

Special Reports of the Director of Organisational Services**Monday 28 April 2025**

25SP027	Councillor Fees, Expenses and Facilities Policy
----------------	-------------------------------------------------

Key focus area	7. Shared decision-making
Objective	7.2 We know how and why decisions are made
File	F2005/02168-002 - D11907971
Author	Council Liaison Officer - Shinead Taylor-Ho
Responsible manager	Manager Communications and Corporate Strategy - Amelia Parrott
Previous items	25SP005 - Public exhibition - draft Councillor Fees, Expenses and Facilities Policy - Ordinary Council - 24 Feb 2025 6.30pm

Executive summary

This report seeks adoption of the draft Councillor Fees, Expenses and Facilities Policy (the policy) following the public exhibition period from 25 February 2025 to 25 March 2025. No public submissions were received during the exhibition period and it is proposed that the draft policy is adopted without further amendments.

Council is required to adopt such a policy within the first 12 months after an election.

Recommendation

Council:

- A. rescinds the Payment of Expenses and Provision of Facilities to Councillors Policy - Version 13 (Attachment 2),
- B. adopts the Councillor Fees, Expenses and Facilities Policy – Version 14 (Attachment 1), and
- C. notes there were no submissions received during public exhibition.

Context

The *Local Government Act 1993* (the Act) requires Council to have a policy governing Council's payment of expenses and provision of facilities to Councillors.

The policy sets the principles to ensure Councillors have access to adequate and reasonable resources to enable them to carry out their civic duties. It also sets limits on what resources will be provided and their fair and effective use by Councillors.

The policy must comply with requirements under the Act, the *Local Government (General) Regulation 2021* and any relevant guidelines under section 23A of the Act.

It should also consider the following Office of Local Government (OLG) guidelines, in line with section 23A of the Act:

- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW (2009)
- Councillor Induction and Professional Development Guidelines (2018).

Additionally, the Act requires Council to publicly exhibit the draft policy for at least 28 days and invite submissions during this time.

Discussion

Following the Local Government election in September 2024, Council staff reviewed the policy in consultation with Councillors and Council's Executive staff. The draft policy was amended to address the feedback received, considering benchmarking to other similar-sized councils and future-proofing the policy until 2029, as well as other minor administrative changes, detailed in this report.

In addition, the draft policy was updated to include details regarding the payment of annual Councillor fees and superannuation contributions. Under the Act, these payments require adoption by Council to determine the level of fees to be paid and the uptake of superannuation contributions.

Previously, decisions relating to annual Councillor fees and superannuation contributions have been adopted by Council in separate reports. Including these items in the policy allows Council to more efficiently adopt a position within 12 months of an election for the term of Council and provides for all information regarding any payment or provision of facilities to Councillors to be contained within one document.

The draft policy was endorsed by Council for public exhibition on 24 February 2025 (25SP005).

Annual fees for the Mayor and Councillors

The Local Government Remuneration Tribunal annually determines the minimum and maximum fees payable to mayors and councillors of different categories of councils. The fee range determined by the tribunal reflects the workload, responsibilities, capabilities, community expectations and the expanding nature of mayor and councillor roles.

Councils are required under section 249 of the Act to fix mayor and councillors fees in accordance with the appropriate determination of the tribunal. Historically, Council staff have recommended, and Council has adopted, the fees at the maximum level set by the tribunal. This has ensured Councillors are appropriately remunerated for the work they undertake. It also assists Council in continuing to attract appropriately skilled and diverse candidates in future elections.

The draft policy reflects the same approach of fixing fees at the maximum for each determination by the tribunal across the term of Council, with the outcome communicated to Councillors via memo each year.

Superannuation

The payment of superannuation contributions to councillors was introduced in an amendment to the Act, effective 1 July 2022. Council had previously supported the proposal for the legislative change, as payment of superannuation to mayors and councillors aligns with modern community standards and is another measure to enable local government to attract diverse and quality candidates.

Council must resolve at an open meeting to allow the payment of superannuation contributions to the Mayor and Councillors. Payments are limited to the superannuation guarantee amount under Commonwealth legislation and each Councillor needs to nominate a registered superannuation fund for receipt of the payment. An individual Councillor may agree in writing to forgo or reduce the payment if they wish to do so.

Inclusion of superannuation contributions in the draft policy maintains Council's position on this matter.

Other amendments

Other amendments to the draft policy clarify practice around key elements or indicate updated monetary limits. Proposed maximum amounts were determined either in consultation with Councillors and Executive staff or have been increased annually at a rate of 2.5%.

These amendments are summarised in the table below and detailed in the tracked changes version of the policy in Attachment 2, along with minor administrative amendments.

Reference	Proposed change	Reason
Title	Change to Councillor Fees, Expenses and Facilities Policy	To reflect the inclusion of Councillor fees and superannuation in the policy document.
5.7	Amended limits: (a) travel within Australia – maximum of \$15,000 per Councillor per term (b) overseas travel – in accordance with a specific resolution of Council	To align with policy requirements for Council approval for overseas travel and reflect benchmarking undertaken.
5.12 and 8.1(e)	Removal of reference to a Councillor vehicle	Clarifies current practice of Councillors accessing a Council pool vehicle.
5.38	Increase professional development limit from \$10,000 to \$12,500 per term	To future-proof the policy until it is next due for review in 2029.
5.45-5.47	Addition of section regarding Councillors completing the Australian Institute of Company Directors course	Provides additional clarity around current practice.
5.49	Increase conferences and seminars limit from \$10,000 to \$12,500 per term	To future-proof the policy until it is next due for review in 2029.
5.58-5.60	Addition of section regarding sitting fees, including for Councillor members of the Regional Planning Panel	Aligns with advice from the Department of Planning and Environment.
5.61	Increase information and communications technology	To future-proof the policy until it is next due for review in 2029.

Reference	Proposed change	Reason
	expenses from \$10,000 to \$11,500 per term	
5.74	Increase online newspaper subscriptions from two to three	Clarifies the benefit of Councillors being aware of issues at different levels of government.
9.2	Addition of Mayoral contribution amount of \$50 per week	Clarifies the amount to be reimbursed to Council by the Mayor for private travel undertaken using the Mayoral vehicle.
9.5	Additional sentence: The number of staff provided to directly support the Mayor will be 2.5 full-time equivalent staff. Additional resources may be provided if required, to respond to specific issues as determined by the Chief Executive Officer (general manager) in consultation with the Mayor.	To provide additional clarity.
Appendix II: Definitions	Addition of 'incidental travel expenses' and 'official event or function' Expanded definition for 'official business'	To provide additional clarity.
Appendix III: Fees and superannuation	New appendix to specify annual Councillor fees and superannuation contributions	Allows Council to meet its legislative requirement to adopt these payments, simultaneously with all other expenses and facilities for Councillors.
Appendix IV: Summary of maximum amounts for expenses and facilities	Combined daily total for all meals and incidental travel expenses	Allows more flexibility in meeting the needs of Councillors when travelling away from home, in accordance with the policy.

No further changes are recommended as a result of the public exhibition of the draft policy.

Community engagement and internal consultation

In preparing the draft policy for exhibition, Council staff held a workshop with Councillors and Executive staff on 1 February 2025 to discuss proposed amendments to the policy. Staff also consulted with the OLG, Council's Internal Auditor, Executive Support, and Council's Communications and Corporate Strategy, Integrity and Risk, Financial Services, Arts, Culture and Tourism, Community Partnerships and Legal departments.

The draft policy was publicly exhibited from 25 February 2025 to 25 March 2025. Promotion of the public exhibition included:

- a project webpage on Council’s engagement website, Shape Lake Mac, which generated 405 page views and 146 draft policy downloads during the exhibition period
- inclusion in the Shape Lake Mac e-newsletter, opened by 3,402 subscribers
- a public notice on Council’s website and in the Newcastle Herald (published on 1 March 2025)
- hard copies of the draft policy available at Lake Mac Libraries branches city-wide during the exhibition period.

No submissions were received during the exhibition period.

Assessment of options

The recommended option meets Council’s legislative requirements to review, exhibit and adopt a policy for councillor expenses and facilities within the first 12 months of a council term (section 252 of the Act).

Once adopted, the policy will also meet requirements to:

- fix the payment of annual fees for the mayor and councillors (section 248 and 249 of the Act)
- adopt the payment of superannuation contributions (section 254B of the Act).

Council staff recommend including annual Councillor fees and superannuation in the policy to increase efficiency in decision-making and transparency around all payments made to Councillors.

Staff have reviewed the current policy and considered various options for specific provisions to clarify and refine key elements of the policy, considering legislative requirements, OLG guidelines and practical considerations.

Council could defer the adoption of the policy to request changes; however, it would need to allow adequate time to ensure exhibition and adoption occur within the first 12 months of the Council term to meet legislative requirements.

Key considerations

Economic

None.

Environment

None.

Community

A Councillor Fees, Expenses and Facilities Policy ensures transparency for the community regarding the resources provided to Councillors to carry out their civic duties, and the expectations regarding their fair and effective use.

The draft policy was publicly exhibited from 25 February 2025 to 25 March 2025 with no submissions received from the community requesting clarification or amendments.

Civic leadership

The policy will provide a governance system for the payments and facilities provided to the Mayor and Councillors, to support them to perform their civic duties. Clear limits provide transparency in the allocation of Council funds.

By setting Mayoral and Councillor remuneration at a level that best reflects the effort required to perform as a member of the city's governing body, Council may continue to attract appropriately skilled candidates for future Council elections.

Financial

Expenditure for Councillor fees, superannuation and other expenses and facilities in accordance with this policy is factored into Council's Long-Term Financial Plan.

Infrastructure

None.

Compliance

The review, exhibition and adoption of a policy for Councillor fees, expenses and facilities complies with legislative requirements under the *Local Government Act 1993*.

Legislative and policy considerations

Local Government Act 1993

Local Government (General) Regulation 2021

Payment of Expenses and Provision of Facilities to Councillors Policy - Version 13

Code of Conduct for Councillors

Attachments

- | | | |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1. | Recommended to be adopted - Draft - Councillor Fees, Expenses and Facilities - Council Policy - external - Version 14 | D11977342 |
| 2. | Recommended to be rescinded - Payment of Expenses and Provision of Facilities to Councillors - Council Policy - external - Version 13 (showing tracked changes to Version 14) | D11964839 |



Council Policy

Councillor Fees, Expenses and Facilities

Version 14 - DRAFT

02 4921 0333 | COUNCIL@LAKEMAC.NSW.GOV.AU
126-138 MAIN ROAD SPEERS POINT NSW 2284 | BOX 1906 HUNTER REGION MAIL CENTRE NSW 2310
LAKEMAC.COM.AU



Policy - external Councillor Fees, Expenses and Facilities

Introduction

Purpose

This policy enables the payment of annual fees and superannuation contributions, plus reasonable and appropriate reimbursement of expenses and provision of facilities, to the Mayor and Councillors to help them undertake their civic duties as the elected representatives of Lake Macquarie City Council.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2021* (the Regulation) and having specific regard to the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW and the Office of Local Government's Councillor Induction and Professional Development Guidelines.

The main expenses and facilities under this policy are summarised at Appendix III and IV. Some limits are subject to annual indexation as indicated by an asterisk (*) and detailed in the appendices.

Scope

The policy applies to the Mayor and Councillors of Lake Macquarie City Council.

Objectives

The objectives of this policy are to:

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

Policy statement

PART A - GENERAL

1 Principles

Council commits to the following principles:

- (a) *Proper conduct*: Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions.
- (b) *Reasonable expenses*: providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor.
- (c) *Participation and access*: encouraging people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor.
- (d) *Equity*: ensuring equitable access to expenses and facilities for all Councillors.
- (e) *Appropriate use of resources*: providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations.

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Councillor Fees, Expenses and Facilities

- (f) *Accountability and transparency*: clearly stating and reporting on the expenses and facilities provided to Councillors.

2 Private or political benefit

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

Private use of Council equipment and facilities by Councillors may occur from time to time. Such incidental use does not require a compensatory payment back to Council.

Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse Council.

Campaigns for re-election are considered a political benefit. The following are examples of what is considered a political interest:

- (a) production of election material
- (b) use of Council resources and equipment for campaigning
- (c) use of official Council letterhead, publications, websites or services for political benefit
- (d) fundraising activities of political parties or individuals, including political fundraising events.

3 Annual fees and superannuation contributions

The Mayor and Councillors are paid an annual fee under section 248 of the *Local Government Act 1993*. Superannuation contributions may be made under section 254B of the *Local Government Act 1993*. The details of annual fees and superannuation contributions are set out in Appendix III. Other expenses and provisions of facilities to the Mayor and Councillors under this policy are in addition to the payment of an annual fee.

In accordance with the Australian Taxation Office Interpretative Decision 2007/205, Councillors may request to forego all or part of their annual fee in exchange for Council making contributions to a complying superannuation fund on their behalf. Such contributions to a complying superannuation fund are in addition to any superannuation contribution payments made to Councillors under section 254B of the Act.

PART B - Expenses

4 General expenses

- 4.1 All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 4.2 Expenses not explicitly addressed in this policy will not be paid or reimbursed.
- 4.3 Maximum limits for a specified period, such as per year or per term, will be adjusted on a pro rata basis to reflect the actual period of service for a Councillor. This includes where this policy is adopted part-way through a specified period.

5 Payment of specific expenses

General travel arrangements and expenses

- 5.1 All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.
- 5.2 Council will meet the costs of, or reimburse, each Councillor (including the Mayor) up to a total of \$2,000* per year for travel expenses incurred while undertaking official business or professional

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Councillor Fees, Expenses and Facilities

development or attending approved conferences and seminars within NSW. This includes reimbursement or payment:

- (a) for public transport fares
 - (b) for parking costs for Council and other meetings
 - (c) for tolls
 - (d) by Cabcharge card or equivalent
 - (e) for documented ride-share programs, such as Uber, where tax invoices can be issued.
- 5.3 Councillors seeking to be reimbursed for use of a private vehicle should lodge a claim using the prescribed form and must supply the date, distance, locations and purpose of travel being claimed. If requested, Councillors must supply evidence of the travel undertaken to the satisfaction of the Chief Executive Officer (general manager).
- 5.4 Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.
- 5.5 The limit under clause 5.2 applies to travel expenses other than those expenses relating to attendance at the Local Government NSW Annual Conference and/or the National General Assembly in accordance with clause 5.57.

Interstate, overseas and long-distance intrastate travel expenses

- 5.6 Council will consider the value and need for Councillors to undertake overseas travel in accordance with section 2. Council should avoid interstate, overseas and long-distance intrastate trips unless direct and tangible benefits can be established for Council and the local community. This includes travel to sister and friendship cities.
- 5.7 Total interstate, overseas and long-distance intrastate travel expenses will be capped at the following maximum amounts:
- (a) travel within Australia - maximum of \$15,000 per Councillor per term
 - (b) overseas travel - in accordance with a specific resolution of Council
- 5.8 The limit under the above clause applies to travel expenses other than those expenses relating to attendance at the Local Government NSW Annual Conference and/or National General Assembly in accordance with clause 5.57.
- 5.9 Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full Council meeting prior to travel.
- 5.10 Councillors seeking approval for any interstate and long-distance intrastate travel must submit a case to, and obtain the approval of, the Chief Executive Officer (general manager) prior to travel.
- 5.11 For clauses 5.9 and 5.10 the case should include:
- (a) objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the Councillor's civic duties
 - (b) who is to take part in the travel
 - (c) duration and itinerary of travel
 - (d) a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Councillor Fees, Expenses and Facilities

- 5.12 Where practical, Councillors should use a Council vehicle for travel on Council business.
- 5.13 For interstate and long-distance intrastate journeys by air of less than eight hours, the class of air travel is to be economy class.
- 5.14 For international travel by air of eight hours or more, the class of air travel is to be business if available. For international travel by air of less than eight hours, the class of travel is to be economy.
- 5.15 Bookings for approved air travel are to be made through the Council Liaison team.
- 5.16 After returning from overseas, interstate or long-distance intrastate travel, Councillors must provide an information report as soon as practicable to be presented to an Ordinary Council meeting on the aspects of the trip relevant to Council business and/or the community. If two or more Councillors attend the same event, only one report is required to be submitted.

Travel expenses not paid by Council

- 5.17 Council will not pay any traffic or parking fines or administrative charges for road toll accounts.
- 5.18 Councillors seeking to extend their travel while on a Council business trip must notify the Chief Executive Officer (general manager) prior to making arrangements. Councillors will be responsible for all expenses associated with the extension of travel.
- 5.19 Council recognises that in the majority of cases it is easier to arrange for travel and accommodation for Councillors and accompanying persons at the same time. If a Councillor chooses to bring someone on Council arranged travel, the Councillor must make the appropriate payments to reimburse the costs upon confirmation of arrangements.

Accommodation, meals and incidental travel expenses

- 5.20 In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, the Chief Executive Officer (general manager) may approve reimbursement of costs for accommodation and meals on the night before or after the official business. This includes where the official business finishes later than 9pm or starts earlier than 7am and the Councillor lives more than 100 kilometres from the location.
- 5.21 Council will reimburse costs for accommodation, meals and reasonable incidental expenses while Councillors are undertaking prior approved travel or professional development outside the Hunter region.
- 5.22 The daily limits for accommodation expenses within Australia are to be at the rates set out at Appendix IV.
- 5.23 When travelling under clause 5.20 or 5.21 Councillors may seek reimbursement for meals and reasonable incidental travel expenses, up to the limits set out at Appendix IV, when supported by tax invoices and receipts.
- 5.24 The Chief Executive Officer (general manager) may approve an increase or variation to daily limits for accommodation and meal expenses at any time, where they are satisfied that this is reasonable and in the interests of Council.
- 5.25 Council will not reimburse costs for accommodation and/or meal/s in circumstances where the accommodation and/or meal/s are included in, or paid by Council, as part of a conference ticket.
- 5.26 The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the Chief Executive Officer (general manager), being mindful of clauses 5.22-5.25.
- 5.27 Councillors will not be reimbursed for alcoholic beverages.

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Councillor Fees, Expenses and Facilities

Refreshments for Council-related meetings

- 5.28 Appropriate refreshments will be available for Council meetings, Council Standing Committee meetings, Councillor briefings, approved meetings and engagements, and official Council functions as approved by the Chief Executive Officer (general manager).
- 5.29 As an indicative guide for the standard of refreshments to be provided at Council-related meetings, the Chief Executive Officer (general manager) must be mindful of the reasonable meal expenses amounts factored into Appendix IV.

Professional development

- 5.30 Council is committed to an induction and ongoing professional development program for the Mayor and Councillors to ensure they can fulfil their statutory roles and responsibilities.
- 5.31 The Chief Executive Officer (general manager) has overall responsibility for Council's induction and professional development program.
- 5.32 Professional development activities that require Council funds are to be approved in advance by the Chief Executive Officer (general manager) in accordance with this policy.

Induction

- 5.33 Council will, in the first few months of a Council term, provide a comprehensive induction program for new and returning Councillors and a supplementary program for the Mayor to ensure they are provided the information they need to effectively fulfil their roles. Development of the induction program will consider the guidelines issued by the Office of Local Government under section 23A of the Act. The cost of the induction program will be in addition to the ongoing professional development funding.

Ongoing professional development

- 5.34 The Chief Executive Officer (general manager) will consult with the Mayor and each Councillor in delivering an ongoing professional development program. The program will identify professional development activities in which the Mayor and each Councillor will participate in to address any capabilities (including knowledge, skills and attributes) needed to effectively fulfil their role. A program will be developed for a term and reviewed annually.
- 5.35 Professional development activities will, wherever possible, follow the 70/20/10 principle. The 70/20/10 principle requires that:
- (a) 70 per cent of learning activities are provided via learning and developing from experience – for example, on-the-job training, self-directed learning, developmental roles, problem solving, exposure and practice
 - (b) 20 per cent of learning activities are provided via learning and training through others – for example, personal or professional networks, coaching, mentoring, or feedback
 - (c) 10 per cent of learning activities are provided via learning and developing through structured programs – for example, training courses, external or in-house workshops, seminars, webinars and other e-learning and briefing sessions conducted by the council, external training providers or industry bodies.
- 5.36 The program will include:
- (a) core professional development activities for the Mayor and all Councillors, which are identified and approved by the Chief Executive Officer (general manager) as being relevant to address required capabilities for all Councillors

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Councillor Fees, Expenses and Facilities

- (b) individual professional development activities, such as training or education courses approved for an individual Councillor to address capabilities needed to effectively fulfil their role.
- 5.37 Professional development activities will be prioritised according to need and approved by the Chief Executive Officer (general manager) where Council funds are required in accordance with this policy.
- 5.38 Council will pay up to \$12,500 per Councillor per term to support approved individual professional development activities of the Mayor and Councillors. Expenditure will be monitored on a regular basis. This cost is in addition to funding for core professional development activities under clause 5.36(a).
- 5.39 Approval for professional development activities is subject to a prior written request to the Chief Executive Officer (general manager) outlining:
 - (a) the details of the proposed professional development
 - (b) the relevance to Council priorities and business
 - (c) the relevance to the exercise of the Councillor's civic duties.
- 5.40 In assessing a Councillor request for a professional development activity, the Chief Executive Officer (general manager) must consider the factors outlined in the above clause, as well as the cost of the professional development in relation to the Councillor's remaining budget.
- 5.41 Council staff will arrange and pay for all bookings and reservations associated with Councillors' attendance at approved professional development and training, including related travel and accommodation, up to the limit outlined in clause 5.38 of this policy.
- 5.42 Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 5.43 Applications for payment of annual membership fees (for example Australian Institute of Company Directors) must be submitted before renewal date to ensure sufficient budget is available, applications cannot be backdated.
- 5.44 The Mayor and Councillors are expected to complete approved professional development activities.

Australian Institute of Company Directors course

- 5.45 Council will pay expenses, from within the limit in clause 5.38 of this policy, to complete the Australian Institute of Company Directors (AICD) course (or equivalent type learning opportunity).
- 5.46 Approval must be sought prior to enrolling in the AICD course in accordance with clause 5.39. The Mayor and Councillors are required to provide Council with evidence of successful completion of the course.
- 5.47 Council will seek reimbursement in accordance with clause 10.14, if the Mayor or Councillor does not successfully complete the course, at the determination of the Chief Executive Officer (general manager).

Conferences and seminars

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

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Councillor Fees, Expenses and Facilities

- 5.49 Council will pay expenses up to \$12,500 per Councillor per Council term to facilitate Councillor attendance at approved conferences and seminars.
- 5.50 The limit under the above clause applies to expenses other than those relating to attendance at the Local Government NSW Annual Conference and/or the National General Assembly in accordance with clause 5.57.
- 5.51 Approval to attend a conference or seminar is subject to the following arrangements:
- (a) a written request to be submitted to the Chief Executive Officer (general manager)
 - (b) conferences or seminars requiring more than two nights' accommodation must be authorised by way of a formal resolution of an Ordinary Meeting of Council
 - (c) for conferences or seminars held for a period less than two days, approval must be given jointly by the Mayor and the Chief Executive Officer (general manager), in writing.
- 5.52 In assessing a Councillor request, the approval authority must consider factors including the:
- (a) relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties
 - (b) cost of the conference or seminar in relation to the Councillor's total remaining budget indicated under 5.49 of this policy.
- 5.53 Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the Chief Executive Officer (general manager), subject to the maximum limits under clauses 5.2, 5.7 and/or 5.49 as applicable. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to clauses 5.22 to 5.26.
- 5.54 Council staff will make arrangements and organise payment for all bookings and reservations associated with Councillors' attendance at approved conferences or seminars, including related travel and accommodation.
- 5.55 After returning from an approved conference or seminar, Councillors must provide an information report as soon as practicable to be presented to an Ordinary Council meeting on the aspects of the conference relevant to Council business and/or the community. If two or more Councillors attend the same event, only one report is required to be submitted.
- 5.56 The number of instances of Councillor non-attendance at approved conferences, that have not been notified to the Chief Executive Officer (general manager) prior to the event, will be included in Council's Annual Report.

Attendance at the Local Government NSW Annual Conference and the National General Assembly

- 5.57 Council will pay the following expenses, up to a maximum of \$20,000 for total Council representation per conference per year, for the Mayor and Councillors nominated by the Council to attend the Local Government NSW Annual Conference and/or the National General Assembly:
- (a) travel, accommodation, food and beverage costs that are considered appropriate by the Chief Executive Officer (general manager)
 - (b) registration for the conference delegate and the delegate's accompanying person
 - (c) tickets to the official dinner for the conference delegate and the delegate's accompanying person.

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Councillor Fees, Expenses and Facilities

Sitting fees

- 5.58 Councillors may be appointed to sit on Boards of Management, Advisory Committees or Regional Panels as part of their duties as a Councillor. Sitting fees may be applicable and will be paid in accordance with relevant advice.
- 5.59 For Councillors appointed to a Regional Planning Panel (the Hunter and Central Coast Regional Planning Panel):
- Council will pay up to the amount indicated in Appendix IV of this policy for remuneration for Councillor membership in accordance with advice from the Department of Planning and Environment.
 - Council will pay up to the meeting rate indicated in Appendix IV for business that is undertaken outside of meetings. These fees will be indexed annually.
 - The meeting rate in Appendix IV is inclusive of all work a panel member does for a meeting, including preparation, site visits, the meeting itself and any deliberation and voting by the panel on matters considered at the meeting once the meeting is closed.
 - The hourly rate for this item in Appendix IV applies to any business such as electronic determinations that the panel conducts that is not connected to one of its meetings.
- 5.60 Councillors that are panel members are also entitled to their reasonable travel expenses in accordance with clause 5.2 of this policy.

Information and communications technology (ICT) expenses

Mobile phone and computing devices and related equipment

- 5.61 Council will provide or reimburse Councillors for expenses, including reasonable repair, replacement or maintenance, up to a limit of \$11,500 per term for each Councillor that are associated with mobile phone and computing devices and related equipment, including software and applications.
- 5.62 Council will supply a 'standard kit' to Councillors if requested by a Councillor, within the above maximum limit. The Chief Executive Officer (general manager) will determine the standard kit required to support the Councillor requirements. Council staff will fully support items from the standard kit. The current standard kit contains a laptop, iPad for reviewing digital business papers and iPhone. Council may vary the standard equipment from time to time in accordance with organisational technology changes.
- 5.63 Alternatively, if Councillors choose to select and purchase their own devices, Councillors will be responsible for costs in excess of the maximum amount under clause 5.61. The maximum amount under clause 5.61 is to be reduced by expenses incurred by Council under that clause during the Council term. If Councillors purchase their own device and software, they do so with the understanding that Council staff will not service or support the device or software including licences.
- 5.64 Reimbursements will be made only for devices and services used for Councillors to undertake their civic duties, such as:
- receiving and reading Council business papers
 - relevant phone calls and correspondence
 - diary and appointment management.
- 5.65 All items paid for in full by Council will be recorded as Council property and must be returned at the end of the term, unless purchased in accordance with this policy.

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Councillor Fees, Expenses and Facilities

- 5.66 At the end of a Council term, Councillors may request to purchase the equipment at market price as determined by the Chief Executive Officer (general manager).

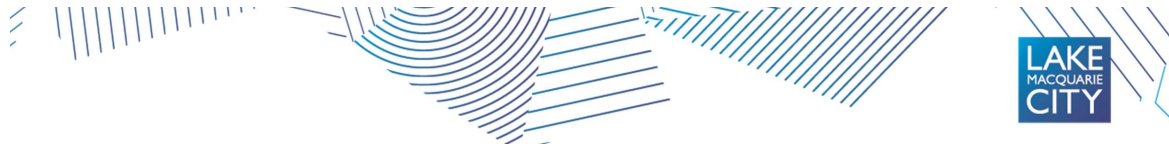
Mobile phone services and internet

- 5.67 Council will arrange and pay for a mobile phone plan for each Councillor, including calls, communications and data package, for Council business up to a value of up to \$100* per month for Councillors (other than the Mayor), or up to \$200* per month for the Mayor.
- 5.68 Council will arrange and pay for additional international roaming charges associated with the mobile phone plan where the Councillor is travelling on Council business. International roaming is to be activated prior to international travel and removed upon the Councillor's return.
- 5.69 Where Councillors use a personal internet connection, Council will reimburse up to 50 per cent of their monthly access fees, with a limit of \$75* per month.

Home office and stationery expenses

- 5.70 Each Councillor may be reimbursed up to a total limit of \$500* per year for costs associated with the maintenance of a home office and stationery.
- 5.71 Costs under the above clause include:
- (a) purchase of a paper shredder
 - (b) printer ink cartridges
 - (c) printer paper
 - (d) postage stamps
 - (e) other minor items of consumable stationery
 - (f) printed Christmas or festive cards.
- 5.72 Councillors are to purchase these items, then submit a reimbursement claim form, with a copy of the tax receipt, to receive reimbursement.
- 5.73 In addition to the above, Council will provide the following to Councillors each year:
- (a) access to electronic Councillor letterhead, to be used only for correspondence associated with civic duties
 - (b) business cards – up to 500 printed cards per year
 - (c) access to electronic Council-branded Christmas or festive message
- 5.74 In addition to the above, if requested, Council will provide Councillors an online subscription to three of the following newspapers or an equivalent alternative:
- (a) Newcastle Herald
 - (b) Sydney Morning Herald
 - (c) Australian Financial Review
 - (d) The Australian.
- 5.75 Council may arrange and pay corporate online subscriptions which are available to Councillors as determined by the Chief Executive Officer (general manager).
- 5.76 All tangible items for which Council has paid in full are to remain the property of Council.

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Councillor Fees, Expenses and Facilities

Special requirement and carer expenses

- 5.77 Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible and inclusive.
- 5.78 Transportation provisions outlined in this policy will also assist Councillors who may be unable to drive a vehicle.
- 5.79 In addition to the provisions above, the Chief Executive Officer (general manager) may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.
- 5.80 Councillors who are the primary carer of a child or other elderly, disabled and/or sick member of the Councillor's immediate family will be entitled to reimbursement of carer's expenses up to a maximum of \$6,000* per year for attendance at official business and core professional development activities under clause 5.36(a), including reasonable travel from the principal place of residence.
- 5.81 Council will reimburse the costs associated with carer's expenses for up to one hour before and one hour after these events, upon presentation of a receipt addressed to the Councillor within three months of the event.
- 5.82 Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative. Council will reimburse charges less any Child Care Subsidies paid by the Federal Government or other third parties.
- 5.83 In the event of caring for an adult person, Councillors will need to provide suitable evidence to the Chief Executive Officer (general manager) that reimbursement is applicable. This may take the form of advice from a medical practitioner.

Local community function expenses

- 5.84 Council will pay or reimburse the cost of attendance by Councillors at local business, community, and non-Council functions when it is relevant to Council's interest. Council will only pay or reimburse the cost of the ticket or registration fee, up to \$200* per event.

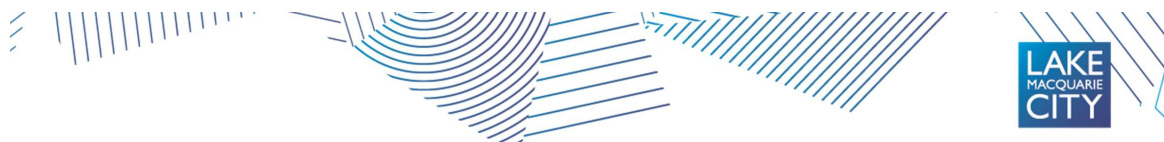
Accompanying person expenses

- 5.85 Council will not meet costs associated with an accompanying person when the Mayor or Councillors are performing official functions, except in the circumstances set out in clauses 5.57, 5.86 and 5.87.
- 5.86 For the Mayor and Councillors, Council will pay or reimburse the cost of the ticket for an accompanying person to official events or functions as defined in Appendix II within Lake Macquarie City that are of a formal and ceremonial nature up to the cost of \$200* per person, per event.
- 5.87 For the Mayor, Council will pay or reimburse the cost of the ticket for an accompanying person to attend an official event or function or carry out an official ceremonial duty while accompanying the Mayor outside the city but within the state up to the cost of \$250* per person, per event. This also applies to the Deputy Mayor or a Councillor, when they are formally representing the Mayor.

6 Insurances

- 6.1 Council's insurance policies cover Councillors in the following manner:
 - (a) public liability (for matters arising out of Councillors' performance of their civic duties and/or exercise of their Council functions)

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



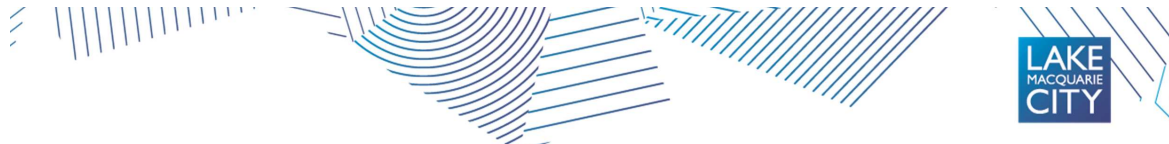
Policy - external Councillor Fees, Expenses and Facilities

- (b) professional indemnity (for matters arising out of Councillors' performance of their civic duties and/or exercise of their Council functions)
 - (c) personal injury while on Council business. Workers compensation arrangements do not apply to Councillors.
- 6.2 Travel insurance for approved interstate and overseas travel on Council business. The insurance covers weekly benefits (injury), non-Medicare medical expenses and out-of-pocket expenses, overseas medical and additional expenses, baggage and personal effects, personal money, traveller's cheques, credit cards, personal liability, kidnap ransom and extortion, loss of travel deposit, and refund of excess following collision or theft.
- 6.3 If a Councillor is involved in a motor vehicle accident, or notices damage to a Council vehicle prior to, during, or after use, they are responsible for reporting the damage to Council's Incident Hotline on 4921 0650. The custodian of the vehicle at the time of an incident must complete any subsequent insurance claim form.
- 6.4 For limitations on coverage, refer to the Office of Local Government - Guidelines for the payment of expenses and the provision of facilities for Mayor and Councillors in NSW, issued under section 23A of the Act.

7 Legal assistance

- 7.1 Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
- (a) a Councillor defending an action arising from the performance in good faith of a function under the *Local Government Act 1993* provided that the outcome of the legal proceedings is favourable to the Councillor
 - (b) a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor
 - (c) a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.
- 7.2 In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the Chief Executive Officer (general manager) to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.
- 7.3 Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of their functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during their term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.
- 7.4 Council will not meet the legal costs:
- (a) of legal proceedings initiated by a Councillor under any circumstances
 - (b) of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
 - (c) for legal proceedings that do not involve a Councillor performing their role as a Councillor.

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Councillor Fees, Expenses and Facilities

- 7.5 Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

PART C - Facilities

8 General facilities for Councillors

Facilities

- 8.1 Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:
- (a) access to shared car parking spaces while attending Council offices on official business
 - (b) personal protective equipment for use during site visits
 - (c) a name badge which may be worn at official functions, indicating that the wearer holds the office of a Councillor and/or Mayor or Deputy Mayor
 - (d) the Councillors' Room to share as a common working space for Councillors
 - (e) access to a motor vehicle, from Council's pool of vehicles, to use for Council business. Only Councillors or staff members are to operate this vehicle when booked for Councillor use. The Councillor using the vehicle is responsible for all traffic or parking fines while travelling in the Council vehicle.
 - (f) upon request, the following items, per Councillor, per term: one dress shirt, one spray jacket and one hat.
- 8.2 Councillors may book meeting rooms for official business of Lake Macquarie City Council in the Administrative Centre at no cost. Rooms may be booked through the Council Liaison team or the Mayor's Executive Administrator.
- 8.3 The provision of facilities will be of a standard deemed by the Chief Executive Officer (general manager) as appropriate for the purpose.

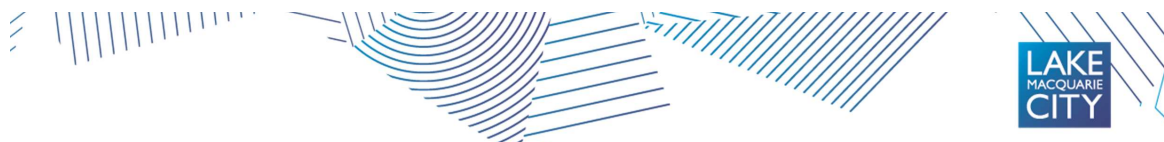
Administrative support

- 8.4 Council will provide reasonable administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by the Mayor's Executive Administrator, Council Liaison team or by a member of Council's administration staff as arranged by the Chief Executive Officer (general manager).
- 8.5 Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

9 Additional facilities for the Mayor

- 9.1 Council will provide to the Mayor a fully serviced and maintained vehicle. The vehicle will be supplied for use on business and professional development.
- 9.2 The Mayor will reimburse Council a contribution of \$50 per week for the cost of private travel undertaken using the Mayoral vehicle (in accordance with Council's Executive Vehicles Private Use Contributions Methodology).
- 9.3 A parking space at Council's offices will be reserved for the Mayor's Council-issued vehicle for use on official business, professional development and attendance at the Mayor's office.
- 9.4 Council will provide the Mayor with a furnished office incorporating a computer configured to Council's standard operating environment, telephone and meeting space.

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Councillor Fees, Expenses and Facilities

- 9.5 In performing their civic duties, the Mayor will be assisted by a small number of staff. The number of staff provided to directly support the Mayor will be 2.5 full-time equivalents. Additional resources may be provided if required, to respond to specific issues as determined by the Chief Executive Officer (general manager) in consultation with the Mayor.
- 9.6 Staff in the Mayor's office are expected to work on Council business only, and not for matters of personal or political interest, including campaigning.

PART D - Processes

10 Approval, payment and reimbursement arrangements

- 10.1 Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- 10.2 Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 10.3 Council staff are empowered to question or refuse a request for payment from the Mayor or a Councillor when it does not accord with this policy.
- 10.4 Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
- (a) local travel relating to the conduct of official business
 - (b) carer costs
 - (c) ICT expenditure.
- 10.5 Final approval for payments made under this policy will be granted by the Chief Executive Officer (general manager) or their delegate.

Direct payment

- 10.6 Council may approve and directly pay expenses. Requests for direct payment must be submitted to the Chief Executive Officer (general manager) or their delegate for assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

Reimbursement

- 10.7 All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the Chief Executive Officer (general manager) or their delegate.

Advance payment

- 10.8 If requested, Council may pay a cash advance for Councillors attending approved conferences, seminars or professional development so long as this falls within the maximum limit for the relevant expense.
- 10.9 The maximum value of a cash advance is \$150 per day of the conference, seminar or professional development.
- 10.10 Requests for advance payment must be submitted to the Chief Executive Officer (general manager) for assessment against this policy using the prescribed form with sufficient information and time to allow for the claim to be assessed and processed.

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Councillor Fees, Expenses and Facilities

10.11 Councillors must fully reconcile all expenses against the cost of the advance within one month of incurring the cost and/or returning home. This includes providing to Council:

- (a) a full reconciliation of all expenses including appropriate receipts and/or tax invoices
- (b) reimbursement of any amount of the advance payment not spent in attending to official business or professional development.

Notification

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

10.13 If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

Reimbursement to Council

10.14 If Council has incurred an expense on behalf of a Councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:

- (a) Council will invoice the Councillor for the expense
- (b) the Councillor will reimburse Council for that expense within 14 days of the invoice date.

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

Timeframe for reimbursement

10.16 Unless otherwise specified in this policy, Councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

11 Disputes

11.1 If a Councillor disputes a determination under this policy, the Councillor should discuss the matter with the Chief Executive Officer (general manager).

11.2 If the Councillor and the Chief Executive Officer (general manager) cannot resolve the dispute, the Councillor may submit a notice of motion to a Council meeting seeking to have the dispute resolved.

12 Return or retention of facilities

12.1 All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.

12.2 Should a Councillor desire to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the Chief Executive Officer (general manager) to purchase any such equipment. The Chief Executive Officer (general manager) will determine an agreed fair market price or written down value for the item of equipment.

12.3 Mobile phone and computing devices will be cleansed to remove Council systems, data and accounts and removed from any Council use software subscriptions, prior to private use. Councillors are responsible for extraction of personal data and accounts stored or setup for devices or on Council accounts.

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Councillor Fees, Expenses and Facilities

12.4 The prices for all equipment purchased by Councillors under the above clause will be recorded in Council's annual report.

13 Publication

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

14 Reporting

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

14.2 A summary of expenses and facilities provided to Councillors will be published in Council's annual report.

15 Auditing

15.1 The operation of this policy, including claims made under the policy, will be included in Council's internal audit program and an audit undertaken at least once during a Council term.

16 Breaches

16.1 Suspected breaches of this policy are to be reported to the Chief Executive Officer (general manager).

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

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.

Version 14 – DRAFT

Page 16 of 26



Policy - external Councillor Fees, Expenses and Facilities

PART E – Appendices

Appendix I: Related legislation, guidance and policies

Relevant legislation and guidance:

- *Local Government Act 1993*, sections 252 and 253
- *Local Government (General) Regulation 2021*, clauses 217 and 403
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009
- Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities
- Local Government Circular 05-08 legal assistance for Councillors and Council Employees
- Councillor Induction and Professional Development Guidelines, 2019

Related Council policies:

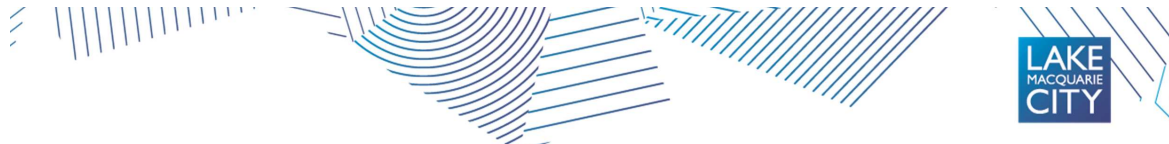
- Code of Conduct for Councillors

Appendix II: Definitions

The following definitions apply throughout this policy.

Term	Definition
accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a Councillor
appropriate refreshments	Means food and beverages, excluding alcohol, provided by Council to support Councillors undertaking official business
Act	Means the <i>Local Government Act 1993</i> (NSW)
clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct adopted by Council or the Model Code if none is adopted
Councillor	Means a person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the Mayor
General Manager	Means the general manager/CEO of Council and includes their delegate or authorised representative
incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
incidental travel expenses	Reasonable out of pocket expenses may include refreshments, internet charges, laundry and dry cleaning. Council will not reimburse alcoholic beverages.

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Councillor Fees, Expenses and Facilities

immediate family	In relation to a Councillor, means a: (a) spouse (b) de facto partner (c) child (d) parent (e) grandparent (f) grandchild (g) sibling (h) a child, parent, grandparent, grandchild or sibling of the Councillor's spouse or de facto partner
long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle
maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in Appendix IV where applicable
National General Assembly	Means the National General Assembly of Local Government, organised annually by the Australian Local Government Association
NSW	New South Wales
official business	Means functions that the Mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for Council or result in a direct benefit for Council and/or for the local government area. This includes, but is not limited to: <ul style="list-style-type: none"> meetings of Council and committees of the whole meetings of committees facilitated by Council civic receptions hosted or sponsored by Council meetings, functions, workshops and other events to which attendance by a Councillor has been requested or approved by Council meetings and inspections with Council staff including those required to respond to residents' enquiries or requests authorised conferences, seminars and training Hunter Regional Planning Panel and/or formal facilitation sessions official meetings of external organisations where the Councillor is an elected or appointed Council delegate or alternate delegate
official event or function	Means civic receptions and events hosted or sponsored by Council where Councillor attendance is required as indicated by receipt of an invitation with designated official duties from Council officers (does not include event notifications sent for information purposes or general event invitations)
primary carer	Means the person who most meets the needs of the child or adult person requiring care
professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a Councillor or the Mayor

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.

Version 14 – DRAFT

Page 18 of 26



Policy - external Councillor Fees, Expenses and Facilities

Regulation	Means the <i>Local Government (General) Regulation 2021</i> (NSW)
term	Means a four-year Council term, commencing on the day of the first declaration of ordinary elections and ending on the day appointed for the next ordinary elections, in accordance with the <i>Local Government Act 1993</i>
year	Means the financial year, that is the 12-month period commencing on 1 July each year

Appendix III: Fees and superannuation

These items represent adoption by Council with regard to sections 248, 249 and 254B of the *Local Government Act 1993*.

Payment	Maximum amount	Frequency
Mayor and Councillor Annual Fees	Highest amount payable to the Mayor and Councillors as set out in applicable Local Government Remuneration Tribunal Annual Determinations.	Fortnightly in advance
Superannuation contributions	Amount payable in accordance with Commonwealth superannuation legislation for Council employees	Fortnightly in advance

Appendix IV: Summary of maximum amounts for expenses and facilities

The following summarises the main expenses and facilities provided under this policy. All monetary amounts are exclusive of GST.

For specific categories of expenses or facilities (indicated by an asterisk), the maximum amount is increased annually at a rate of 2.5 per cent.

Expense or facility	Maximum amount	Frequency
General travel expenses* Refer to clause 5.1-5.5	2024-2025: \$2,000 per Councillor 2025-2026: \$2,050 per Councillor 2026-2027: \$2,101 per Councillor 2027-2028: \$2,154 per Councillor 2028-2029: \$2,208 per Councillor	Per year
Interstate, overseas and long-distance intrastate travel expenses Refer to clause 5.6-5.16	Within Australia - \$15,000 per Councillor, in accordance with required approval Overseas – in accordance with a specific resolution of Council	Per term

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.

**Policy - external Councillor Fees, Expenses and Facilities**

Expense or facility	Maximum amount	Frequency																		
Council vehicle Refer to clause 5.12	One vehicle provided to the Mayor Access to a pool vehicle for use by Councillors upon request	Not relevant																		
Accommodation Refer to clause 5.20-5.27	<p>Accommodation arrangements are to be made by Council staff in accordance with this policy. Where possible, accommodation will be booked within the vicinity of the event. Accommodation is to be at a reasonable rate. Reasonable rates are defined as:</p> <table border="1"> <thead> <tr> <th></th><th>Major city or area (inc. GST)</th><th>Regional area (inc. GST)</th></tr> </thead> <tbody> <tr> <td>2024-2025</td><td>\$350</td><td>\$300</td></tr> <tr> <td>2025-2026</td><td>\$359</td><td>\$308</td></tr> <tr> <td>2026-2027</td><td>\$368</td><td>\$315</td></tr> <tr> <td>2027-2028</td><td>\$377</td><td>\$323</td></tr> <tr> <td>2028-2029</td><td>\$386</td><td>\$331</td></tr> </tbody> </table> <p>Accommodation bookings will include room and parking only.</p> <p>The Chief Executive Officer (general manager) may approve claims for reimbursement beyond the above under clause 5.24. Where a claim is not deemed reasonable the Councillor is responsible for the excess amount.</p>		Major city or area (inc. GST)	Regional area (inc. GST)	2024-2025	\$350	\$300	2025-2026	\$359	\$308	2026-2027	\$368	\$315	2027-2028	\$377	\$323	2028-2029	\$386	\$331	Per night
	Major city or area (inc. GST)	Regional area (inc. GST)																		
2024-2025	\$350	\$300																		
2025-2026	\$359	\$308																		
2026-2027	\$368	\$315																		
2027-2028	\$377	\$323																		
2028-2029	\$386	\$331																		
Meals and incidental expenses Refer to clause 5.20-5.27	<p>2024-2025: up to \$150 per Councillor 2025-2026: up to \$154 per Councillor 2026-2027: up to \$158 per Councillor 2027-2028: up to \$162 per Councillor 2028-2029: up to \$166 per Councillor</p> <p>Only actual reasonable expenses will be reimbursed, when supported by tax invoices/receipts. Council will not pay or reimburse 'tips' or gratuities related to meal and drink purchases.</p> <p>The Chief Executive Officer (general manager) may approve claims for reimbursement beyond the above under clause 5.24. Where a claim is not deemed reasonable the Councillor is responsible for the excess amount.</p>	Per day																		

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Councillor Fees, Expenses and Facilities

Expense or facility	Maximum amount	Frequency
Refreshments for Council-related meetings Refer to clause 5.28-5.29	As approved by the Chief Executive Officer (general manager)	Per meeting
Professional development Refer to clause 5.30-5.47	\$12,500 per Councillor	Per term
Conferences and seminars Refer to clause 5.48-5.56	\$12,500 per Councillor	Per term
Attendance at <ul style="list-style-type: none"> - Local Government NSW Annual Conference, or - National General Assembly Refer to clause 5.57	\$20,000 for total Council representation	Per conference
Hunter and Central Coast Regional Planning Panel membership This includes payment of: <ul style="list-style-type: none"> • remuneration for Councillor membership in accordance with advice from the Department of Planning, Housing and Infrastructure • remuneration for business undertaken outside of meetings in relation to the role as a member. Refer to clause 5.59-5.60	\$600 per Councillor member (indexed annually) \$71 / hour (indexed annually)	Per meeting Per hour
ICT expenses* (a) Mobile phone and computing devices and related equipment Refer to clause 5.61-5.66	\$11,500 per Councillor	Per term
ICT expenses* (b) Mobile phone plan including calls and data for Council business (Council supplied) Refer to clause 5.67-5.69	2024-2025: up to \$100 per Councillor 2025-2026: up to \$103 per Councillor 2026-2027: up to \$105 per Councillor 2027-2028: up to \$108 per Councillor 2028-2029: up to \$110 per Councillor 2024-2025: up to \$200 for the Mayor 2025-2026: up to \$205 for the Mayor 2026-2027: up to \$210 for the Mayor 2027-2028: up to \$215 for the Mayor 2028-2029: up to \$221 for the Mayor	Per month

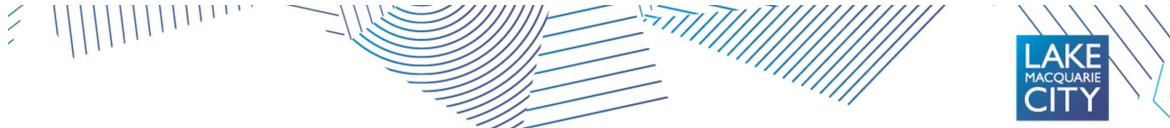
This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Councillor Fees, Expenses and Facilities

Expense or facility	Maximum amount	Frequency
ICT expenses* (c) Personal internet connection Refer to clause 5.67-5.69	2024-2025: \$75 per Councillor 2025-2026: \$77 per Councillor 2026-2027: \$79 per Councillor 2027-2028: \$81 per Councillor 2028-2029: \$83 per Councillor	Per month
Home office and stationery expenses (for purchase of items such as paper, shredder, Christmas cards)* Refer to clause 5.70-5.72	2024-2025: \$500 per Councillor 2025-2026: \$513 per Councillor 2026-2027: \$525 per Councillor 2027-2028: \$538 per Councillor 2028-2029: \$552 per Councillor	Per year
Carer expenses* Refer to clause 5.80-5.83	2024-2025: \$6,000 per Councillor 2025-2026: \$6,150 per Councillor 2026-2027: \$6,304 per Councillor 2027-2028: \$6,461 per Councillor 2028-2029: \$6,623 per Councillor	Per year
Local community function expenses* Refer to clause 5.84	Cost of ticket or registration fee 2024-2025: up to \$200 per event 2025-2026: up to \$205 per event 2026-2027: up to \$210 per event 2027-2028: up to \$215 per event 2028-2029: up to \$221 per event	Per event
Accompanying person expenses – ticket for official event or function – Councillors* Refer to clause 5.85-5.87	2024-2025: up to \$200 per person per event 2025-2026: up to \$205 per person per event 2026-2027: up to \$210 per person per event 2027-2028: up to \$215 per person per event 2028-2029: up to \$221 per person per event *this limit excludes provisions under 5.57 of this policy	Per event
Accompanying person expenses – ticket for official event or function – Mayor* Refer to clause 5.85-5.87	2024-2025: up to \$250 per person per event 2025-2026: up to \$256 per person per event 2026-2027: up to \$263 per person per event 2027-2028: up to \$269 per person per event 2028-2029: up to \$276 per person per event *this limit excludes provisions under 5.57 of this policy	Per event
Access to facilities to share as common Councillor working space Refer to clause 8.1	Provided to all Councillors	Not relevant
Reserved parking space at Council offices Refer to clause 8.1 and 9.3	Provided to the Mayor and Councillors	Not relevant
Furnished office Refer to clause 9.4	Provided to the Mayor	Not relevant

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
 Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Councillor Fees, Expenses and Facilities

Review and Evaluation

This policy will be reviewed at least once in each Council term in accordance with legislative requirements.

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.

Version 14 – DRAFT

Page 23 of 26



Policy - external Councillor Fees, Expenses and Facilities

Controlled Document Information

Authorisation Details

Folder No:	F2005/02168-002	TRIM Record No:	D11798022
Audience:	External - Councillors		
Department:	Communications & Corporate Strategy	Officer:	Councillor Services Coordinator (Election and Induction) – Shinead Taylor-Ho
Key focus area(s):	Shared Decision Making		
Review Timeframe: Max < 4 years	4 years	Next Scheduled Review Date:	Before 9 September 2029
Authorisation:			
Authorisation - Council Adoption Date:			

Related Document Information, Standards & References

Related Legislation:	Local Government Act 1993 sections 23A, 252, 253, 254 and 418 Local Government (General) Regulation 2021 clause 217 and 403	(Relationship/Context) Identifies requirements and contents of the policy, exhibition requirements, and reporting requirements
Related Policies (Council & Internal):	Code of Conduct for Councillors – Council Policy	Use of Council Resources
Related Procedures, Guidelines, Forms, WHS Modules/PCD's, Risk Assessments, Work Method Statements:	Council Business Support Functions - Procedure	Identifies the procedure and requirements for arranging accommodation and travel for Councillors and processing claims for reimbursements
Standards COP's & Other References	The Office of Local Government – Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW	Provides Guidelines and explanation relating to the payment of expenses and provision of facilities for Mayors and Councillors in NSW

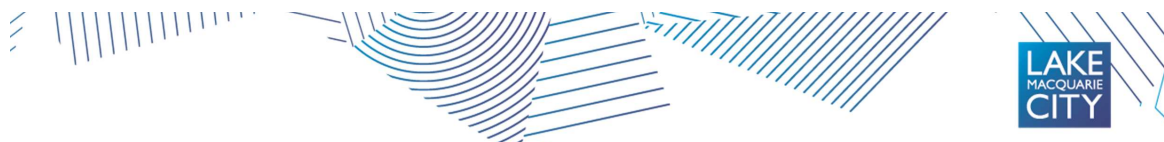
Definitions

Term / Abbreviation	Definition
Council	Lake Macquarie City Council

Consultation (update for each version created)

Key Departments, Teams, Positions, Meetings:	Legal, Financial Services, Information Technology, Council Liaison, Executive and Executive Support, Arts Culture Tourism, Community Partnerships, Integrity and Risk, and Internal Auditor
-----------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Councillor Fees, Expenses and Facilities

Version History

Version No	Date Changed	Modified By	Details and Comments
0	11/07/2005	G. Brown	General Review and update
1	24/10/2005	G. Brown	New Template and links to SafeTsmart
2	28/03/2006	L. Linstead	Added new clause authorising Councillors to claim reimbursement for local functions. Edited insurance section, and changed overall format.
3	27/11/2006	L. Linstead	Reviewed the policy against new guidelines from Department of Local Government. Changed the title and added new allowable expense types, limits, and procedural requirements.
4	27/11/2007	L. Fitton	Reviewed the policy against the guidelines from Department of Local Government
5	18/11/2008	G. Brown	Annual Review – minor amendments to the provision of travel expenses local, and parking spaces for Councillors. Council Resolution – 10/11/2008
6	17/09/2010	G. Brown	Annual Review – changes to vehicle rate per kilometre, minor amendments to wording, travel overseas, travel expenses and personal benefit.
7	28/11/2011	T. de Boer	Annual Review – changes to vehicle rate per kilometre, changes to template
8	14/03/2013	L. Crowe	Annual Review – minor amendments to wording, inclusion of <i>Professional Development</i> section, updates to Provision of Facilities, Equipment, and Services section concerning Information Technology equipment provided by Council, changes to Internet Access options, changes to meals provided at Committee Meeting evenings and inclusion of <i>Vehicle – other</i> to cover the purchase of Bluetooth devices for Councillor vehicles.
9	08/10/2014	R. Hamilton	Annual Review – Amendments to wording, conditions and rates, including: Change from Council policy adoption to Council Resolutions for Insurance expenses and obligations. Change from Council Resolution to Council policy adoption for Travel Expenses – Local and Travel Expenses – Interstate. Updated additional information for Insurance, Expenses and Obligations. Merged Seminars, Conferences and Training into one aligned policy and elaborated on the Council payment procedure. Removal of the reimbursement of landlines as Councillors have Council owned mobile phones and elaborated on monthly reimbursement process. Removed Training and Education Expenses and merged with Seminars, Conferences and Training. Updated kilometre reimbursement for Travel Expenses – Local and Travel Expenses – Interstate to align with the NSW Local Government State Award, also added a clause to include private benefit by way of loyalty programs and travel bonuses not permitted, change to the process of travel bookings.
10	27/10/2015	R. Hamilton	Annual Review – minor amendments to wording and formatting to sections including: <i>Policy Objectives</i> - minor wording amendment Addition of titles at the top of each tables on each page <i>Travel Expenses – local</i> – changed date to show current vehicle allowance rates have been checked against the current rates determined in the Local Government (State) Award <i>Travel Expenses – interstate</i> - changed date to show current vehicle allowance rates have been checked determined in the Local Government (State) Award <i>Kilometres – use of private vehicles</i> - changed date to show current vehicle allowance rates have been checked determined in the Local Government (State) Award <i>Controlled document information</i> – amended related policy and procedure document names to reflect current versions.

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.

Version 14 – DRAFT

Page 25 of 26



Policy - external Councillor Fees, Expenses and Facilities

Version No	Date Changed	Modified By	Details and Comments
11	24/02/17	K.McNaughton	<p>Within 12 months of Local Government Review – minor amendments to wording and formatting to sections including:</p> <p><i>Statement on Scope</i></p> <p><i>Travel Expenses – local</i> – changed date to show current vehicle allowance rates have been checked against the current rates determined in the Local Government (State) Award</p> <p><i>Travel Expenses – interstate</i> - changed date to show current vehicle allowance rates have been checked against the current rates determined in the Local Government (State) Award</p> <p><i>Kilometres – use of private vehicles</i> - changed date to show current vehicle allowance rates have been checked against the current rates determined in the Local Government (State) Award</p> <p>Updated information to insurances and obligations, electronic device and telephone call charges Addition of provision of paper shredder and Bluetooth hands free device</p> <p><i>Controlled document information</i> – amended related policy and procedure document names to reflect current versions.</p>
12	25/05/2020	L. Cousins	Substantial re-write of policy to reflect Office of Local Government's Better Practice template for Councillor expenses and facilities policy (June 2017) and Office of Local Government's Induction and Professional Development Guidelines (Dec 2018).
13	25/07/2022	L Cousins	Policy review within 12 months of December 2021 local government elections. Included amendments to IT and home office and stationery expenses. Inserted provision to allow Councillors to request to forego all or part of their annual fee in exchange for Council making contributions to a complying superannuation fund on their behalf.
14		S Taylor-Ho	Policy review within 12 months of September 2024 local government elections. Inclusion of annual fees and superannuation and subsequent update to policy title. Updated limits and indexing applied for the term of Council. Addition of sitting fees for Regional Planning Panel. Minor administrative updates to clarify practice. Removal of reference to Council staff as this policy only applies to Councillors, and a separate, standalone Work-related Travel Policy and Procedure applies to Council staff.

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.

Version 14 – DRAFT

Page 26 of 26



Council Policy

Payment of Councillor Fees, Expenses and Provision of Facilities to Councillors

Version 14 - DRAFT

02 4921 0333 | COUNCIL@LAKEMAC.NSW.GOV.AU

126-138 MAIN ROAD SPEERS POINT NSW 2284 | BOX 1906 HUNTER REGION MAIL CENTRE NSW 2310
LAKEMAC.COM.AU



Policy - external Payment of Councillor Fees, Expenses and Provision of Facilities to Councillors

Introduction

Purpose

This policy enables the payment of annual fees and superannuation contributions, plus reasonable and appropriate reimbursement of expenses and provision of facilities, to the Mayor and Councillors to help them undertake their civic duties as the elected representatives of Lake Macquarie City Council.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2021* (the Regulation) and having specific regard to the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW and the Office of Local Government's Councillor Induction and Professional Development Guidelines.

The main expenses and facilities under this policy are summarised at Appendix III and IV. Some limits are subject to annual indexation as indicated by an asterisk (*) and detailed in the appendices. Expenses and facilities under this policy are in addition to fees paid to the Mayor and Councillors. The minimum and maximum fees a council may pay each councillor are set by the Local Government Remuneration Tribunal as per section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

Scope

The policy applies to the Mayor, and Councillors ~~and Council staff~~ of Lake Macquarie City Council.

Objectives

The objectives of this policy are to:

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

Policy statement

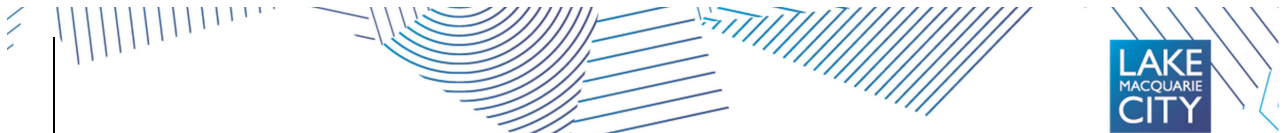
PART A - GENERAL

1 Principles

Council commits to the following principles:

- (a) *Proper conduct*: Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions.
- (b) *Reasonable expenses*: providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor.
- (c) *Participation and access*: encouraging people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor.

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Payment of Councillor Fees, Expenses and Provision of Facilities to Councillors

- (d) *Equity*: ensuring equitable access to expenses and facilities for all Councillors.
- (e) *Appropriate use of resources*: providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations.
- (f) *Accountability and transparency*: clearly stating and reporting on the expenses and facilities provided to Councillors.

2 Private or political benefit

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

Private use of Council equipment and facilities by Councillors may occur from time to time. Such incidental use does not require a compensatory payment back to Council.

Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse Council.

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

- (a) production of election material
- (b) use of Council resources and equipment for campaigning
- (c) use of official Council letterhead, publications, websites or services for political benefit
- (d) fundraising activities of political parties or individuals, including political fundraising events.

3 Annual fees and superannuation contributions

The Mayor and Councillors are paid an annual fee under section 248 of the *Local Government Act 1993*. Superannuation contributions may be made under section 254B of the *Local Government Act 1993*. The details of annual fees and superannuation contributions are set out in Appendix III. Other ~~Expenses~~ and provisions of facilities to the Mayor and Councillors under this policy are in addition to the payment of an annual fee.

In accordance with the Australian Taxation Office Interpretative Decision 2007/205, Councillors may request to forego all or part of their annual fee in exchange for Council making contributions to a complying superannuation fund on their behalf. Such contributions to a complying superannuation fund are in addition to any superannuation contribution payments made to Councillors under section 254B of the Act.

PART B - Expenses

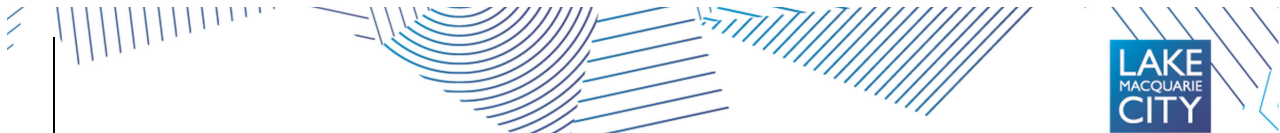
4 General expenses

- 4.1 All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 4.2 Expenses not explicitly addressed in this policy will not be paid or reimbursed.
- 4.3 Maximum limits for a specified period, such as per year or per term, will be adjusted on a pro rata basis to reflect the actual period of service for a Councillor. This includes where this policy is adopted part-way through a specified period.

5 Payment of specific expenses

General travel arrangements and expenses

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



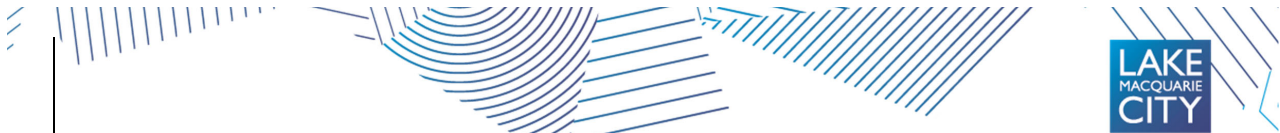
Policy - external Payment of Councillor Fees, Expenses and Provision of Facilities to Councillors

- 5.1 All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.
- 5.2 Council will meet the costs of, or reimburse, each Councillor (including the Mayor) up to a total of \$2,000* per year for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement or payment:
 - (a) for public transport fares
 - (b) for parking costs for Council and other meetings
 - (c) for tolls
 - (d) by Cabcharge card or equivalent
 - (e) for documented ride-share programs, such as Uber, where tax invoices can be issued.
- 5.3 Councillors seeking to be reimbursed for use of a private vehicle should lodge a claim using the prescribed form and must supply the date, distance, locations and purpose of travel being claimed. If requested, Councillors must supply evidence of the travel undertaken to the satisfaction of the Chief Executive Officer (general manager).
- 5.4 Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.
- 5.5 The limit under clause 45.2 applies to travel expenses other than those expenses relating to attendance at the Local Government NSW Annual Conference and/or the National General Assembly in accordance with clause 5.527.

Interstate, overseas and long-distance intrastate travel expenses

- 5.6 Council will consider the value and need for Councillors to undertake overseas travel in accordance with section 2. Council should avoid interstate, overseas and long-distance intrastate trips unless direct and tangible benefits can be established for Council and the local community. This includes travel to sister and friendship cities.
- 5.7 Total interstate, overseas and long-distance intrastate travel expenses will be capped at the following maximum amounts:
 - (a) travel within Australia - maximum of \$15,000 per Councillor ~~(other than the Mayor)~~ per term
 - (b) maximum of \$30,000 for the Mayor per term overseas travel - in accordance with a specific resolution of Council
- 5.8 The limit under the above clause applies to travel expenses other than those expenses relating to attendance at the Local Government NSW Annual Conference and/or National General Assembly in accordance with clause 5.527.
- 5.9 Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full Council meeting prior to travel.
- 5.10 Councillors seeking approval for any interstate and long-distance intrastate travel must submit a case to, and obtain the approval of, the Chief Executive Officer (general manager) prior to travel.
- 5.11 For clauses 5.9 and 5.10 ~~The~~ the case should include:
 - (a) objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the Councillor's civic duties

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Payment of Councillor Fees, Expenses and Provision of Facilities to Councillors

- (b) who is to take part in the travel
 - (c) duration and itinerary of travel
 - (d) a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- 5.12 Where practical, Councillors should use the Councillor's Council vehicle for travel on Council business.
- 5.13 For interstate and long-distance intrastate journeys by air of less than eight hours, the class of air travel is to be economy class.
- 5.14 For international travel by air of eight hours or more, the class of air travel is to be business if available. For international travel by air of less than eight hours, the class of travel is to be economy.
- 5.15 Bookings for approved air travel are to be made through the Council Business Support Administration Officer-Liaison team.
- 5.16 After returning from overseas, interstate or long-distance intrastate travel, Councillors must provide an information report as soon as practicable to be presented to an Ordinary Council meeting on the aspects of the trip relevant to Council business and/or the community. If two or more Councillors attend the same event, only one report is required to be submitted.

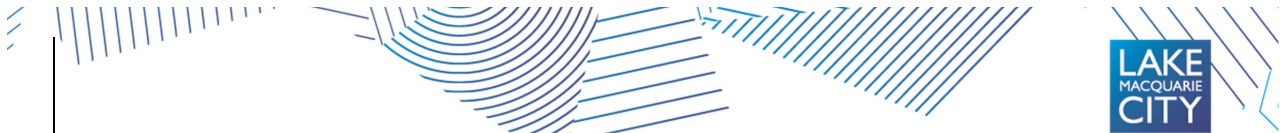
Travel expenses not paid by Council

- 5.17 Council will not pay any traffic or parking fines or administrative charges for road toll accounts.
- 5.18 Councillors seeking to extend their travel while on a Council business trip must notify the Chief Executive Officer (general manager) prior to making arrangements. Councillors will be responsible for all expenses associated with the extension of travel.
- 5.19 Council recognises that in the majority of cases it is easier to arrange for travel and accommodation for Councillors and accompanying persons at the same time. If a Councillor chooses to bring someone on Council arranged travel, the Councillor must make the appropriate payments to reimburse the costs upon confirmation of arrangements.

Accommodation and meals and incidental travel expenses

- 5.20 In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, the Chief Executive Officer (general manager) may approve reimbursement of costs for accommodation and meals on the night before or after the official business meeting. This includes where a meeting the official business finishes later than 9.00pm or starts earlier than 7.00am and the Councillor lives more than 100 kilometres from the meeting location.
- 5.21 Council will reimburse costs for accommodation and meals and reasonable incidental expenses while Councillors are undertaking prior approved travel or professional development outside the Hunter region.
- 5.22 The daily limits for accommodation and meal expenses within Australia are to be at the rates set out at Appendix IV.
- 5.23 When travelling under clause 5.20 or 5.21 Councillors may seek reimbursement for meals and reasonable incidental travel expenses, up to the limits set out at Appendix IV, when supported by tax invoices and receipts.

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Payment of Councillor Fees, Expenses and Provision of Facilities to Councillors

5.2~~43~~⁴⁴ The Chief Executive Officer (general manager) may approve an increase or variation to daily limits for accommodation and meal expenses at any time, where ~~he or she is~~^{they are} satisfied that this is reasonable and in the interests of Council.

5.2~~54~~⁵⁵ Council will not reimburse costs for accommodation and/or meal/s in circumstances where the accommodation and/or meal/s are included in, or paid by Council, as part of a conference ticket.

5.2~~65~~⁶⁶ The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the Chief Executive Officer (general manager), being mindful of clauses 5.22-5.24~~5~~.

5.2~~76~~⁷⁷ Councillors will not be reimbursed for alcoholic beverages.

Refreshments for Council-related meetings

5.2~~87~~⁸⁸ Appropriate refreshments will be available for Council meetings, Council Standing Committee meetings, Councillor briefings, approved meetings and engagements, and official Council functions as approved by the Chief Executive Officer (general manager).

5.2~~98~~⁹⁹ As an indicative guide for the standard of refreshments to be provided at Council-related meetings, the Chief Executive Officer (general manager) must be mindful of the reasonable meal expenses amounts ~~set out at~~^{factored into} Appendix IV.

Professional development

5.3~~029~~³⁰ Council is committed to an induction and ongoing professional development program for the Mayor and Councillors to ensure they can fulfil their statutory roles and responsibilities.

5.3~~10~~¹¹ The Chief Executive Officer (general manager) has overall responsibility for Council's induction and professional development program.

5.3~~24~~²⁵ Professional development activities that require Council funds are to be approved in advance by the Chief Executive Officer (general manager) in accordance with this policy.

Induction

5.3~~32~~³³ Council will, in the first few months of a Council term, provide a comprehensive induction program for new and returning Councillors and a supplementary program for the Mayor to ensure they are provided the information they need to effectively fulfil their roles. Development of the induction program will consider the guidelines issued by the Office of Local Government under section 23A of the Act. The cost of the induction program will be in addition to the ongoing professional development funding.

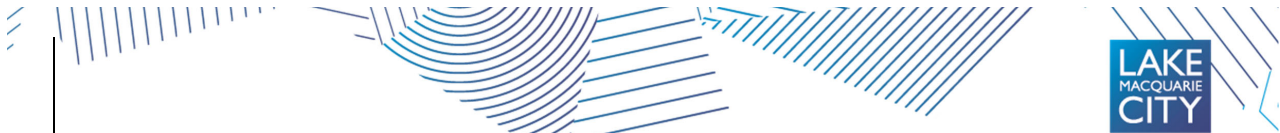
Ongoing professional development

5.3~~43~~⁴⁴ The Chief Executive Officer (general manager) will consult with the Mayor and each Councillor in delivering an ongoing professional development program. The program will identify professional development activities in which the Mayor and each Councillor will participate in to address any capabilities (including knowledge, skills and attributes) needed to effectively fulfil their role. A program will be developed for a term and reviewed annually.

5.3~~54~~⁵⁵ Professional development activities will, wherever possible, follow the 70/20/10 principle. The 70/20/10 principle requires that:

- (a) 70 per cent of learning activities are provided via learning and developing from experience – for example, on-the-job training, self-directed learning, developmental roles, problem solving, exposure and practice
- (b) 20 per cent of learning activities are provided via learning and training through others – for example, personal or professional networks, coaching, mentoring, or feedback

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Payment of Councillor Fees, Expenses and Provision of Facilities to Councillors

- (c) 10 per cent of learning activities are provided via learning and developing through structured programs – for example, training courses, external or in-house workshops, seminars, webinars and other e-learning and briefing sessions conducted by the council, external training providers or industry bodies.

5.365 The program will include:

- (a) core professional development activities for the Mayor and all Councillors, which are identified and approved by the Chief Executive Officer (general manager) as being relevant to address required capabilities for all Councillors
- (b) individual professional development activities, such as training or education courses approved for an individual Councillor to address capabilities needed to effectively fulfil their role.

5.376 Professional development activities will be prioritised according to need and approved by the Chief Executive Officer (general manager) where Council funds are required in accordance with this policy.

5.387 Council will pay up to ~~\$40,000~~ 12,500 per Councillor per term to support approved individual professional development activities of the Mayor and Councillors. Expenditure will be monitored on a regular basis. This cost is in addition to funding for core professional development activities under clause 5.365(a).

5.398 Approval for professional development activities is subject to a prior written request to the Chief Executive Officer (general manager) outlining:

- (a) the details of the proposed professional development
- (b) the relevance to Council priorities and business
- (c) the relevance to the exercise of the Councillor's civic duties.

5.4039 In assessing a Councillor request for a professional development activity, the Chief Executive Officer (general manager) must consider the factors outlined in the above clause, as well as the cost of the professional development in relation to the Councillor's remaining budget.

5.416 Council staff will arrange and pay for all bookings and reservations associated with Councillors' attendance at approved professional development and training, including related travel and accommodation, up to the limit outlined in clause 5.387 of this policy.

5.424 Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.

5.43 Applications for payment of annual membership fees (for example Australian Institute of Company Directors) must be submitted before renewal date to ensure sufficient budget is available, applications cannot be backdated.

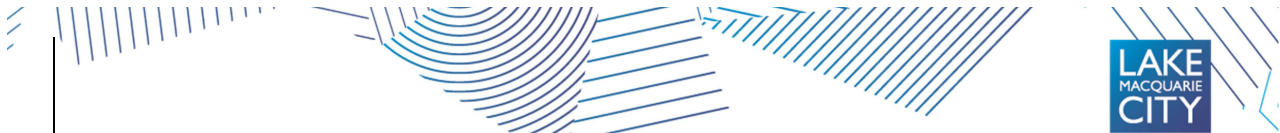
5.442 The Mayor and Councillors are expected to complete approved professional development activities.

Australian Institute of Company Directors course

5.453 Council will pay expenses, from within the limit in clause 5.38 of this policy, to complete the Australian Institute of Company Directors (AICD) course (or equivalent type learning opportunity).

5.465 Approval must be sought prior to enrolling in the AICD course in accordance with clause 5.39. The Mayor and Councillors are required to provide Council with evidence of successful completion of the course.

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Payment of Councillor Fees, Expenses and Provision of Facilities to Councillors

~~5.476~~Council will seek reimbursement in accordance with clause 10.14, if the Mayor or Councillor does not successfully complete the course, at the determination of the Chief Executive Officer (general manager).

Conferences and seminars

~~5.483~~Council is committed to ensuring its Councillors are up to date with contemporary issues facing Council, the community, and local government in NSW.

~~5.494~~Council will pay expenses up to ~~\$10,000~~12,500 per Councillor per Council term to facilitate Councillor attendance at approved conferences and seminars.

~~5.450~~50 The limit under the above clause applies to expenses other than those relating to attendance at the Local Government NSW Annual Conference and/or the National General Assembly in accordance with clause 5.5~~27~~.

~~5.4651~~ Approval to attend a conference or seminar is subject to the following arrangements:

- (a) a written request to be submitted to the Chief Executive Officer (general manager)
- (b) conferences or seminars requiring more than two nights' accommodation must be authorised by way of a formal resolution of an Ordinary Meeting of Council
- (c) for conferences or seminars held for a period less than two days, approval must be given jointly by the Mayor and the Chief Executive Officer (general manager), in writing.

~~5.4752~~ In assessing a Councillor request, the approval authority must consider factors including the:

- (a) relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties
- (b) cost of the conference or seminar in relation to the Councillor's total remaining budget indicated under 5.49 of this Policy.

~~5.4853~~ Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the Chief Executive Officer (general manager), subject to the maximum limits under clauses 5.2, 5.7 and/or ~~5.4449~~ as applicable. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to clauses 5.22 to 5.2~~65~~.

~~5.4954~~ Council staff will make arrangements and organise payment for all bookings and reservations associated with Councillors' attendance at approved conferences or seminars, including related travel and accommodation.

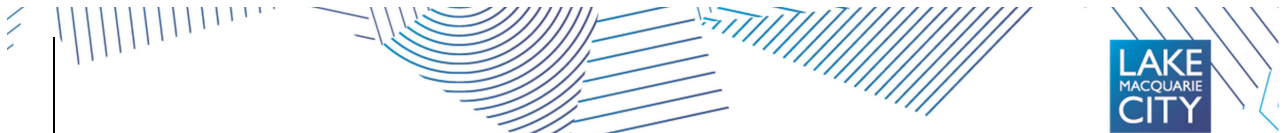
~~5.505~~After returning from an approved conference or seminar, Councillors must provide an information report as soon as practicable to be presented to an Ordinary Council meeting on the aspects of the conference relevant to Council business and/or the community. If two or more Councillors attend the same event, only one report is required to be submitted.

~~5.546~~The number of instances of Councillor non-attendance at approved conferences, that have not been notified to the Chief Executive Officer (general manager) prior to the event, will be included in Council's Annual Report.

Attendance at the Local Government NSW Annual Conference ~~and/or~~ the National General Assembly

~~5.527~~Council will pay the following expenses, up to a maximum of \$20,000 for total Council representation per conference per year, for the Mayor and Councillors nominated by the Council to attend the Local Government NSW Annual Conference and/or the National General Assembly:

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Payment of Councillor Fees, Expenses and Provision of Facilities to Councillors

- (a) travel, accommodation, food and beverage costs that are considered appropriate by the Chief Executive Officer (general manager)
- (b) registration for the conference delegate and the delegate's accompanying person
- (c) tickets to the official dinner for the conference delegate and the delegate's accompanying person.

Sitting fees

5.58 Councillors may be appointed to sit on Boards of Management, Advisory Committees or Regional Panels as part of their duties as a Councillor. Sitting fees may be applicable and will be paid in accordance with relevant advice.

5.59 For Councillors appointed to a Regional Planning Panel (the Hunter and Central Coast Regional Planning Panel):

- a) Council will pay up to the amount indicated in Appendix IV of this Policy for remuneration for Councillor membership in accordance with advice from the Department of Planning and Environment.
- b) Council will pay up to the meeting rate indicated in Appendix IV for business that is undertaken outside of meetings. These fees will be indexed annually.
- c) The meeting rate in Appendix IV is inclusive of all work a panel member does for a meeting, including preparation, site visits, the meeting itself and any deliberation and voting by the panel on matters considered at the meeting once the meeting is closed.
- d) The hourly rate for this item in Appendix IV applies to any business such as electronic determinations that the panel conducts that is not connected to one of its meetings.

5.60 Councillors that are panel members are also entitled to their reasonable travel expenses in accordance with clause 5.2 of this policy.

Information and communications technology (ICT) expenses

Mobile phone and computing devices and related equipment

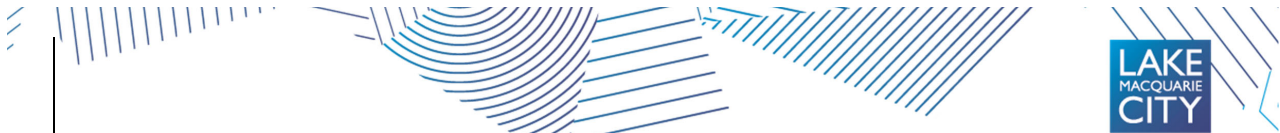
5.5361 Council will provide or reimburse Councillors for expenses, including reasonable repair, replacement or maintenance, up to a limit of ~~\$40,000~~ **11,500** per term for each Councillor that are associated with mobile phone and computing devices and related equipment, including software and applications.

5.5462 Council will supply a 'standard kit' to Councillors if requested by a Councillor, within the above maximum limit. The Chief Executive Officer (general manager) will determine the standard kit required to support the Councillor requirements. Council staff will fully support items from the standard kit. The current standard kit contains a laptop, iPad for reviewing digital business papers and iPhone. Council may vary the standard equipment from time to time in accordance with organisational technology changes.

5.5563 Alternatively, if Councillors choose to select and purchase their own devices, Councillors will be responsible for costs in excess of the maximum amount under clause ~~5.6153~~ **5.6153**. The maximum amount under clause ~~5.6153~~ **5.6153** is to be reduced by expenses incurred by Council under that clause during the Council term. If Councillors purchase their own device and software, they do so with the understanding that Council staff will not service or support the device or software including licences.

5.5664 Reimbursements will be made only for devices and services used for Councillors to undertake their civic duties, such as:

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external ~~Payment of Councillor Fees, Expenses and Provision of Facilities to Councillors~~

- (a) receiving and reading Council business papers
- (b) relevant phone calls and correspondence
- (c) diary and appointment management.

5.6557 All items paid for in full by Council will be recorded as Council property and must be returned at the end of the term, unless purchased in accordance with this policy.

5.6658 At the end of a Council term, Councillors may request to purchase the equipment at market price as determined by the Chief Executive Officer (general manager).

Mobile phone services and internet

5.6759 Council will arrange and pay for a mobile phone plan for each Councillor, including calls, communications and data package, for Council business up to a value of up to \$100* per month for Councillors (other than the Mayor), or up to \$200* per month for the Mayor.

5.6890 Council will arrange and pay for additional international roaming charges associated with the mobile phone plan where the Councillor is travelling on Council business. International roaming is to be activated prior to international travel and removed upon the Councillor's return.

5.649 Where Councillors use a personal internet connection, Council will reimburse up to 50 per cent of their monthly access fees, with a limit of \$50-75* per month.

Home office and stationery expenses

5.6270 Each Councillor may be reimbursed up to a total limit of \$500* per year for all costs associated with the maintenance of a home office and stationery.

5.6371 Costs under the above clause include:

- (a) purchase of a paper shredder
- (b) printer ink cartridges
- (c) printer paper
- (d) postage stamps
- (e) other minor items of consumable stationery
- (f) printed Christmas or festive cards.

5.6472 Councillors are to purchase these items, then submit a reimbursement claim form, with a copy of the tax receipt, to receive reimbursement.

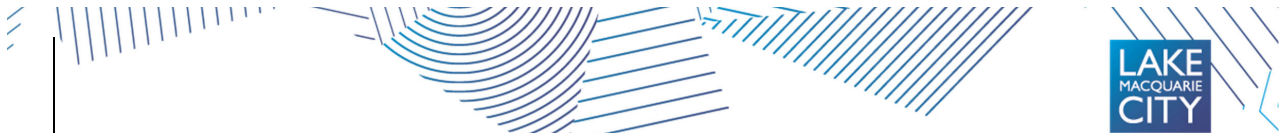
5.6573 In addition to the above, Council will provide the following to Councillors each year:

- (a) access to electronic Councillor letterhead, to be used only for correspondence associated with civic duties
- (b) business cards – ~~one box containing~~ up to 250-500 printed cards per year
- (c) access to electronic Council-branded Christmas or festive message

5.6674 In addition to the above, if requested, Council will ~~reimburse~~ provide Councillors ~~for~~ an online subscription to ~~two-three~~ of the following newspapers or an equivalent alternative:

- (a) Newcastle Herald
- (b) Sydney Morning Herald

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Payment of Councillor Fees, Expenses and Provision of Facilities to Councillors

(c) Australian Financial Review

(d) The Australian.

5.675 Council may arrange and pay corporate online subscriptions which are available to Councillors as determined by the Chief Executive Officer (general manager).

5.6876 All tangible items for which Council has paid in full are to remain the property of Council.

Special requirement and carer expenses

5.6977 Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible and inclusive, including provision for sight or hearing impaired Councillors and those with other disabilities.

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

5.749 In addition to the provisions above, the Chief Executive Officer (general manager) may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.

5.7280 Councillors who are the primary carer of a child or other elderly, disabled and/or sick member of the Councillor's immediate family will be entitled to reimbursement of carer's expenses up to a maximum of \$6,000* per year for attendance at official business and core professional development activities under clause 5.365(a), including reasonable travel from the principal place of residence.

5.7381 Council will reimburse the costs associated with carer's expenses for up to one hour before and one hour after these events, upon presentation of a receipt addressed to the Councillor within three months of the event.

5.7482 Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative. Council will reimburse charges in accordance with those recommended by Lake Macquarie Family Day Care less any Child Care Benefits Subsidies paid by the Federal Government or other third parties.

5.7583 In the event of caring for an adult person, Councillors will need to provide suitable evidence to the Chief Executive Officer (general manager) that reimbursement is applicable. This may take the form of advice from a medical practitioner.

Local community function expenses

5.7684 Council will pay or reimburse the cost of attendance by Councillors at local business, community, and non-Council functions when it is relevant to Council's interest. Council will only pay or reimburse the cost of the ticket or registration fee, up to \$200* per event.

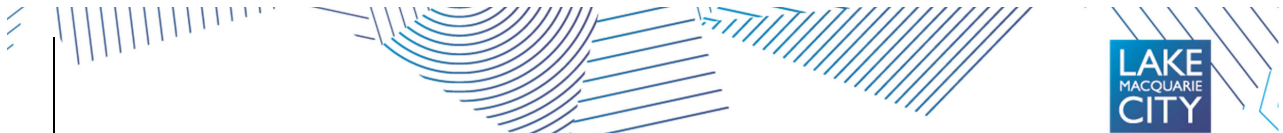
Accompanying person expenses

5.7785 Council will not meet costs associated with an accompanying person when the Mayor or Councillors are performing official functions, except in the circumstances set out in clauses 5.5752, 5.8678 and 5.8779.

5.7886 For the Mayor and Councillors, Council will pay or reimburse the cost of the ticket for an accompanying person to official Council functions events or functions as defined in Appendix II within Lake Macquarie City that are of a formal and ceremonial nature up to the cost of \$150-200* per person, per event.

5.7987 For the Mayor, Council will pay or reimburse the cost of the ticket for an accompanying person to attend an official Council event or function or carry out an official ceremonial duty while

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external **Payment of Councillor Fees, Expenses and Provision of Facilities to Councillors**

accompanying the Mayor outside the city but within the state up to the cost of \$250* per person, per event. This also applies to the Deputy Mayor or a Councillor, when ~~he or she is~~ they are formally representing the Mayor.

6 Insurances

6.1 Council's insurance policies cover Councillors in the following manner:

- (a) public liability (for matters arising out of Councillors' performance of their civic duties and/or exercise of their Council functions)
- (b) professional indemnity (for matters arising out of Councillors' performance of their civic duties and/or exercise of their Council functions)
- (c) personal injury while on Council business. Workers compensation arrangements do not apply to Councillors.

6.2 Travel insurance for approved interstate and overseas travel on Council business. The insurance covers weekly benefits (injury), non-Medicare medical expenses and out-of-pocket expenses, overseas medical and additional expenses, baggage and personal effects, personal money, traveller's cheques, credit cards, personal liability, kidnap ransom and extortion, loss of travel deposit, and refund of excess following collision or theft.

6.3 If a Councillor is involved in a motor vehicle accident, or notices damage to a Council vehicle prior to, during, or after use, they are responsible for reporting the damage to Council's Incident Hotline on 4921 0650. The custodian of the vehicle at the time of an incident must complete any subsequent insurance claim form.

6.4 For limitations on coverage, refer to the Office of Local Government - Guidelines for the payment of expenses and the provision of facilities for Mayor and Councillors in NSW, issued under section 23A of the Act.

7 Legal assistance

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

- (a) a Councillor defending an action arising from the performance in good faith of a function under the *Local Government Act 1993* provided that the outcome of the legal proceedings is favourable to the Councillor
- (b) a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor
- (c) a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.

7.2 In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the Chief Executive Officer (general manager) to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.

7.3 Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of ~~their~~ his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during ~~his or her~~ their term in

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external ~~Payment of Councillor Fees, Expenses and Provision of Facilities to Councillors~~

office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.

7.4 Council will not meet the legal costs:

- (a) of legal proceedings initiated by a Councillor under any circumstances
- (b) of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
- (c) for legal proceedings that do not involve a Councillor performing their role as a Councillor.

7.5 Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

PART C - Facilities

8 General facilities for Councillors

Facilities

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

- (a) access to shared car parking spaces while attending Council offices on official business
- (b) personal protective equipment for use during site visits
- (c) a name badge which may be worn at official functions, indicating that the wearer holds the office of a Councillor and/or Mayor or Deputy Mayor
- (d) the ~~Mayor's Ante~~Councillors' Room to share as a common working space for Councillors
- (e) ~~access to a fully serviced and maintained~~ motor vehicle, ~~from Council's pool of vehicles, to share use~~ for Council business. Only Councillors or staff members are to operate this vehicle ~~when booked for Councillor use~~. The Councillor using the vehicle is responsible for all traffic or parking fines while travelling in the Council vehicle.
- (f) upon request, the following items, per Councillor, per term: one dress shirt, one spray jacket and one hat.

8.2 Councillors may book meeting rooms for official business of Lake Macquarie City Council in the Administrative Centre at no cost. Rooms may be booked through the Council ~~Business Support Administration Officer~~ Liaison team or the Mayor's Executive Administrator.

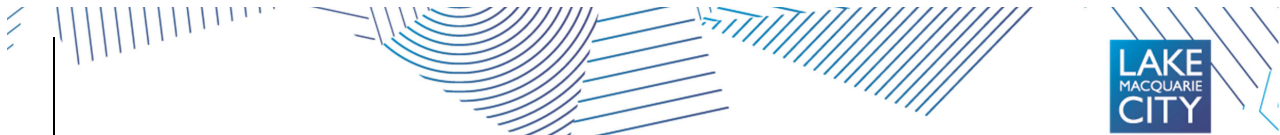
8.3 The provision of facilities will be of a standard deemed by the Chief Executive Officer (general manager) as appropriate for the purpose.

Administrative support

8.4 Council will provide reasonable administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by the Mayor's Executive Administrator, Council ~~Business Support Administration Officer~~ Liaison team or by a member of Council's administration staff as arranged by the Chief Executive Officer (general manager).

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

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Payment of Councillor Fees, Expenses and Provision of Facilities to Councillors

9 Additional facilities for the Mayor

- 9.1 Council will provide to the Mayor a fully serviced and maintained vehicle. The vehicle will be supplied for use on business and professional development.
- 9.2 The Mayor will reimburse Council a contribution of \$50 per week for the cost of private travel undertaken using the Mayoral vehicle (in accordance with Council's Executive Vehicles Private Use Contributions Methodology).
- 9.3 A parking space at Council's offices will be reserved for the Mayor's Council-issued vehicle for use on official business, professional development and attendance at the Mayor's office.
- 9.4 Council will provide the Mayor with a furnished office incorporating a computer configured to Council's standard operating environment, telephone and meeting space.
- 9.5 In performing his or her civic duties, the Mayor will be assisted by a small number of staff providing administrative and secretarial support, as determined by the Chief Executive Officer (general manager). The number of staff provided to directly support the Mayor will be 2.5 full-time equivalents. Additional resources may be provided if required, to respond to specific issues as determined by the Chief Executive Officer (general manager) in consultation with the Mayor.
- 9.6 Staff in the Mayor's office are expected to work on official Council business only, and not for matters of personal or political interest, including campaigning.

PART D - Processes

10 Approval, payment and reimbursement arrangements

- 10.1 Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- 10.2 Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 10.3 Council staff are empowered to question or refuse a request for payment from the Mayor or a Councillor when it does not accord with this policy.
- 10.4 Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
 - (a) local travel relating to the conduct of official business
 - (b) carer costs
 - (c) ICT expenditure.
- 10.5 Final approval for payments made under this policy will be granted by the Chief Executive Officer (general manager) or their delegate.

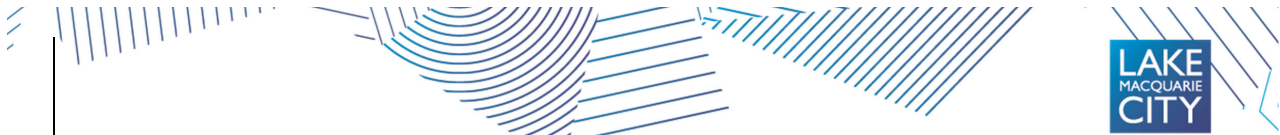
Direct payment

- 10.6 Council may approve and directly pay expenses. Requests for direct payment must be submitted to the Chief Executive Officer (general manager) or their delegate for assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

Reimbursement

- 10.7 All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the Chief Executive Officer (general manager) or their delegate.

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Payment of Councillor Fees, Expenses and Provision of Facilities to Councillors

Advance payment

- 10.8 If requested, Council may pay a cash advance for Councillors attending approved conferences, seminars or professional development so long as this falls within the maximum limit for the relevant expense.
- 10.9 The maximum value of a cash advance is \$150 per day of the conference, seminar or professional development.
- 10.10 Requests for advance payment must be submitted to the Chief Executive Officer (general manager) for assessment against this policy using the prescribed form with sufficient information and time to allow for the claim to be assessed and processed.
- 10.11 Councillors must fully reconcile all expenses against the cost of the advance within one month of incurring the cost and/or returning home. This includes providing to Council:
- (a) a full reconciliation of all expenses including appropriate receipts and/or tax invoices
 - (b) reimbursement of any amount of the advance payment not spent in attending to official business or professional development.

Notification

- 10.12 If a claim is approved, Council will make payment directly or reimburse the Councillor through accounts payable.
- 10.13 If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.**

Reimbursement to Council

- 10.14 If Council has incurred an expense on behalf of a Councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:
- (a) Council will invoice the Councillor for the expense
 - (b) the Councillor will reimburse Council for that expense within 14 days of the invoice date.
- 10.15 If the Councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the Chief Executive Officer (general manager). The Chief Executive Officer (general manager) may elect to deduct the amount from the Councillor's allowance.

Timeframe for reimbursement

- 10.16 Unless otherwise specified in this policy, Councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

11 Disputes

- 11.1 If a Councillor disputes a determination under this policy, the Councillor should discuss the matter with the Chief Executive Officer (general manager).
- 11.2 If the Councillor and the Chief Executive Officer (general manager) cannot resolve the dispute, the Councillor may submit a notice of motion to a Council meeting seeking to have the dispute resolved.

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Payment of Councillor Fees, Expenses and Provision of Facilities to Councillors

12 Return or retention of facilities

- 12.1 All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.
- 12.2 Should a Councillor desire to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the Chief Executive Officer (general manager) to purchase any such equipment. The Chief Executive Officer (general manager) will determine an agreed fair market price or written down value for the item of equipment.
- 12.3 Mobile phone and computing devices will be cleansed to remove Council systems, data and accounts and removed from any Council use software subscriptions, prior to private use. Councillors are responsible for extraction of personal data and accounts stored or setup for devices or on Council accounts.
- 12.4 The prices for all equipment purchased by Councillors under the above clause will be recorded in Council's annual report.

13 Publication

- 13.1 This policy will be published on Council's website.

14 Reporting

- 14.1 Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.
- 14.2 A summary of expenses and facilities provided to Councillors will be published in Council's annual report.

15 Auditing

- 15.1 The operation of this policy, including claims made under the policy, will be included in Council's internal audit program and an audit undertaken at least once during a Council term.

16 Breaches

- 16.1 Suspected breaches of this policy are to be reported to the Chief Executive Officer (general manager).
- 16.2 Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

PART E – Appendices

Appendix I: Related legislation, guidance and policies

Relevant legislation and guidance:

- *Local Government Act 1993*, sections 252 and 253
- *Local Government (General) Regulation 2021*, clauses 217 and 403
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009
- Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities
- Local Government Circular 05-08 legal assistance for Councillors and Council Employees

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external **Payment of Councillor Fees, Expenses and Provision of Facilities to Councillors**

- Councillor Induction and Professional Development Guidelines, 2019

Related Council policies:

- Code of Conduct for Councillors

Appendix II: Definitions

The following definitions apply throughout this policy.

Term	Definition
accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a Councillor
appropriate refreshments	Means food and beverages, excluding alcohol, provided by Council to support Councillors undertaking official business
Act	Means the <i>Local Government Act 1993</i> (NSW)
clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct adopted by Council or the Model Code if none is adopted
Councillor	Means a person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the Mayor
General Manager	Means the general manager/CEO of Council and includes their delegate or authorised representative
incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
<u>incidental travel expenses</u>	<u>Reasonable out of pocket expenses may include refreshments, internet charges, laundry and dry cleaning. Council will not reimburse alcoholic beverages.</u>
immediate family	In relation to a Councillor, means a: <ol style="list-style-type: none"> spouse de facto partner child parent grandparent grandchild sibling a child, parent, grandparent, grandchild or sibling of the Councillor's spouse or de facto partner
long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle
maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in Appendix III <u>IV</u> where applicable
National General Assembly	Means the National General Assembly of Local Government, organised annually by the Australian Local Government

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external **Payment of Councillor Fees, Expenses and Provision of Facilities to Councillors**

	Association
NSW	New South Wales
official business	Means functions that the Mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for Council or result in a direct benefit for Council and/or for the local government area, <u>and includes, This includes, but is not limited to:</u> <ul style="list-style-type: none"> meetings of Council and committees of the whole meetings of committees facilitated by Council civic receptions hosted or sponsored by Council meetings, functions, workshops and other events to which attendance by a Councillor has been requested or approved by Council meetings and inspections with Council staff including those required to respond to residents' enquiries or requests authorised conferences, seminars and training Hunter Regional Planning Panel and/or formal facilitation sessions official meetings of external organisations where the Councillor is an elected or appointed Council delegate or alternate delegate
<u>official event or function</u>	<u>Means civic receptions and events hosted or sponsored by Council where Councillor attendance is required as indicated by receipt of an invitation with designated official duties from Council officers (does not include event notifications sent for information purposes or general event invitations)</u>
primary carer	Means the person who most meets the needs of the child or adult person requiring care
professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a Councillor or the Mayor
Regulation	Means the <i>Local Government (General) Regulation 2021</i> (NSW)
term	Means a four-year Council term, commencing on the day of the first declaration of ordinary elections and ending on the day appointed for the next ordinary elections, in accordance with the <i>Local Government Act 1993</i>
year	Means the financial year, that is the 12-month period commencing on 1 July each year

Appendix III: Fees and superannuation

These items represent adoption by Council with regard to sections 248, 249 and 254B of the *Local Government Act 1993*.

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external **Payment of Councillor Fees, Expenses and Provision of Facilities to Councillors**

Payment	Maximum amount	Frequency
Mayor and Councillor Annual Fees	Highest amount payable to the Mayor and Councillors as set out in applicable Local Government Remuneration Tribunal Annual Determinations.	Fortnightly in advance
Superannuation contributions	Amount payable in accordance with Commonwealth superannuation legislation for Council employees	Fortnightly in advance

Appendix ~~III~~**V**: Summary of maximum amounts for expenses and facilities

The following summarises the main expenses and facilities provided under this policy. All monetary amounts are exclusive of GST.

For specific categories of expenses or facilities (indicated by an asterisk), the maximum amount is increased annually at a rate of 2.5 per cent.

Expense or facility	Maximum amount	Frequency
General travel expenses* <u>Refer to clause 5.1-5.5</u>	<u>2024-2025: \$2,000 per Councillor</u> <u>2025-2026: \$2,050 per Councillor</u> <u>2026-2027: \$2,101 per Councillor</u> <u>2027-2028: \$2,154 per Councillor</u> <u>2028-2029: \$2,208 per Councillor</u>	Per year
Interstate, overseas and long-distance intrastate travel expenses <u>Refer to clause 5.6-5.16</u>	<u>In accordance with required approval of Council resolution, up to:</u> <u>\$15,000 per Councillor</u> <u>\$30,000 for the Mayor</u> <u>Within Australia - \$15,000 per Councillor, in accordance with required approval</u> <u>Overseas – in accordance with a specific resolution of Council</u>	Per term
Council vehicle <u>Refer to clause 5.12</u>	One vehicle provided to the Mayor <u>Access to a pool vehicle for use by Councillors upon request</u>	Not relevant
Accommodation <u>and meals</u> <u>Refer to clause 5.20-5.27</u>	<u>Daily limits set out at Appendix IV, subject to variation by the Chief Executive Officer (general manager)</u> <u>Accommodation arrangements are to be made by Council staff in accordance with this policy. Where possible, accommodation will be booked within the vicinity of the event.</u> <u>Accommodation is to be at a reasonable rate.</u> <u>Reasonable rates are defined as:</u>	Per meal/night

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Payment of Councillor Fees, Expenses and Provision of Facilities to Councillors

Expense or facility	Maximum amount			Frequency
		Major city or area (inc. GST)	Regional area (inc. GST)	
	2024-2025	\$350	\$300	
	2025-2026	\$359	\$308	
	2026-2027	\$368	\$315	
	2027-2028	\$377	\$323	
	2028-2029	\$386	\$331	
	<p><u>Accommodation bookings will include room and parking only.</u></p> <p><u>The Chief Executive Officer (general manager) may approve claims for reimbursement beyond the above under clause 5.24. Where a claim is not deemed reasonable the Councillor is responsible for the excess amount.</u></p>			
<u>Meals and incidental expenses</u> <u>Refer to clause 5.20-5.27</u>	<p><u>2024-2025: up to \$150 per Councillor</u> <u>2025-2026: up to \$154 per Councillor</u> <u>2026-2027: up to \$158 per Councillor</u> <u>2027-2028: up to \$162 per Councillor</u> <u>2028-2029: up to \$166 per Councillor</u></p> <p><u>Only actual reasonable expenses will be reimbursed, when supported by tax invoices/receipts. Council will not pay or reimburse 'tips' or gratuities related to meal and drink purchases.</u></p> <p><u>The Chief Executive Officer (general manager) may approve claims for reimbursement beyond the above under clause 5.24. Where a claim is not deemed reasonable the Councillor is responsible for the excess amount.</u></p>			<u>Per day</u>
<u>Refreshments for Council-related meetings</u> <u>Refer to clause 5.28-5.29</u>	As approved by the Chief Executive Officer (general manager)			Per meeting
<u>Professional development</u> <u>Refer to clause 5.30-5.47</u>	\$10,000 <u>12,500</u> per Councillor			Per term
<u>Conferences and seminars</u> <u>Refer to clause 5.48-5.56</u>	\$10,000 <u>12,500</u> per Councillor			Per term
<u>Attendance at</u> <u>- Local Government NSW</u>	\$20,000 for total Council representation			Per conference

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
 Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Payment of Councillor Fees, Expenses and Provision of Facilities to Councillors

Expense or facility	Maximum amount	Frequency
Annual Conference, or - National General Assembly <u>Refer to clause 5.57</u>		
<u>Hunter and Central Coast Regional Planning Panel membership</u> <u>This includes payment of:</u> <ul style="list-style-type: none"> <u>remuneration for Councillor membership in accordance with advice from the Department of Planning, Housing and Infrastructure</u> <u>remuneration for business undertaken outside of meetings in relation to the role as a member.</u> <u>Refer to clause 5.59-5.60</u>	<u>\$600 per Councillor member (indexed annually)</u> <u>\$71 / hour (indexed annually)</u>	<u>Per meeting</u> <u>Per hour</u>
ICT expenses* (a) Mobile phone and computing devices and related equipment <u>Refer to clause 5.61-5.66</u>	\$10,000 <u>\$11,500</u> per Councillor	Per term
ICT expenses* (b) Mobile phone plan including calls and data for Council business (Council supplied) <u>Refer to clause 5.67-5.69</u>	<u>2024-2025: up to \$100 per Councillor</u> <u>2025-2026: up to \$103 per Councillor</u> <u>2026-2027: up to \$105 per Councillor</u> <u>2027-2028: up to \$108 per Councillor</u> <u>2028-2029: up to \$110 per Councillor</u> <u>2024-2025: up to \$200 for the Mayor</u> <u>2025-2026: up to \$205 for the Mayor</u> <u>2026-2027: up to \$210 for the Mayor</u> <u>2027-2028: up to \$215 for the Mayor</u> <u>2028-2029: up to \$221 for the Mayor</u>	Per month
ICT expenses* (c) Personal internet connection <u>Refer to clause 5.67-5.69</u>	<u>2024-2025: \$75</u> 50 <u>per Councillor</u> <u>2025-2026: \$77 per Councillor</u> <u>2026-2027: \$79 per Councillor</u> <u>2027-2028: \$81 per Councillor</u> <u>2028-2029: \$83 per Councillor</u>	Per month
Home office and stationery expenses (for purchase of items such as paper, shredder, Christmas cards)* <u>Refer to clause 5.70-5.72</u>	<u>2024-2025: \$500 per Councillor</u> <u>2025-2026: \$513 per Councillor</u> <u>2026-2027: \$525 per Councillor</u> <u>2027-2028: \$538 per Councillor</u> <u>2028-2029: \$552 per Councillor</u>	Per year
Carer expenses*	<u>2024-2025: \$6,000 per Councillor</u>	Per year

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Payment of Councillor Fees, Expenses and Provision of Facilities to Councillors

Expense or facility	Maximum amount	Frequency
Refer to clause 5.80-5.83	2025-2026: \$6,150 per Councillor 2026-2027: \$6,304 per Councillor 2027-2028: \$6,461 per Councillor 2028-2029: \$6,623 per Councillor	
Local community function expenses* Refer to clause 5.80-5.83	Cost of ticket or registration fee 2024-2025: up to \$150 <u>\$200</u> per event 2025-2026: up to <u>\$205</u> per event 2026-2027: up to <u>\$210</u> per event 2027-2028: up to <u>\$215</u> per event 2028-2029: up to <u>\$221</u> per event	Per event
Accompanying person expenses – <u>ticket for official event or function –</u> <u>Councillors*</u> Refer to clause 5.85-5.87	Cost of ticket for accompanying person for official Council event or function within Lake Macquarie City up to \$150 per person per event (for Councillors) 2024-2025: up to \$200 per person per event 2025-2026: up to \$205 per person per event 2026-2027: up to \$210 per person per event 2027-2028: up to \$215 per person per event 2028-2029: up to \$221 per person per event <u>*this limit excludes provisions under 5.527 of this policy</u>	Per event
Accompanying person expenses – <u>ticket for official event or function –</u> <u>Mayor*</u> Refer to clause 5.85-5.87	Cost of ticket for accompanying person for Mayor to attend official Council event or function within NSW up to \$250 per person per event 2024-2025: up to \$250 per person per event 2025-2026: up to \$256 per person per event 2026-2027: up to \$263 per person per event 2027-2028: up to \$269 per person per event 2028-2029: up to \$276 per person per event <u>*this limit excludes provisions under 5.527 of this policy</u>	Per event
Access to facilities to share as common Councillor working space Refer to clause 8.1	Provided to all Councillors	Not relevant
Reserved parking space at Council offices Refer to clause 8.1 and 9.3	Provided to the Mayor and Councillors	Not relevant
Furnished office Refer to clause 9.4	Provided to the Mayor	Not relevant
Appendix IV: Accommodation and meal rates	Accommodation arrangements are to be made by Council staff in accordance with this policy. Where possible, accommodation will be booked within the vicinity of the event. Accommodation is to be at a reasonable rate.	

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external ~~Payment of Councillor Fees, Expenses and Provision of Facilities to Councillors~~

	<p>Reasonable rates are defined as:</p> <ul style="list-style-type: none"> — up to \$350 (including GST) per night for a major city or area — up to \$300 (including GST) per night for regional areas. <p>Accommodation bookings will include room and parking only.</p>
Meals	<p>A Councillor may claim meal expense reimbursement in accordance with this policy.</p> <p>Only actual and reasonable costs will be reimbursed. Reasonable rates are defined as:</p> <ul style="list-style-type: none"> • up to \$35 (including GST) for breakfast • up to \$30 (including GST) for lunch • up to \$50 (including GST) for dinner. <p>Council will not pay or reimburse 'tips' or gratuities related to meal and drink purchases.</p> <p>The Chief Executive Officer (general manager) may approve claims for reimbursement beyond the above under clause 4.23. Where a claim is not deemed reasonable the Councillor is responsible for the excess amount.</p>

Objectives

~~The objectives of this policy are to:~~

- ~~(a) enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties~~
- ~~(b) enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties~~
- ~~(c) ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors~~
- ~~(d) ensure facilities and expenses provided to Councillors meet community expectations~~
- ~~(e) support diversity of representation~~
- ~~(f) fulfil Council's statutory obligations.~~

Review and Evaluation

~~This policy will be reviewed at least once in each Council term in accordance with legislative requirements.~~

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external **Payment of Councillor Fees, Expenses and Provision of Facilities to Councillors**

Controlled Document Information

Authorisation Details

Folder No:	F2005/02168-002	TRIM Record No:	D11798022
Audience:	External - Councillors		
Department:	Communications & Corporate Strategy	Officer:	Councillor Services Coordinator (Election and Induction) – Shinead Taylor-Ho
Key focus area(s):	Shared Decision Making		
Review Timeframe: Max < 4 years	4 years	Next Scheduled Review Date:	Before 9 September 2029
Authorisation:			
Authorisation - Council Adoption Date:			

Related Document Information, Standards & References

Related Legislation:	Local Government Act 1993 sections 23A, 252, 253, 254 and 418 Local Government (General) Regulation 2021 clause 217 and 403	(Relationship/Context) Identifies requirements and contents of the policy, exhibition requirements, and reporting requirements
Related Policies (Council & Internal):	Code of Conduct for Councillors – Council Policy	Use of Council Resources
Related Procedures, Guidelines, Forms, WHS Modules/PCD's, Risk Assessments, Work Method Statements:	Council Business Support Functions - Procedure	Identifies the procedure and requirements for arranging accommodation and travel for Councillors and processing claims for reimbursements
Standards COP's & Other References	The Office of Local Government – Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW	Provides Guidelines and explanation relating to the payment of expenses and provision of facilities for Mayors and Councillors in NSW

Definitions

Term / Abbreviation	Definition
Council	Lake Macquarie City Council

Consultation (update for each version created)

Key Departments, Teams, Positions, Meetings:	Legal, Financial Services, Business -Information Technology Solutions , Council Liaison , Business Support Executive and Executive Support , Arts Culture Tourism, Community Partnerships , Integrity and Risk , and Internal Auditor
----------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external **Payment of Councillor Fees, Expenses and Provision of Facilities to Councillors**

Version History

Version No	Date Changed	Modified By	Details and Comments
0	11/07/2005	G. Brown	General Review and update
1	24/10/2005	G. Brown	New Template and links to SafeTsmart
2	28/03/2006	L. Linstead	Added new clause authorising Councillors to claim reimbursement for local functions. Edited insurance section, and changed overall format.
3	27/11/2006	L. Linstead	Reviewed the policy against new guidelines from Department of Local Government. Changed the title and added new allowable expense types, limits, and procedural requirements.
4	27/11/2007	L. Fitton	Reviewed the policy against the guidelines from Department of Local Government
5	18/11/2008	G. Brown	Annual Review – minor amendments to the provision of travel expenses local, and parking spaces for Councillors. Council Resolution – 10/11/2008
6	17/09/2010	G. Brown	Annual Review – changes to vehicle rate per kilometre, minor amendments to wording, travel overseas, travel expenses and personal benefit.
7	28/11/2011	T. de Boer	Annual Review – changes to vehicle rate per kilometre, changes to template
8	14/03/2013	L. Crowe	Annual Review – minor amendments to wording, inclusion of <i>Professional Development</i> section, updates to Provision of Facilities, Equipment, and Services section concerning Information Technology equipment provided by Council, changes to Internet Access options, changes to meals provided at Committee Meeting evenings and inclusion of <i>Vehicle – other</i> to cover the purchase of Bluetooth devices for Councillor vehicles.
9	08/10/2014	R. Hamilton	Annual Review – Amendments to wording, conditions and rates, including; Change from Council policy adoption to Council Resolutions for Insurance expenses and obligations. Change from Council Resolution to Council policy adoption for Travel Expenses – Local and Travel Expenses – Interstate. Updated additional information for Insurance, Expenses and Obligations. Merged Seminars, Conferences and Training into one aligned policy and elaborated on the Council payment procedure. Removal of the reimbursement of landlines as Councillors have Council owned mobile phones and elaborated on monthly reimbursement process. Removed Training and Education Expenses and merged with Seminars, Conferences and Training. Updated kilometre reimbursement for Travel Expenses – Local and Travel Expenses – Interstate to align with the NSW Local Government State Award, also added a clause to include private benefit by way of loyalty programs and travel bonuses not permitted, change to the process of travel bookings.
10	27/10/2015	R. Hamilton	Annual Review – minor amendments to wording and formatting to sections including: <i>Policy Objectives</i> - minor wording amendment Addition of titles at the top of each tables on each page <i>Travel Expenses – local</i> – changed date to show current vehicle allowance rates have been checked against the current rates determined in the Local Government (State) Award <i>Travel Expenses – interstate</i> - changed date to show current vehicle allowance rates have been checked determined in the Local Government (State) Award <i>Kilometres – use of private vehicles</i> - changed date to show current vehicle allowance rates have been checked determined in the Local Government (State) Award <i>Controlled document information</i> – amended related policy and procedure document names to reflect current versions.
11	24/02/17	K. McNaughton	Within 12 months of Local Government Review – minor amendments to

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



Policy - external Payment of Councillor Fees, Expenses and Provision of Facilities to Councillors

Version No	Date Changed	Modified By	Details and Comments
			wording and formatting to sections including: <i>Statement on Scope</i> <i>Travel Expenses – local</i> – changed date to show current vehicle allowance rates have been checked against the current rates determined in the Local Government (State) Award <i>Travel Expenses – interstate</i> - changed date to show current vehicle allowance rates have been checked against the current rates determined in the Local Government (State) Award <i>Kilometres – use of private vehicles</i> - changed date to show current vehicle allowance rates have been checked against the current rates determined in the Local Government (State) Award Updated information to insurances and obligations, electronic device and telephone call charges Addition of provision of paper shredder and Bluetooth hands free device <i>Controlled document information</i> – amended related policy and procedure document names to reflect current versions.
12	25/05/2020	L. Cousins	Substantial re-write of policy to reflect Office of Local Government's Better Practice template for Councillor expenses and facilities policy (June 2017) and Office of Local Government's Induction and Professional Development Guidelines (Dec 2018).
13	25/07/2022	L Cousins	Policy review within 12 months of December 2021 local government elections. Included amendments to IT and home office and stationery expenses. Inserted provision to allow Councillors to request to forego all or part of their annual fee in exchange for Council making contributions to a complying superannuation fund on their behalf.
14		<u>S Taylor-Ho</u>	<u>Policy review within 12 months of September 2024 local government elections. Inclusion of annual fees and superannuation and subsequent update to policy title. Updated limits and indexing applied for the term of Council. Addition of sitting fees for Regional Planning Panel. Minor administrative updates to clarify practice. Removal of reference to Council staff as this policy only applies to Councillors, and a separate, standalone Work-related Travel Policy and Procedure applies to Council staff.</u>

This is a controlled document. Before using this document, ensure it is the latest version by checking it on Council's website.
Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.