reconciliation
	Seminars Workshops Reimbursement or Paid by Council	per day Incidental Costs \$50 per day	modest meals daily and takes into account meals at official functions not included as part of the daily limit. Reasonable limit given likely claims for internet or laundry use.	reimbursed on production of receipts
D14	Attendance at Non- Council events	\$200 per event Six events per Councillor per year Total limit \$1200 per Councillor per year	Limit based on upper level of historical costs for this type of event Limit based on upper level of historical attendance and acknowledgement of the upward trend of frequency of these events being offered.	Councillor Services staff to make arrangements for direct payment to event organiser
D16	Membership of Professional Organisations	\$1,500	Based on average of professional membership fees for up to two organisations	Claim for payment including copies of receipt of payment.
D17	Attendance by Spouse Partner Carer or Accompanying Person at events	Ticket costs Limit to one person per Councillor for certain events Travel and accommodation costs limit to shared use of those that were already being expended as a councillor Conference registration for Local	Reasonable expectation for ceremonial events Reasonable expenditure of public monies Reasonable expectation of partner attendance for two premier local	Councillor Services staff to make arrangements for direct payment to event organiser

Clause No	Description	Limit	Basis	Documentation for Reconciliation
		Government NSW and National General Assembly of Local Government	government events which will include ceremonial functions.	
D26	Use of Private Vehicle	Reimburse on the basis of KM's travelled for Council business	Relies on definition of Council business and uses industry acceptable rates as defined in the local government award	Log book supporting claim for actual km's travelled for Council business. Statutory Declaration for actual km's travelled for Council business. (eg claim made after travel occurred)
D38	Accommodation	4 star accommodation and higher if 4 star impractical Length of stay night before and night after event and any other night required by travel arrangements	4 star standard provision for business travel. In some cases conferences are held where limited accommodation availability and 4 star may not be available. If that is the case it is reasonable that a higher rating may be used. Reasonable to expect before and after accommodation to enable attendees to be prepared for conference sessions	Councillor Services staff to make arrangements for booking and direct payment to event organiser. If direct payment unable to be made. Councillor to provide receipt for reimbursement. Councillor Services' staff to make arrangements for booking number of nights based on travel arrangements also made by staff.
D43	Care Expenses	Limit \$3,600 per year	Based on number of meetings likely to be held per year	Reimbursement of actual cost via copy of receipt of registered carer as defined in this policy Or care arranged by Council.

Clause No	Description	Limit	Basis	Documentation for Reconciliation
D55	Legal Expenses Section 1	Limit \$5,000 per year	Based on estimate of reasonable cost of legal service for this type of item and consideration of expense to public purse	The General Manager will determine any claims for legal costs
D56	Legal Expenses Section 2 (external legal advice)	Limit \$1,500 per f year	Based on estimate of reasonable cost of legal service for this type of item and consideration of expense to public purse	The General Manager will determine any claims for legal costs
D57	Mayoral Hospitality	Limit \$30,000 per annum Limit reimbursement level of \$100 for each offsite hospitality and gifts at \$200 and included in yearly limit of \$30,000	Based on estimated costs using historical data and acknowledging obligations of Office of Mayor	Legal and Governance unit monitor budget spend for Civic Centre activities. Offsite hospitality made by claim for reimbursement supported by receipts. Must relate to business of the Council.
D63	Telecommunications Equipment Usage Costs	Limit of Depreciation costs reimbursed for Councillor owned equipment 25% per year for equipment with life assumed at 4 years. Total reimbursed per year is \$3,600 \$3,600 Limit per annum	Based on reasonable assumption of current lifespan for technological items at 4 years and depreciation set at 25%. Based on reasonable estimate of usage	Claim to be made at end of each year after evidence of purchase date and price. No accounts reimbursed that are in the name of businesses. (eg must be in name of Councillor) Replacement items depreciation reimbursement must include evidence that previous item damaged, lost or stolen.

Clause No	Description	Limit	Basis	Documentation for Reconciliation
				<p>Receipts of paid accounts or signature to confirm account paid and statutory declaration nominating percentage of costs utilised for Council business.</p> <p>No accounts reimbursed that are in the name of businesses. (eg must be in name of Councillor)</p> <p>No late or credit card fees will be reimbursed.</p>
D64	Mobile Phone Number	Councillor must display phone number in Shire Wide section of Central Coast Express and be listed on Council website to enable reimbursement or payment by Council of usage costs.	Based on reasonable expectation that Councillors usage cost reimbursement is for the undertaking of Council business.	Councillors to advise if number is to be displayed.
D69	Stationery	<p>Writing pads, envelopes, box files writing pens / diary / folders up to \$200 per annum</p> <p>Business cards 1000 per annum</p> <p>Letterhead 1000 per annum</p> <p>Paper and printer cartridges 1 set of colour and black per month</p> <p>One filing cabinet</p>	Based on reasonable office supply usage	Stationery provided on request and record kept of distribution per year.

Clause No	Description	Limit	Basis	Documentation for Reconciliation
		one portable paper shredder		
D70	Corporate Uniform	Limit on clothing amounts	Based on reasonable supply given number of occasions requiring uniform wear	Uniform fittings arranged by Councillor Services
D75	Communication and media costs, professional journals relating to Council business	Limit of \$500	Based on reasonable costs for access to these types of facilities	Claims for reimbursement include receipts or statutory declaration
D76	Electricity Charges	Up to 20% per account Limit of \$500 per year	Based on percentage usage of office based activities for power, heating and cooling while undertaking Council business. Comparable with calculations used by ATO	Accounts to be submitted signed to indicated payment is to be made. No reimbursement of accounts that are in a business name. No late or credit card fees will be reimbursed.
D78	Councillor Allowance Deductions	Administrative service to process up to two deductions from Councillor monthly allowance	Reasonable processing of claims not unduly providing an additional administrative burden	Set up of deductions on request of Councillor to Councillor Services.