



## **Payment of Expenses and the provision of Facilities to the Mayor and Councillors Policy**

<b>Policy</b>	1A
<b>Officer Responsible</b>	Director Corporate Services
<b>Last Review Date</b>	XX/XX/XX

**Strategic Policy**

## **1. OBJECTIVE OF POLICY**

Section 252 (1) of the Local Government Act 1993 requires Council to adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor and other councillors (including Administrators) in relation to discharging the functions of civic office.

The purpose of this policy is to ensure that councillors receive adequate and reasonable expenses and facilities to enable them to carry out their civic duties and that there is accountability and transparency in the payment of expenses incurred, or to be incurred by Councillors (including Administrators). The overriding principle to be addressed in the development of this policy is that the provisions of the policy meet the expectations of the local community.

This policy does not deal with matters associated with the setting and payment of annual fees to the Mayor and Councillors, which are determined by the Local Government Remuneration Tribunal.

Any reference hereon in this policy to Councillors will encompass Administrators.

## **2. STATUS OF THE POLICY**

This policy has been prepared in accordance with the "Guidelines for the Payment of Expenses and the Provision of Facilities for Mayors and Councillors in NSW" as issued by the Office of Local Government, Department of Premier and Cabinet dated 7 October 2009 (Circular 09-36).

## **3. PAYMENT OF EXPENSES**

### **3.1. CONFERENCES AND SEMINARS**

Requests for attending conferences shall be in writing outlining the benefits for Council. A written report shall be furnished to Council from the Councillor or staff accompanying the Councillor on the aspects of the conference relevant to council business and / or the community. No written report shall be required for the Local Government NSW Annual Conference.

Council will meet the following expenses for Councillors attending conferences and seminars which have been authorised by General Manager or by the Mayor under delegated authority. Councillors shall be entitled to attend 1 conference or seminar per annum.

### **3.1.1. Registration Fees**

- i) Payment of registration fees for attendance at conference / seminar sessions.
- ii) Payment of official conference / seminar lunches and dinners, and associated tours where they are relevant to the business and interests of Council, if not covered by the registration cost.

### **3.1.2. Accommodation**

Payment of accommodation costs on the following basis:

- i) Accommodation selected by the Council or General Manager on the basis of cost and convenience of location to the conference. A Councillor may choose accommodation at a different location but which is the same cost or less.
- ii) The number of accommodation days provided under this policy shall be limited to:
  - a. Registration day;
  - b. Each day on which official sessions of the conference / seminar are held, as well as the night preceding the conference / seminar where travelling schedules reasonably require such accommodation; and
  - c. Each day on which a Councillor is required to be accommodated en route to and from the conference / seminar.
- iii) Any additional accommodation costs incurred as a result of the attendance of partners and/or children shall be borne by the Councillor.

### **3.1.3. Car Parking Fees**

Council shall meet the cost of the following car parking fees.

- i) Hotel / Motel parking – additional car parking fees not included in accommodation costs.
- ii) Airport parking – costs incurred in the parking of a Councillor's private vehicle at an airport for the duration of a conference / seminar, subject to the vehicle being parked in the most economical airport car park.

Reimbursement for parking expenses shall be made upon the production of appropriate receipts and tax invoices, and the completion of the required claim form. Claim for such expenses shall be made within two (2) months of the date of return from the conference / seminar.

The driver is personally liable for all traffic infringements and parking fines incurred while travelling in private or Council vehicles. Claims for reimbursement or payment of expenses shall be refused.

## **TRAINING AND PROFESSIONAL DEVELOPMENT**

Council shall meet the expenses for Councillors attending training and professional development which have been authorised by Council resolution or by the Mayor under delegated authority, where the training or educational course is directly related to Councillors civic functions and responsibilities.

The specific expense items met by Council are the same as those applicable to “Conferences and Seminars”, as listed at clause 3.1.

### **3.2. REIMBURSEMENT AND RECONCILIATION OF EXPENSES**

Councillors seeking reimbursement of costs and expenses, incurred in accordance with the requirements of this Policy, shall only be approved upon the production of appropriate receipts and tax invoices, and the completion of the required claim form.

Claims for reimbursement of costs and expenses shall be made within two (2) months of the costs and/or expenses being incurred, unless otherwise specified within this policy. Such claims are encouraged to be submitted monthly to enable budget monitoring and timely reimbursement.

To assist proper attribution of costs and finalisation of financial year end, claims for reimbursement shall lodged by no later than 10 July in each financial year.

### **3.3. CLAIM FORM**

Provided as an attachment (Attachment A) to this Policy, is the prescribed Claim Form which shall be completed by any Councillor seeking reimbursement of their costs and expenses. A copy of the form may also be accessed from the Councillor Portal under Guides and Forms.

It is the responsibility of the Councillor to ensure that the Claim Form is submitted accurately and complete, and within the prescribed timeframe as required by this Policy.

Incomplete claim forms may result in costs and expenses not being reimbursed.

### **3.4. PAYMENTS IN ADVANCE**

Councillors may request payment in advance in anticipation of expenses to be incurred in attending conferences, seminars and training away from home. Councillors may also request an advance payment for the cost of any other service or facility covered by this Policy. However, Councillors shall fully reconcile all expenses against the cost of the advance within fourteen (14) days of their return.

Note: No general allowance type payment shall be made under any circumstances.

### **3.5. PAYMENT OF EXPENSES FOR SPOUSES, PARTNERS AND ACCOMPANYING PERSONS**

Where the business of Council includes an invitation to a Councillor's spouse, partner or accompanying person, Council shall meet all reasonable costs associated with the spouse, partner or accompanying person attending that function.

In circumstances where an invitation is not extended to a Councillor's spouse, partner or accompanying person, that spouse, partner or accompanying person may accompany the Councillor on the business of Council, at the expense of the Councillor.

Attendance at the Local Government NSW Annual Conference shall be regarded as business of the Council and, as permitted by the Office of Local Government Guidelines, registration and official conference dinner costs be met by Council.

An accompanying person is a person who has a close personal relationship with the councillor and/or provides carer support to the councillor.

### **3.6. INCIDENTAL EXPENSES**

Claims for reimbursement of reasonable out-of-pocket or incidental expenses incurred by a Councillor whilst attending conferences, seminars or training courses shall only be approved upon presentation of receipts and the completion of the prescribed claim form. Payments of general expense allowances shall not be permitted under this policy.

Incidental expenses will be paid in accordance with the annual Taxation Determination issued by the Australian Taxation Office titled: *Income tax: what are the reasonable travel and overtime meal allowance expense amounts for the xxxx-xx income year?* Amounts claimed shall not exceed amounts specified in the Taxation Determination.

### **3.7. INSURANCE**

Council shall effect an appropriate level of insurance for Councillors in the following areas:

- i) Public Liability – for matters arising out of a Councillor's performance of their civic duties and/or exercise of their Council functions.
- ii) Professional Indemnity – for matters arising out of a Councillor's performance of their civic duties and/or exercise of their Council functions.
- iii) Personal Accident – coverage of Councillor and/or spouse while on Council business.
- iv) Defamation – excluding Councillor to Councillor, Councillor to Staff and Staff to Councillor.
- v) Travel – for approved travel on Council business.

Council shall meet any excess applicable under a policy for:

- Councillor and Officers – in relation to a Councillor performing their civic duties or Council functions;
- Other Insurances – in specific instances when considered necessary by the General Manager (e.g. travel insurance).

### **3.8. LEGAL EXPENSES**

Council may indemnify or reimburse the reasonable legal expenses of:-

- i) A Councillor defending an action arising from the performance in good faith of a function under the Local Government Act 1993 (refer Section 731), provided that the outcome of the legal proceedings is favourable to the Councillor.
- ii) A Councillor defending an action in defamation, provided that the outcome of the legal proceedings is favourable to the Councillor.
- iii) A Councillor involved in the event of:
  - An inquiry, investigation or hearing into a Councillor's conduct by any of the following:
    - o Independent Commission Against Corruption
    - o Office of the NSW Ombudsman
    - o Office of Local Government
    - o NSW Police Force
    - o Director of Public Prosecutions
    - o Local Government Pecuniary Interest Tribunal
    - o Council's Conduct Review Committee / Reviewer

This is provided that the subject of the inquiry, investigation or hearing arises from the performance in good faith of a councillor's functions under the Local Government Act 1993 and the matter before the investigative or review body has proceeded past any initial assessment phase to a formal investigation or review. In the case of a conduct complaint made against a councillor, legal costs shall only be made available where a matter has been referred by the General Manager to the conduct reviewer/conduct review committee to make formal enquiries into that matter in accordance with the procedures in the Code of Conduct. In the case of a pecuniary interest or misbehaviour matter legal costs shall only be made available where a formal investigation has been commenced by the Office of Local Government.

In addition, legal costs shall 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.

Council shall not meet the legal costs of legal proceedings initiated by a Councillor under any circumstance.

Council shall 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.

Legal costs shall not be met for legal proceedings that do not involve a councillor performing their role as a councillor.

Council may lawfully obtain insurance cover against the risk of having to meet the reasonable legal costs of a councillor, or to reimburse those costs, provided that the costs or reimbursements are ones that it is authorised to meet.

Council may reimburse such Councillor, after the conclusion of the inquiry, investigation, hearing or proceeding, for all legal expenses properly and reasonable incurred, given the nature of the inquiry, investigation, hearing or proceeding, on a solicitor / client basis. Such determination shall be by resolution of Council.

### **3.9. CARER'S PROVISIONS**

#### **3.9.1. Carer's Expenses**

Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member shall be entitled to reimbursement of carer's expenses up to a maximum of \$1,000 per annum for attendance at Council and Committee meetings and other official civic functions noted below, plus reasonable travel from their principal place of residence. Child care expenses may be claimed for children up to and including the age of 16 years. Reimbursement of carer's expenses shall be made after submission of receipts and tax invoices and completion of the prescribed claim form. Claims for such expenses shall be made within one (1) month of the expense being incurred. Official civic functions may include:

- Attendance at Ordinary and Extraordinary meetings of Council.
- Attendance at Council Committee meetings of which the Councillor is a member.
- Attendance at Ordinary, Committee and Sub-Committee meetings of an organisation where the Councillor has, by Council resolution, been duly elected as a Council delegate.
- Attendance at inspections, within or outside the area as authorised by Council resolution or by the Mayor under delegated authority.
- Attendance at official Council functions as authorised as Council business by a resolution of Council.
- Attendance at conferences or seminars approved by Council resolution or by the Mayor under delegated authority.
- Attendance at training or professional development approved by Council resolution or by the Mayor under delegated authority.
- Attendance at functions to which the Mayor has been invited, which are attended at the request of the Mayor.

Councillors shall provide suitable evidence to the General Manager that reimbursement is applicable, such as advice from a medical practitioner in the event of caring for an adult person.

### **3.9.2. Expenses and Facilities for Councillors with Disabilities**

In addition to the provisions of 3.10.1, for any councillor with a disability, Council may resolve to provide reasonable additional facilities and expenses, in order to allow that Councillor to perform their civic duties.

## **4. CONSIDERATION OF SPECIFIC EXPENSES FOR MAYORS AND COUNCILLORS**

### **4.1. GENERAL TRAVEL ARRANGEMENTS**

All travel by Councillors shall be undertaken by utilising the most direct route and the most practicable and economical mode of transport subject to any personal medical considerations.

Note: The driver is personally responsible for all traffic infringements and parking fines incurred while travelling in private or council vehicles on Council business.

### **4.2. LOCAL TRAVEL ARRANGEMENTS AND EXPENSES**

For the purposes of this Policy, Local Travel will include travel conducted within the following Local Government Areas:-

- Blayney
- Cowra
- Bathurst
- Orange
- Cabonne
- Dubbo

For the purposes of this Policy, where Council Delegates attend meetings of the Lachlan Regional Transport Committee Inc, Local Travel will include travel conducted within, and transiting to, the Local Government Areas of the members to this Committee.

Travelling expenses within these Local Government Areas shall be paid to Councillors upon submission of the completed claim form for:

- Attendance at Council or Committee meetings;
- Undertaking approved business of the Council.

Councillors are encouraged to pool vehicles where practicable.



#### **4.3. NON-LOCAL AND OTHER TRAVEL ARRANGEMENTS AND EXPENSES**

Payment of travelling expenses for all other travel outside of the “local area” as defined above shall be submitted to Council for consideration, and shall only be paid if approved.

All non-local and other travel should be advised to the General Manager in advance for coordination of accommodation and travel arrangements (if required). Such advice shall be on a travel authority and submitted in time for approval by Council as attached to this policy. For risk minimisation Councillors are to pool vehicles where practicable. All travel by vehicle shall be by the following priority:

- a. Council vehicle (if available)
- b. Councillor vehicle
- c. Hire vehicle

Claims for expenses incurred shall be submitted on the approved claim form as attached to this Policy, and each claim shall clearly state the purpose of the travel. Such claims shall be in whole numbers and are encouraged to be submitted monthly to enable budget monitoring and timely reimbursement.

To assist proper attribution of costs and finalisation of financial year end, claims for reimbursement shall lodged by no later than 10 July in each financial year.

#### **4.4. TRAVELLING EXPENSES PER KILOMETRE RATE**

Approved claims for payment of travelling expenses shall be fixed at the rate per kilometre for vehicles per the cents per kilometre method as determined by the Australian Taxation Office.

#### **4.5. OTHER EXPENSES**

Councillor claims for payment of “Other Expenses” not specifically covered by this Policy shall be presented in a report to Council for consideration and shall only be paid if approved.

### **5. PROVISION OF FACILITIES**

#### **5.1. GENERAL PRINCIPLES**

The provision of facilities, equipment and services to the Mayor and Councillors shall be used by the Mayor and Councillors only for the purposes of fulfilling their civic duties and functions. However, Council acknowledges that infrequent and incidental private use of the facilities and equipment may occur.

Council facilities, equipment and services shall not be used to produce and disseminate election material, personalised pamphlets or newsletters (and the like) or material for any other political purpose.

## **5.2. TECHNOLOGY EQUIPMENT**

### **5.2.1. Mobile Devices**

At the expense of Council, each Councillor shall be provided with Technology equipment, the provision of a mobile device (i.e tablet or laptop). Such equipment will be provided with required applications for Councillors to undertake their duties. Any additional applications at Council expense must be made in writing with substantiation of need.

Council will not be responsible for purchase, update or replacement of applications not purchased through Council in the event of equipment failure.

### **5.2.2. Data and Telecommunications Allowance**

Any devices provided to Councillors shall include a data plan. Councillors shall be eligible to claim a data and communications allowance of up to \$50 per month for 50% reimbursement of service plan charges associated with telephone and home internet .The allowance shall not cover costs associated with purchase of equipment e.g. phone or ancillary services including entertainment.

## **5.3. APPAREL**

At the expense of Council, each Councillor shall be provided with the following apparel each term:

- One (1) tie or scarf;
- One (1) corporate polo shirt or dress shirt;
- ;and
- Protective clothing as deemed required by the General Manager.

Councillors shall be entitled to select apparel with a Council logo, from Council's approved clothing supplier up to an amount of \$600 per Council term. Preference is for clothing to be purchased through Council's approved clothing supplier however Councillors may seek approval of the General Manager for reimbursement of the cost for purchase of clothing with council logo embroidery, up to the approved amount, on the basis that clothing purchased is suitable and consistent i.e. style and colour. Any apparel purchased under this section shall carry the Council logo.

## **5.4. OTHER FACILITIES**

Councillors are to receive the benefit of:

- Provision and use of business cards and name badges;

- Postage of official correspondence - all mail is to be directed through the Council's own mailing systems;
- Meals/refreshments at Council, Committee, Sub-Committee Meetings and Working Parties, or at any other time deemed appropriate by the Mayor or General Manager whilst on Council business;

## **5.5. RETURN OF FACILITIES**

Councillors shall return any equipment or other facilities to Council after the completion of their term of office, extended leave of absence or at the cessation of their civic duties.

Where a separate SIM card / telephone had been established, this line shall be disconnected at Council's expense. However, should the Councillor wish to retain the use of this line, then at Council's expense, the line shall be transferred into the name of the Councillor.

Councillors will also have the option of purchasing the equipment previously allocated, at the discretion of the General Manager, for an agreed fair market price determined through a transparent market tested process pursuant to Council's Disposal of Assets Policy.

## **6. PROVISION OF ADDITIONAL EQUIPMENT AND FACILITIES FOR MAYORS**

### **6.1. SECRETARIAL SUPPORT**

Secretarial support facilities are available to the mayor during normal office hours, through the General Manager.

### **6.2. CREDIT CARD**

- i) The Mayor will be provided with a Corporate Credit Card to facilitate payment of incidental expenses such as attendance at functions, accommodation, parking and entertainment in conjunction with discharging the functions of the Mayoral Office.
- ii) The credit card will have a limit of \$2,000 personally issued to the Mayor. The application form is to be signed by the Mayor.
- iii) The credit card is to be used for Council-related business expenditure only.
- iv) The credit card must not be used for obtaining cash advances.
- v) Upon completion of the Mayoral term, the credit card is to be returned to the General Manager on or prior to the date the term ceases.
- vi) Ongoing use of the credit card by the Mayor will be in accordance with and subject to any other policy relating to the use of such credit facilities adopted by Council from time to time.

**ATTACHMENT A – CLAIM FORMS****COUNCILLOR'S EXPENSES CLAIM FORM**

Council has adopted a Policy for payment of expenses and provision of facilities to the Mayor, Deputy Mayor and Councillors in relation to discharging the functions of civic office.

**Name of Councillor:** \_\_\_\_\_

<b>Date</b>	<b>Expense</b>	<b>Meeting / Committee / Other</b>	<b>Amount \$</b>
<b>Total:</b>			

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Claims for expenses incurred shall be submitted on the approved claim form and each claim shall clearly state the purpose of the travel. Such claims are encouraged to be submitted monthly to enable budget monitoring and timely reimbursement.

To assist proper attribution of costs and finalisation of financial year end, claims for reimbursement shall lodged by no later than 10 July in the financial year incurred.

**Office Use Only**

**PAYMENT**

**TOTAL: \$**

**Payment authorised:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## COUNCILLOR'S TRAVEL CLAIM FORM (KM ALLOWANCE)

Council has adopted a Policy for payment of expenses and provision of facilities to the Mayor, Deputy Mayor and Councillors in relation to discharging the functions of civic office.

**Name of Councillor:** \_\_\_\_\_

Date	Council Meeting/Committee/Other	Kilometres
	<b>TOTAL:</b>	

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Claims for shall be submitted on the approved claim form and each claim shall clearly state the purpose of the travel. Such claims are encouraged to be submitted monthly to enable budget monitoring and timely reimbursement.

To assist proper attribution of costs and finalisation of financial year end, claims for reimbursement shall lodged by no later than 10 July in the financial year incurred.

<b>Office Use Only</b>	<b>PAYMENT</b>
TRAVEL (Kilometres) _____ @ \$ _____	_____

**Payment authorised:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ATTACHMENT B – TRAVEL AUTHORITY**

**BLAYNEY SHIRE COUNCIL  
COUNCILLOR TRAVEL AUTHORITY  
FOR NON-LOCAL AND OTHER TRAVEL**

Pursuant to the Payment of Expenses and the Provision of Facilities to the Mayor and Councillors Policy the following application is submitted:

Name of Councillor: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time from / to: \_\_\_\_\_

Location: \_\_\_\_\_

Venue: \_\_\_\_\_

**Mode of Transport: (please circle)**

Air

Council Vehicle

Councillor Vehicle

Hire Vehicle

**Accommodation (if required):**

Single Room: \_\_\_\_\_ Double Room: \_\_\_\_\_ Other: \_\_\_\_\_

Motel preference: \_\_\_\_\_

Please provide other relevant details (e.g. special requirements):

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

(Authority should be lodged with sufficient time for Council report for approval to be submitted.)

**Office Use Only**

Council meeting date: \_\_\_\_\_ Minute No.: \_\_\_\_\_

Transport: \_\_\_\_\_ Order No.: \_\_\_\_\_

Motel: \_\_\_\_\_ Order No.: \_\_\_\_\_

## BLAYNEY SHIRE COUNCIL COUNCILLOR DATA ALLOWANCE CLAIM FORM

Council has adopted a Policy for payment of expenses and provision of facilities to the Mayor, Deputy Mayor and Councillors in relation to reimbursement of internet (data) charges associated with home internet and telephone.

A new data allowance claim is required to be lodged each Council term or where an internet (data) plan or provider is changed.

**Name of Councillor:** \_\_\_\_\_

<b>Date</b>	<b>Data provider</b>	<b>Internet Plan value per month \$</b>	<b>Claim per month \$</b>

Maximum claimable is amount determined and approved by Council annually.

Please attach copy of invoice to substantiate plan value.

Please note: A new claim must be submitted where the plan value changes.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Office Use Only

**TOTAL CLAIM**

**TOTAL**

\$

=====

**Payment authorised:** \_\_\_\_\_

**Date:** \_\_\_\_\_

	<b>Date</b>	<b>Minute No.</b>
<b>First Adopted:</b>	<b>20/9/1999</b>	<b>592</b>
<b>Last Reviewed:</b>	<b>13/08/2001</b>	<b>388</b>
	<b>12/02/2007</b>	<b>7</b>
	<b>14/05/2007</b>	<b>07/094</b>
	<b>12/05/2008</b>	<b>08/105</b>
	<b>29/09/2008</b>	<b>08/231</b>
	<b>08/02/2010</b>	<b>1002/010</b>
	<b>09/05/2011</b>	<b>1105/007</b>
	<b>12/09/2011</b>	<b>1109/022</b>
	<b>10/12/2012</b>	<b>1212/005</b>
	<b>09/09/2013</b>	<b>1309/009</b>
	<b>16/09/2014</b>	<b>1409/010</b>
	<b>14/09/2015</b>	<b>1509/006</b>
	<b>19/09/2016</b>	<b>1609/009</b>
	<b>16/04/2018</b>	<b>1804/009</b>
	<b>15/08/2022</b>	<b>2208/009</b>
	<b>XX/XX/XXXX</b>	
<b>Next Review:</b>	<b>29/02/2028</b>	