

## AMENDED ITEM



**Item No:** 3.5  
**Title:** Councillor Expenses and Facilities Report as at 30 April 2020  
**Department:** Governance

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25 May 2020 Ordinary Council Meeting

Trim Reference: F2019/00041-004 - D13752672

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Manager: Shane Sullivan, Unit Manager, Governance and Business Services

Executive: Gary Murphy, Chief Executive Officer

### Report Purpose

The purpose of this report is to table the provision of expenses and facilities to Councillors for the period October 2019 to April 2020 as required under clause 122 of the *Councillor Expenses and Facilities Policy*.

### Recommendation

***That Council receive the report on Councillor Expenses and Facilities Report as at 30 April 2020.***

### Background

Central Coast Council (Council) adopted a *Councillors Expenses and Facilities Policy (the Policy)* on 27 August 2018 to enable the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors, to help them undertake their civic duties.

The policy was drafted in accordance with the *Local Government Act 1993* and *Local Government (General) Regulation 2005* 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*.

To ensure accountability and transparency, and to align the costs incurred with community expectations, the Policy provides at clause 122:

*122 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.*

The following report is provided to Council to satisfy the requirements of clause 122 of the Policy for the six month period up to and including April 2020.

### 3.5 Councillor Expenses and Facilities Report as at 30 April 2020 (contd)

Reports to Council will be provided every six months. The last report was provided to the Council Meeting of 9 December 2019 for the six month period to 31 October 2019.

#### Current Status:

Attachment 1 provides the expenditure for a six month period as at 30 April 2020 for each Councillor against each provision of the Councillor Expenses and Facilities Policy.

#### Financial Impact

The attached spend is within the budgeted parameters and in accordance with the adopted Policy.

The following table from the adopted policy sets out the financial provisions to each Councillor:

Expense or facility	Maximum amount	Frequency
Corporate Uniform	\$1,000 per Councillor \$500 per Councillor	Upon election Per full twelve months there after
General travel expenses	\$12,500 per Councillor	Per year
Interstate, overseas and long distance intrastate travel expenses	\$15,000 per Councillor	Per year
Accommodation and meals	\$500 per Councillor	Per night
Provision for Partners	\$1000 per Councillor	Per year
Professional development	\$12,000 per Councillor	Per year
ICT expenses	\$4,000 per Councillor \$3,000 per Councillor (equipment)	Per year Upon election
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

At its Ordinary Meeting of 27 May 2019, Council resolved:

420/19 *That Council congratulate Councillor Lisa Matthews on her election as an Executive Member of the Australian Local Government Women's Association NSW Branch.*

### **3.5 Councillor Expenses and Facilities Report as at 30 April 2020 (contd)**

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421/19 *That Council confirm its support for Councillor Matthews in undertaking the duties associated with this position to attend conferences and executive board meetings noting.*

It is noted that expenses associated with Mayor Matthews' duties associated with the position of Executive Member of the Australian Local Government Women's Association NSW Branch have not been included in the table at attachment 1. The expenses for these duties in the period 1 November 2019 to 30 April 2020 totalled \$759.00.

During this reporting period an Internal Audit was conducted on the Councillor Facilities, Expenses and Allowances. A number of Councillors participated in this process by providing feedback. The Audit included, but was not limited to, the governance framework, including compliance with relevant policies and guidelines; claims and reporting and statutory declarations.

A number of actions have been identified as a result of the Audit, including:

- A review of the current Councillor Expenses and Facilities Policy;
- Regular reconciliation of claims and payments made and confirmed cycle of reporting; and
- Review of training requirements for current and future Councillors.

These actions will be taken over the coming period and tracked through to the Audit, Risk and Improvement Committee.

#### **Link to Community Strategic Plan**

Theme 4: Responsible

#### **Goal G: Good governance and great partnerships**

R-G2: Communicate openly and honestly with the community to build a relationship based on transparency, understanding, trust and respect.

#### **Attachments**

1 Councillor Expenses 1 November 2019 to 30 April 2020 D13967338

Councillor Expenses Report 1 November 2019 to 30 April 2020								
Councillor	General Travel Expenses	Interstate, Overseas and Long Distance Travel Expenses	Accommodation and Meals	Professional Development	ICT Expenses and Services	Carer Expenses	Home Office Expenses	Total
Best	\$ 1,694.00	\$ -	\$ 1,647.00		\$ 2,582.00	\$ -	\$ 41.00	\$ 5,964.00
Burke	\$ 269.00	\$ -	\$ 595.00	\$ 1,934.00	\$ 122.00	\$ -	\$ -	\$ 2,920.00
Gale	\$ 1,358.00	\$ -	\$ 506.00		\$ 745.00	\$ 277.00	\$ 41.00	\$ 2,927.00
Greenaway	\$ -	\$ -	\$ -	\$ 700.00	\$ -	\$ -	\$ -	\$ 700.00
Hogan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Holstein	\$ 1,951.48	\$ -	\$ -	\$ 45.00	\$ -	\$ -		\$ 1,996.48
MacGregor	\$ -	\$ -	\$ -	\$ 60.00	\$ -	\$ -	\$ 361.00	\$ 421.00
Marquart	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Matthews (Mayor)		\$ -		\$ 60.00	\$ -	\$ -	\$ 545.00	\$ 605.00
McLachlan	\$ 179.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 179.00
Mehrtens	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pilon	\$ -	\$ -	\$ 182.00	\$ 871.00	\$ -	\$ -	\$ -	\$ 1,053.00
Smith (Deputy Mayor)	\$ 1,778.00	\$ -	\$ -	\$ 814.00	\$ -	\$ -	\$ 92.00	\$ 2,684.00
Sundstrom	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vincent	\$ -	\$ -	\$ -	\$ -	\$ 1,317.00	\$ -	\$ -	\$ 1,317.00
TOTAL	\$ 7,229.48	\$ -	\$ 2,930.00	\$ 4,484.00	\$ 4,766.00	\$ 277.00	\$ 1,080.00	\$ 20,766.48