



**GEORGES  
RIVER  
COUNCIL**

**MAYOR AND COUNCILLORS  
EXPENSES AND FACILITIES  
POLICY**

*May 2018*

## POLICY ADMINISTRATION

<b>Dates</b>	Policy approved 28 May 2018 Policy is due for review by September 2021
<b>Approved by</b>	Council Meeting 28/05/2018 Council Resolution CCL025-18
<b>Exhibition Period</b>	06/04/2018 to 04/05/2018
<b>Policy Owner</b>	Executive Manager, Office of the General Manager
<b>Related Documents</b>	Local Government Guidelines for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors in NSW (Office of Local Government) Local Government Circular 05-08 Legal Assistance for Councillors and Council Employees Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities Georges River Council's Code of Conduct ICAC Publication 'No Excuse for Misuse of Council Resource', 2008 Georges River Council Drug and Alcohol Policy Georges River Council Sister City Policy
<b>References &amp; Legislation</b>	Local Government Act, 1993 (S.252-254) Local Government (General) Regulation 2005 Office of Local Government Model Code of Conduct for Local Councils in NSW
<b>Document Identifier</b>	Policy #: Pol-026.04 Doc #: D17/120169
<b>Breaches of Policy</b>	Breaches of any policy will be dealt with and responded to in accordance with adopted codes and/or relevant legislation.
<b>Record Keeping</b>	All documents and information obtained in relation to the implementation of this policy will be kept in accordance with the NSW State Records Act 1998, Georges River Council's Corporate Records Policy and adopted internal procedures.

## TABLE OF CONTENTS

<b>PURPOSE OF THIS POLICY .....</b>	<b>4</b>
<b>SCOPE .....</b>	<b>4</b>
<b>DEFINITION OF TERMS .....</b>	<b>4</b>
1. <b>General provisions .....</b>	5
2. <b>Eligible Facilities and Expenses .....</b>	5
3. <b>Ineligible Facilities and Expenses .....</b>	7
4. <b>Payment in Advance .....</b>	7
5. <b>Reimbursement and Reconciliation of Expenses.....</b>	8
6. <b>Dispute Resolution .....</b>	8
7. <b>Specific Expenses .....</b>	8
8. <b>Provision of Facilities, Equipment and Services for use during Council Term .....</b>	13
9. <b>Additional Mayoral Facilities, Equipment and Services .....</b>	14
10. <b>Communications, Phones, Electronic and Computer equipment. ....</b>	15
11. <b>Facilities, Equipment and Services - Not required to be returned.....</b>	16
12. <b>Allowance (Salary) Sacrifice - Superannuation .....</b>	17
13. <b>Reporting of Expenses Paid Under this Policy.....</b>	17
<b>RESPONSIBILITIES.....</b>	<b>18</b>
<b>VERSION CONTROL AND CHANGE HISTORY.....</b>	<b>18</b>
<b>Schedule 1 - Reimbursement of Councillor’s Expenses:.....</b>	<b>19</b>

## PURPOSE OF THIS POLICY

The purpose of this policy is to ensure accountability and transparency in the reimbursement of reasonable expenses incurred or to be incurred by Councillors. The policy also ensures that reasonable facilities are provided to assist Councillors to carry out their civic duties.

## SCOPE

This policy applies to the monetary limits and standards applicable to the payment of various expenses to Councillors and Mayor.

In applying the provisions of the legislation to Georges River Council, it is considered that Council's policy should provide for the payment of appropriate expenses and the provision of the necessary facilities to ensure that:

- a) The Mayor is provided with a standard and range of facilities appropriate to fulfil the duties of the office.
- b) Councillors are reimbursed for expenses reasonably incurred in the performance of their roles and are provided with a standard and range of facilities to assist in effectively discharging the functions of civic office.

## DEFINITION OF TERMS

<b>Term</b>	<b>Meaning</b>
<i>Councillor</i>	Refers to all Councillors of Georges River Council including the Mayor and Deputy Mayor.
<i>year of term</i>	Means the twelve (12) month period commencing on the date of election to Council of a Councillor and every subsequent twelve (12) month period of the term.
<i>year</i>	Means the financial year being the twelve (12) month period commencing on 1 <sup>st</sup> July to the following 30 <sup>th</sup> June.
<i>the Act</i>	The Local Government Act 1993. (as amended)
<i>the Regulation</i>	The Local Government (General) Regulation 2005.
<i>Facilities</i>	Equipment and services that are provided by Council to Councillors
<i>Functions of civic office / civic functions</i>	Functions that Councillors are required to undertake to fulfil their legislated role and responsibilities for the Council and that should result in a direct benefit for the Council and/or for the local government area.

<i>Local Travel</i>	Travel via private vehicle or public transport within the Greater Metropolitan region of Sydney, and the regional cities of the Illawarra and Newcastle areas.
<i>General Travel</i>	Travel which incurs a reimbursable cost which is to be paid by, or reimbursed by, Council.
<i>Long distance travel</i>	Travel to any area not defined as 'local travel'.
<i>Accompanying Person</i>	A person who has a close personal relationship with the Councillor and/or provides carer support to the Councillor.

## **1. General provisions**

- 1.1. The policy sets out the maximum amounts Council will pay for specific expenses and facilities.
- 1.2. Any provision outside of this policy requires Council's approval by resolution at a Council meeting.
- 1.3. The community is entitled to know the extent of expenses paid to Councillors, as well as the facilities provided.
- 1.4. All facilities provided shall be of adequate capacity and functionality to support Councillors in undertaking their role as elected members of Council.

## **2. Eligible Facilities and Expenses**

- 2.1. The maximum value of expenses and facilities are summarised in table 1.
- 2.2. Additional costs incurred by a Councillor in excess of these limits are considered a personal expense and the responsibility of the Councillor.
- 2.3. No provision will be made for the payment of an allowance in the nature of a general expense allowance.
- 2.4. Where applicable, the standard of any equipment, facility or service to be provided shall be to the maximum standard prescribed in this policy.
- 2.5. Councillors will be responsible to replace or pay the excess, where an item is covered by insurance for equipment which has been stolen or lost, with the exception of one (1) replacement mobile phone per year

**Table 1 – Maximum Value of facilities and expenses**

<b>Expense or Facility</b>	<b>Maximum amount (ex GST)</b>	<b>Frequency</b>
<p>General travel expenses</p> <p>Includes travel expenses incurred within NSW as follows:</p> <ul style="list-style-type: none"> <li>• Undertaking official Council business</li> <li>• Attending professional development course</li> <li>• Attending approved conference and seminars</li> </ul>	<p>\$1,000 per Councillor</p> <p>\$2,000 for the Mayor</p>	Per year
Interstate, overseas and long distance intrastate travel expenses	\$10,000 total for all Councillors	Per year
Accommodation and meals	As per the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, adjusted annually	Per meal/night
Spouses and accompanying persons	\$200 per Councillor	Per year
<p>Professional development</p> <ul style="list-style-type: none"> <li>• Training and education courses</li> </ul>	\$1,500 per Councillor	Per year
Conferences and seminars	\$3,000 per Councillor	Per year
<p>Device (IT) package</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• I.T. Hardware</li> <li>• Insurances</li> <li>• Maintenance</li> </ul>	\$4,000 per Councillor (alternatively, Council Officers purchase device on behalf of Councillor to the value of \$4,000)	Per term
<p>Communication and consumables package</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Postage</li> <li>• Data allowances</li> <li>• Website management</li> <li>• Electronic/hard copy newsletters</li> <li>• Ink cartridges</li> <li>• Printing paper</li> <li>• Business cards</li> </ul>	<p>\$500 per Councillor</p> <p>\$200 additional for the Mayor</p>	Per month

<b>Expense or Facility</b>	<b>Maximum amount (ex GST)</b>	<b>Frequency</b>
Carer expenses	\$2,000 per Councillor	Per year
Briefcase	\$200 per Councillor	Per term
Christmas or festive cards	500 digital cards per Councillor OR 200 hard copy cards per Councillor	Per year
Access to facilities in a Councillor common room	Provided to all Councillors	Not relevant

### **3. Ineligible Facilities and Expenses**

#### **3.1. Private or political benefit**

- 3.1.1. Councillors must not obtain private or political benefit from any expense or facility provided under this policy
- 3.1.2. Incidental use of Council equipment and facilities may occur from time to time. Such incidental private use is not subject to a compensatory payment back to Council.
- 3.1.3. Where more substantial private use does occur a payment must be made to cover the cost of that private use.
- 3.1.4. Campaigns for re-election are considered to be a political benefit. Official Council material such as letterhead, publications, websites and Council services and forums must not be used for political benefit.
- 3.1.5. Supporting or attending fundraising activities of political parties is considered to be political benefit.
- 3.1.6. Councillors are not permitted to attribute Council travel or other expenses to a personal loyalty scheme account.

#### **3.2. Spouse and Partner Expenses**

- 3.2.1. Councillors may invite their spouse or partner to accompany them on a business trip. Accommodation, travel, meals and usual daily expenses incurred by a spouse or partner will not be met by Council.
- 3.2.2. However, Council will meet the cost of ticket/s for a spouse or partner's attendance at Official Conference Dinner/s when attending the Local Government NSW Annual Conference.

### **4. Payment in Advance**

- 4.1. Where possible, approval for expenses under this policy is to be sought and gained prior to expenses being incurred.

- 4.2. Councillors may request payment in advance in anticipation of expenses to be incurred in attending conferences, seminars and training away from home. Councillors must fully reconcile all expenses against the cost of the advance within one month of incurring the cost and/or returning home.
- 4.3. The maximum value of a cash advance is \$500.

## **5. Reimbursement and Reconciliation of Expenses**

- 5.1. All claims for reimbursement of expenses incurred must be made on the approved claim form, supported by appropriate receipts, credit card statements and / or tax invoices and be submitted to the Head of Executive Services no later than three months after the expenses were incurred and within the same financial year in which the cost was incurred.
  - 5.1.1. Late claims cannot be paid under this policy without the approval of the General Manager, following review of the extenuating circumstances of the late claim.
  - 5.1.2. Where claims cannot be submitted within the same financial year, a Statutory Declaration must be provided, outlining costs to be claimed, to enable Council to make provision for an accrual for expenses incurred.
- 5.2. Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this policy.

## **6. Dispute Resolution**

- 6.1. Should there be a dispute regarding the payment of expenses, the Councillor must submit in writing the details of the dispute and any supporting evidence to the Executive Manager, Office of the General Manager for review.
- 6.2. The claim or request will be investigated, and the Councillor will be informed of the decision in writing within ten working days.
- 6.3. Should the Councillor not accept the decision, the matter will be referred to a full Council Meeting for determination.

## **7. Specific Expenses**

### **7.1. Professional Development**

- 7.1.1 Council will set aside \$1,500.00 per councillor annually in its budget to facilitate professional development of councillors through programs, training, education courses and membership of professional bodies.
- 7.1.2 In the first year of a new council term, Council will provide a comprehensive induction program for all councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.



- 7.1.3 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.
- 7.1.4 Approval for professional development activities is subject to a prior written request to the general manager outlining the:
- Details of the proposed professional development
  - Relevance to council priorities and business
  - Relevance to the exercise of the councillor's civic duties.
- 7.1.5 In assessing a councillor request for a professional development activity, the general manager must consider the factors set out in Clause 7.1.4, as well as the cost of the professional development in relation to the councillor's remaining budget.

## 7.2 Attendance at Seminars, Conferences, meetings and training courses.

- 7.2.1 Council shall meet expenses incurred by Councillors attending conferences, seminars, meetings and training courses within Australia which are specific to their functions and civic duties and have been submitted on the applicable form and authorised by:
- a) For Local Travel – Head of Executive Services or a staff member delegated by the General Manager.
  - b) For Long Distance Travel- Council resolution.
- 7.2.2 Council shall meet the cost of the registration fee set by the organiser, including costs of related official lunches and dinners, and associated tours relevant to Council business. For civic functions within the area defined as local travel, Council may also meet the cost of the spouse or partners ticket following authorisation by the Head of Executive Services.
- 7.2.3 Council will meet the cost of a standard double room per Councillor, in a motel or hotel in the near vicinity of where the conference or seminar is being held. Accommodation may include the night before the first official function. Accommodation will be selected by the Head of Executive Services on the basis of cost and convenience of location. A Councillor may choose accommodation at a different location, but which is at the same or lower cost.
- 7.2.4 Council shall meet the cost of breakfast, lunch and dinner for Councillors where any of the meals are not provided as part of the conference, seminar, training course or similar function upon receipt of a claim form with appropriate receipts or invoices. Council shall also meet the cost of drinks accompanying the meals.
- 7.2.5 Approval shall be granted subject to any conditions the Council so determines. Council shall meet only those expenses that the Council so determines.

- 7.2.6 Councillors travelling by motor vehicle, (where a Council vehicle is not available) may claim the “per kilometre” allowance prescribed under Clause 14 of the Local Government Award or may use Cab Charge or Uber.
- 7.2.7 Travel by air will be by Economy Class, flexible fare.
- 7.2.8 Council will not pay any traffic or parking fines or administrative charges for road toll accounts.
- 7.2.9 Travel in relation to Sister City visits should be consistent with the relevant clauses in the Georges River Council Sister City Policy.
- 7.2.10 Councillors attending a conference, seminar or training course shall travel by the most direct route and the most practical and economical mode of transport, subject to any personal medical considerations.

### 7.3 Legal Expenses and Obligations

- 7.3.1 Council may meet legal expenses incurred by Councillors which are specific to their functions and civic duties.
- 7.3.2 The Council may set a limit to the total amount of reimbursement it is prepared to approve, in respect of any enquiry, investigation, hearing or proceedings being taken against a Councillor. Any such limit should be determined at the time and on a case-by-case basis.
- 7.3.3 Eligible costs
  - a) Council shall only meet the reasonable legal expenses of a Councillor, for legal proceedings arising from the performance in good faith, of a function under the Local Government Act, or defending an action in defamation, provided that the outcome of the legal proceedings is favourable to the Councillor.
  - b) Reasonable legal costs may also be available for an inquiry, investigation or hearing into a Councillor’s conduct by an appropriate investigative or review body where the investigative or review body makes a finding that is not substantially unfavourable to the Councillor
  - c) Appropriate investigative or review bodies are defined as:
    - i. NSW Civil and Administrative Tribunal
    - ii. Independent Commission Against Corruption
    - iii. Office of the NSW Ombudsman
    - iv. Office of Local Government,
    - v. Department of Premier and Cabinet
    - vi. NSW Police Force
    - vii. Director of Public Prosecutions
    - viii. Council’s Conduct Review Committee
- 7.3.4 Ineligible costs: Council shall not meet the legal costs:
  - a) Of proceedings initiated by a Councillor, under any circumstance other than where a Councillor seeks orders under the Crimes

(Domestic and Personal Violence) Act 2007, arising from the performance in good faith of a Councillor's function under the Local Government Act.

- b) Of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.
- c) That does not involve a Councillor performing their role as a Councillor.

#### 7.4 Security and Obligations

7.4.1 Council shall meet the reasonable expenses of a Councillor, in proceedings intended to prevent physical or mental harm to the Councillor, arising from the conduct of a third party against the Councillor, in relation to the Councillor performing their function under the Local Government Act in good faith. Such expenses may extend to the cost of providing services and equipment, to protect the security of Councillors.

#### 7.5 Insurance Expenses and Obligations

7.5.1 Council will make arrangements for adequate insurance against public liability and professional liability.

7.5.2 Council shall meet the cost of providing the following insurance cover for Councillors on a 24 hour basis while on Council business or acting as Council's representative:

- a) Public Liability insurance - for matters arising out of Councillors' exercise of their Council functions.
- b) Councillors' and Officers' Liability insurance
- c) Professional Indemnity insurance - for matters arising out of Councillors' exercise of their Council functions.
- d) Personal Accident insurance - for matters relating to Personal Injury while on Council business.
- e) Travel insurance - for approved interstate and overseas travel while on Council business when requested.

## 7.6 Care and Other Related Expenses

- 7.6.1 Where a Councillor has responsibilities for the care and support of any relative (as defined in Local Government Act) , the Council shall reimburse the actual cost incurred by the Councillor to engage professional care for the relative, in order for the Councillor to discharge the functions of civic office.
- 7.6.2 Should a Councillor be entitled to a Child Care Benefit or rebate from Centrelink / Medicare for childcare, the Councillor must inform Council, for an appropriate adjustment to be made to any allowance provided by Council, if claimed.
- 7.6.3 Council shall meet reasonable expenses associated with any special requirements of a Councillor, such as disability and access needs, in order to discharge the functions of civic office.

## 7.7 Spouse and Partner Expenses

- 7.7.1 Council will meet the ticket, meal and/or the direct cost of attending the function expenses of spouses, partners or accompanying persons when they accompany the Mayor or Councillors in the following circumstances:
  - a) Attendance at the Annual Conferences of Local Government NSW (LGNSW) limited to registration and the official conference dinner.
  - b) Attendance at official Council functions that are of a formal and ceremonial nature, within the Local Government area. Such functions could include but not be limited to, Australia Day award ceremonies, Citizenship ceremonies, Civic receptions and Charitable functions for charities formally supported by the Council.
  - c) Attending an official function of Council or carrying out an official ceremonial duty while accompanying the Mayor outside the Council's area, but within NSW. Examples could include charitable functions or award ceremonies and or other functions to which the Mayor has been invited to attend on behalf of Council.

## **8 Provision of Facilities, Equipment and Services for use during Council Term**

- 8.1 Facilities, equipment and services provided under this clause remain the property of the Council.
- 8.2 Councillors shall be provided with the use of the following shared facilities and equipment whilst undertaking their duties as elected members for Council:
- 8.2.1 *Furnished Councillor Room* with the following inclusions: bar fridge, tea and coffee, lounge, dining table and chairs, television, DVD/video recorder, pigeonhole for mail, telephone, facsimile machine and access to a photocopier for the purpose of Council, Committee and Working Party Meetings, and for meetings with constituents.
- 8.2.2 *Meals and Refreshments* - Councillors shall be provided with a suitable meal including refreshments associated with Council, Committee and Working Party Meetings. The standard of the meal provided shall be determined by the General Manager.
- 8.2.3 *Car spaces* – Access to 3 parking spaces is made in the basement car park of the Civic Centre, available to Councillors when they are required to be in the Council building on official Council business, between the hours of 8:30 am and 4:30 pm, Monday to Friday.
- a) For parking while attending evening Council or Committee meetings, Councillors may park in vacated spaces for the duration of any meetings.
- 8.2.4 *Secretarial Assistance* - Typing of official Councillor correspondence can be provided on submission by the Councillor of a draft document, provided that this service is confined to Council matters and reports for Council's consideration.
- a) This service is to be provided by the Mayor and Councillors' Executive Assistant, however with the introduction of Councillors' electronic Letterhead, it is expected that Councillors will respond to constituents themselves.
- b) All Correspondence / emails issued by a Councillor in the performance of their official duties, is subject to the Records Act 1998 and taken to be official records of the Council and recorded within Council's existing systems.
- 8.2.5 *Access to Information* - Councillors can obtain copies of Council information, free of charge, if the information is required to enable a Councillor to undertake their role as defined under s232 of the Local Government Act 1993 and in accordance with Privacy and Personal Information Protection Act 1998.
- 8.2.6 Provision of a standard operational equipment computer and monitor for each Councillor is installed in the council chamber, for use during meetings of council.

## 9 Additional Mayoral Facilities, Equipment and Services

- 9.1 The Mayor shall be provided with additional facilities to recognise the special role, responsibilities and duties of the position both in the Council and in the community.
- 9.2 Facilities, equipment and services provided under this clause remain the property of the Council.
- 9.3 The following additional equipment, facilities and services shall be provided for the Mayor:
- 9.3.1 *Mayoral Office* - including desktop computer, office furniture, desk, chairs, filing cabinets, meeting table and chairs, a fridge, computer, printer and peripherals.
- 9.3.2 *Dedicated staff support*—for administrative and secretarial support, word processing, research and briefings. Additional administrative support when required for assistance with the organisation of functions and meetings and briefings.
- 9.3.3 *Mayoral Council Vehicle* - a fully maintained official vehicle of suitable status the cost of which is restricted to below the level of the Luxury Car Tax Threshold
- a) The vehicle will be available for the Mayor to utilise when:
- i. required to undertake official Council business, inspections, functions or other gatherings;
  - ii. representing Council at meetings, functions, conferences or other gatherings within or outside the Georges River Council Local Government Area;
  - iii. use of the vehicle for other purposes does not constitute a breach of the Local Government Act, 1993.
- b) for reasons of practicality, security and ease of accessibility and communication the Mayor will keep the vehicle under their custody.
- c) The following restrictions will apply to the use of the vehicle:
- i. the vehicle may not be used by the Mayor for recreation or vacation use; and
  - ii. only in exceptional or emergency circumstances, may the Mayor authorise a person other than a Council employee, to drive the vehicle.
- d) If the Mayor is unable to drive to Council related business functions, for any reason, the General Manager may authorise another form of transport that the General Manager considers appropriate
- e) If the Mayor elects not to take up the provision of a mayoral vehicle and wishes to use their own vehicle for official Council business, the Mayor is to be reimbursed in the same manner as all other Councillors.

- 9.3.4 *Car parking* - An allocated car parking space shall be provided for the Mayor at the Council's Civic Centre building.
- 9.3.5 *Mobile Telephone / PDA* - Payment in addition to the Councillor's allowance for calls, up to a maximum additional two hundred dollars (\$200) per month
- 9.3.6 *Mayoral Chain of Office* - for official, civic and ceremonial use.
- 9.3.7 *Ceremonial Clothing* - for official, civic and ceremonial use.
- 9.3.8 *Office Refreshments* - in the Mayoral Office for entertainment purposes in accordance with Council's Drug and Alcohol Policy.
- 9.3.9 *Stationery* - Maximum 3,500 sheets of Mayoral letterhead and envelopes per year.
- 9.3.10 *Christmas Cards* –500 digital cards per Councillor per year, OR 200 hard copy cards per Councillor per year.
- 9.3.11 *Postage* - Official Mayoral correspondence to be directed through the Council's mail system.
- 9.3.12 *Business Cards* - An additional 250 business cards each year.
- 9.4 Equipment which is stolen or lost while in the Mayor's custody will be the responsibility of the Mayor to replace, or pay the excess where an item is covered by insurance.

## **10 Communications, Phones, Electronic and Computer equipment.**

- 10.1 Councillors may choose one of two options for the provision of computer devices (which include desktop computer, laptop and tablet devices).
  - 10.1.1 Councillors may purchase their own device and accessories, including insurance and maintenance options.
  - 10.1.2 In lieu of Councillors purchasing their own devices, Councillors may opt for Council to supply them with devices and accessories stated in 10.1, this would include Council provided options for device insurance and maintenance.
  - 10.1.3 Device (IT) package
    - a) Councillors may purchase their device and accessories for Council business and seek reimbursement up to a maximum, cumulative value of \$4,000 per Council term.
    - b) Councillors are to liaise with Council's Information Management and Technology Group in regards to Council's required specifications.
    - c) A Councillor will retain ownership of the asset at the conclusion of the Council term.
    - d) The Councillor will be responsible for organising all insurance, maintenance and replacement of such devices.
    - e) The Councillor will be able to load any software / apps of their choosing and the device will not be subject to the restrictions of Council policies

relating to the use of computers and accessing websites, however when using Council Wi-Fi, some restrictions may be put in place in accordance with Council policies.

- f) If a Councillor purchases their own electronic device and wishes to upgrade or replace a lost / damaged device during the Council term, they can only seek reimbursement from any remaining balance of the \$4,000 per Council term, reimbursement threshold.

#### 10.1.4 Communication and consumable package

- a) Councillors shall organise their own mobile phone, phone plan and data plan and any fixed landlines to their premises
- b) Councillors shall be reimbursed a maximum of \$500 per month, per Councillor towards these costs. An additional \$200 shall be reimbursed to the Mayor per month.
- c) The plans obtained by Councillors may include bundled equipment including iPads, subject to the total, maximum reimbursement being \$500 per month, and an additional \$200 per month for the Mayor.
- d) Councillors will retain ownership of the phone / lines at the conclusion of the Council term.
- e) The Councillor will also be able to load any software / apps of their choosing and the device will not be subject to the restrictions of Council policies relating to the use of computers and accessing websites.
- f) In the event that a Councillor has to break a contract for mobile and / or data due to ceasing being a Councillor, Council will contribute towards plan cancellation costs if there are any, up to a maximum of the equivalent of three months payment of the relevant plan.
- g) Councillors can seek reimbursement for computer consumables, such as print cartridges, as well as for general stationery and postage stamps used for council business.

## 11 Facilities, Equipment and Services - Not required to be returned

11.1 Upon election to office and throughout the term of office, each Councillor will be provided with items of a consumable nature, or which otherwise are not required to be returned when the Councillor ceases to hold office. The following items shall be provided under this clause:

11.1.1 *Stationery* – Personalised Councillor letterhead and envelopes - maximum 2,000 sheets and envelopes per year. Maximum of 4,000 sheets of plain white paper per year.

11.1.2 *Brief Case* – if requested, to the maximum value of \$200. A maximum of one briefcase may be provided under this provision, per term of the elected Council.



- 11.1.3 *Name badges* - a name badge and name plaques for the Council Chambers and Directory Board.
- 11.1.4 Presentation with a Certificate of service and gift, presented at the discretion of the Mayor and the General Manager, upon ceasing to hold civic office
- 11.2 Equipment which is stolen or lost, while in the Councillor's custody will be the responsibility of the Councillor to replace or pay the excess where an item is covered by insurance.

## **12 Allowance (Salary) Sacrifice - Superannuation**

- 12.1 Councillors may forego all or part of their annual and meeting allowances for the Joint Regional Planning Panel, in exchange for Council making contributions to a complying superannuation fund on their behalf in accordance with the Australian Taxation Office Interpretative decision 2007/205
- 12.2 Councillors should seek their own financial advice on the impact upon their personal, financial and taxation benefits, before nominating a deduction from their allowance/s into their nominated superannuation fund
- 12.3 No other allowance (salary) sacrifice benefits are available to Councillors.

## **13 Reporting of Expenses Paid Under this Policy**

In keeping with contemporary transparency and probity expectations, all claims by and payments to each Councillor, made under this policy, will be published on Council's website on a quarterly basis, following review by Council's Audit, Risk and Improvement Committee.

## RESPONSIBILITIES

<b>Position</b>	<b>Responsibility</b>
<i>General Managers Office</i>	Review policy as required in first year of new term of Council (S252(1)) and exhibit and adopt policy before 9 September 2018.
<i>Internal Auditor</i>	Review policy for reforms to the Local Government Act
<i>Head of Executive Services</i>	Primary responsibility for policy delivery
<i>Executive Manager, Office of the General Manager</i>	Policy approval
<i>Executive Services Officer</i>	Administration

## VERSION CONTROL AND CHANGE HISTORY

<b>Version</b>	<b>Amendment Details</b>	<b>Policy Owner</b>	<b>Period Active</b>
1.0	Adopted 19 May 2016.  Approved at Council Meeting Min# 9/2016	Governance Manager	19/05/16 – 01/05/2017
2.0	Updated for current expectations, improved facilities management and reforms to the Local Government Act, in particular the Local Government Amendment (Governance and Planning) Act 16-30.  Review by Internal Auditor	Internal Auditor	01/05/17 – 07/08/2017
3.0	New Georges River Council Policy  Council Resolution - CCL157-17	Executive Manager General Manager's Office	07/08/17 – 28/05/2018
4.0	Revision of the Policy  Council Resolution – CCL 025-18	Executive Manager General Manager's Office	28/05/2018 - ongoing

**Schedule 1 - Reimbursement of Councillor's Expenses:**

Date lodged with Council : ...../...../.....

Councillor's Name.....

Details of Expense	Date	Council Reference	Amount	GST	Total
	/ /		\$	\$	\$
	/ /		\$	\$	\$
	/ /		\$	\$	\$
Totals:			\$	\$	\$

- I hereby certify that the expenses outlined above were incurred by me in the course of carrying out Council business.
- I have included the relevant receipts.

Please reimburse the total amount of \$.....for the above expenses incurred whilst carrying out Council business.

Councillor's Signature : ..... Date: .....

- Reimbursement claim confirmed by Head of Executive Services
- Claim approved by Executive Manager, Office of the General Manager

Signature:.....

Signature:.....

**REFERRED TO FINANCE:**

Please reimburse Councillor ..... the **total** amount of \$..... from the Account/s as follows

\_\_\_\_\_ for \$.....

\_\_\_\_\_ for \$.....

\_\_\_\_\_ for \$.....

