

	Council Policy Payment of Expenses and Provision of Facilities to Councillors	
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Table of Contents

Table of Contents..... 1

Policy 2

1 Scope..... 2

2 Policy Objectives 2

3 Policy Statement..... 2

 Reimbursement of Expenses 2

 Payments in Advance 2

 Provision of Facilities, Equipment, and Services 7

 Travel Arrangements 11

Controlled Document Information 14

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Policy

1 Scope

This policy provides the framework for the payment or reimbursement of expenses and the provision of facilities by Council to the Councillors. It applies to the Mayor and all Councillors.

2 Policy Objectives

The purpose of this policy is to ensure the undertaking of civic duties does not financially disadvantage Councillors and enables the participation of Councillors from different backgrounds. It also ensures that there is accountability and transparency in the reimbursement of expenses incurred by Councillors.

In accordance with Section 252 of the Local Government Act 1993, the objectives of this policy are to:

1. Ensure Council provides adequate facilities and services for the Mayor and Councillors to carry out civic duties; and
2. Identify expenses, incurred while conducting official duties, for which Council will reimburse the Mayor and Councillors.

Council officers developed this policy in accordance with the Department of Local Government's *Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors for Local Councils in NSW*. If clarification is necessary, the Mayor, Councillors, or officers should refer to the legislation, the regulations, or the guidelines.

3 Policy Statement

Reimbursement of Expenses

Councillors must submit claims for the reimbursement of expenses within three months of the expense occurring. Councillors must produce appropriate receipts for all expenses, including tax invoices (an Australian Tax Office requirement), and complete any required claim forms.

Payments in Advance

Councillors may request payment in advance for expenses he or she expects to incur when attending conferences, meetings, seminars, and training, away from home. Councillors may also request an advance payment for the cost of services or facilities that this policy covers. However, Councillors must fully reconcile all expenses against the cost of the advance within 45 days of their return. No allowance type payment is payable under any circumstances.

Expense Type	Recipient	Detail	Authorisation
Care and other related expenses	Mayor and Councillors	<p>Council will reimburse the cost of care for children or dependents of Councillors for the attendance at committee and council meetings, and all Council endorsed functions and inspections. Council will reimburse the expenses paid to providers, other than immediate family, spouse, or partners.</p> <p>Council will reimburse charges in accordance with those recommended by Lake Macquarie Family Day Care less any Child Care Benefits paid by the Federal Government.</p> <p>Council will reimburse the costs for up to one hour before and one hour after these events upon presentation of a receipt within three months of the event.</p>	The General Manager or their delegate will authorise the claim for the expense.
Incidental Expenses	Mayor and Councillors	<p>Council will reimburse reasonable incidental expenses associated with attending conferences, seminars, training courses. These include telephone calls, faxes, refreshments, internet charges, laundry and dry cleaning, newspapers, taxi fares, and parking fees. Incidental expenses are limited to \$100 per day, per Councillor.</p> <p>Council will reimburse the cost of meals not included in the registration fees for conferences or similar functions up to \$100 per day, per Councillor.</p> <p>Councillors must support the expense claim with details of the event or meeting and the tax invoice for all purchases.</p> <p>Councillors should only claim for expenses incurred personally, with each individual required to make a separate claim.</p>	The General Manager or their delegate will authorise the claim for the expense.
Insurance expenses and obligations	Mayor and Councillors	<p>Council's policy covers Councillors in the following manner:</p> <p>Public liability (for matters arising out of Councillors' performance of their civic duties and/or exercise of their council functions)</p> <p>Professional indemnity (for matters arising out of Councillors' performance of their civic duties and/or exercise of their council functions.)</p> <p>Personal injury while on council business. Workers compensation arrangements do not apply to Councillors.</p> <p>Travel insurance for approved interstate and overseas travel on council business.</p> <p>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.</p> <p>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 Director Operations 0448 299 439. The custodian of the vehicle at the time of an incident</p>	<p>Council Resolution</p> <p>The General Manager or their delegate will authorise the claim for the expense.</p>

Expense Type	Recipient	Detail	Authorisation
		<p>must complete any subsequent insurance claim form.</p> <p>For limitations on coverage, refer to The Office of Local Government - <i>Guidelines for the payment of expenses and the provision of facilities for Mayor and Councillors in NSW, issued under Section 23A of the Local Government Act 1993.</i></p>	
Legal Expenses and Obligations	Mayor and Councillors	<p>Council will indemnify or reimburse the reasonable legal expenses of:</p> <p>(a) a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act (section 731 refers); or</p> <p>(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; or</p> <p>(c) a Councillor for proceedings before the Local Government Pecuniary Interest and Disciplinary Tribunal or an investigative body provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the Tribunal or investigative body makes a finding substantially favourable to the Councillor.</p> <p>Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are different from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. Council may not meet the costs of an action in defamation taken by a Councillor under any circumstances.</p> <p>For limitations on coverage, refer to The Office of Local Government <i>Guidelines for the payment of expenses and the provision of facilities for Mayor and Councillors in NSW, issued under Section 23A of the Local Government Act 1993.</i></p>	<p>Council Resolution</p> <p>The General Manager or their delegate will authorise the claim for the expense.</p>
Local Community Functions & Non-Council Function Expenses	Mayor, Councillors, spouses, partners, or accompanying person	<p>Council will reimburse the cost of attendance at local business, community, and non-Council functions when it is relevant to Council's interest. Council will only reimburse the cost of the ticket or registration fee.</p> <p>Councillors - Council will only reimburse the cost of the ticket for a spouse, partner, or accompanying person to official council functions within the City of Lake Macquarie that are of a formal and ceremonial nature up to the cost of \$100 per person, per event.</p> <p>Mayor - Council will reimburse the cost of the ticket for a spouse, partner, or accompanying person to official council functions within the City of Lake Macquarie that are of a formal and ceremonial nature up to the cost of \$200 per person, per event.</p> <p>Mayor – Council will reimburse the cost of the ticket for a spouse, partner, or accompanying person to attend an official council function of council or carry out an official ceremonial duty while accompanying the Mayor outside the Council's area but within the</p>	<p>A Council resolution is required when the cost is more than \$100 per person, per event for attendance at functions by a Councillor.</p> <p>A Council resolution is required when the cost is more than \$200 per person, per event for attendance at functions by the Mayor.</p> <p>The General Manager or their delegate will authorise the claim for the expense.</p>

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Expense Type	Recipient	Detail	Authorisation						
		State up to the cost of \$200 per person, per event. This also applies to the Deputy Mayor or a Councillor, when he or she is representing the Mayor.							
Seminars, Conferences and Training	Mayor, Councillors, spouses, partners, or accompanying person	<p>Council staff will arrange and pay for all bookings and reservations associated with Councillors' attendance at approved seminars, conferences and training, including related travel and accommodation.</p> <p>Council will reimburse the cost of registration and the official conference dinner for spouses, partners or accompanying person at the Local Government NSW annual conference.</p>	<p>For seminars and conferences held for a period longer than two days, a Council Resolution is required.</p> <p>For seminars and conferences held for a period shorter than two days, approval must be given jointly by the Mayor and General Manager, or their delegate, in writing.</p> <p>The General Manager or their delegate will authorise the claim for the expense.</p>						
Telephone Call Charges –Mobile	Mayor and Councillors	<p>Council will reimburse Councillors up to \$100 and the Mayor up to \$200 per month towards the cost of landline and mobile phone call charges, made for Council business.</p> <p>This reimbursement will be processed each month through the Councillors allowance payments.</p> <p>Councillors may submit supporting documentation to claim higher amounts, subject to approval of the General Manager.</p>	<p>Council adoption of this policy</p> <p>The General Manager or their delegate will authorise the claim for the expense.</p>						
Travel Expenses - Local	Mayor and Councillors	<p>Council will cover reasonable travel expenses and incidental expenses for travel on Council business. For further detail, see the separate table under Travel Arrangements.</p> <p>Council will cover taxi fares, public transportation costs, or pay the Councillor a vehicle allowance for kilometres when a Councillor uses his or her personal vehicle. Reimbursement to the Councillor for use of his or her personal vehicle, will be equivalent to the per kilometre rate as specified in the NSW Local Government (State) Award. This allowance takes into account the use, maintenance and depreciation of the vehicle.</p> <p>As of 4 October 2016, the vehicle allowance rates per kilometre travelled are:</p> <table border="0"> <tr> <td>Car Size</td> <td>Rate</td> </tr> <tr> <td><2.5 litre</td> <td>\$0.68</td> </tr> <tr> <td>>2.5 litre</td> <td>\$0.78</td> </tr> </table> <p>Where practical, Councillors should use the Councillor's vehicle for travel on Council business.</p> <p>Councillors should take the most direct route and the most economical mode of transport, subject to any personal medical conditions. Councillors must provide the details of the event or function.</p> <p>Council will not reimburse expenses for a spouse,</p>	Car Size	Rate	<2.5 litre	\$0.68	>2.5 litre	\$0.78	<p>Council adoption of this policy</p> <p>The General Manager or their delegate will authorise the claim for the expense.</p>
Car Size	Rate								
<2.5 litre	\$0.68								
>2.5 litre	\$0.78								

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Expense Type	Recipient	Detail	Authorisation						
		<p>partner, or accompanying person for local travel.</p> <p>Councillors should not obtain private benefit from the provision of equipment and facilities, nor from travel bonuses such as 'frequent flyer' schemes or any other such loyalty programs while on Council business.</p>							
Travel Expenses - Interstate	Mayor and Councillors	<p>Council will reimburse reasonable travel expenses and incidental expenses for travel on Council business. For further detail, see the separate table under Travel Arrangements on pages 11 & 12. Where practical, Councillors should use the Councillor's vehicle for travel on Council business.</p> <p>Council will reimburse taxi fares, public transportation costs, or pay the Councillor a vehicle allowance for kilometres when a Councillor uses his or her personal vehicle. Reimbursement to the Councillor for use of his or her personal vehicle, will be equivalent to the per kilometre rate as specified in the NSW Local Government (State) Award. This allowance takes into account the use, maintenance and depreciation of the vehicle.</p> <p>As of 4 October, 2016, the vehicle allowance rates per kilometre travelled are:</p> <table border="0" data-bbox="533 936 730 1070"> <tr> <td>Car Size</td> <td>Rate</td> </tr> <tr> <td><2.5 litre</td> <td>\$0.68</td> </tr> <tr> <td>>2.5 litre</td> <td>\$0.78</td> </tr> </table> <p>Councillors must submit details of the travel to the General Manager requesting authorisation. The details must include the purpose and objectives of the journey. It must contain an estimate of costs associated with the journey.</p> <p>Councillors should take the most direct route and the most economical mode of transport, subject to any personal medical conditions.</p> <p>Council will not reimburse expenses for a spouse, partner, or accompanying person for interstate travel.</p> <p>Councillors should not obtain private benefit from the provision of equipment and facilities, nor from travel bonuses such as 'frequent flyer' schemes or any other such loyalty programs while on Council business.</p>	Car Size	Rate	<2.5 litre	\$0.68	>2.5 litre	\$0.78	<p>Council adoption of this policy.</p> <p>The General Manager will verify that funds are available, and if so, will authorise the claim for the expense.</p>
Car Size	Rate								
<2.5 litre	\$0.68								
>2.5 litre	\$0.78								
Travel Overseas Expenses	Mayor and Councillors	<p>Council staff will coordinate and pay for all overseas travel expenses, and reimburse reasonable incidental expenses related to Council business. For further detail, see the separate table under Travel Arrangements on pages 11 & 12.</p> <p>Councillors must submit a report to the Mayor requesting authorisation of travel. The report must include the purpose and objectives of the journey. It must contain an estimate of costs associated with the journey.</p> <p>After returning from overseas, Councillors must provide a detailed, written memo to all Councillors on the aspects of the trip relevant to council business and/or the community. Details of overseas travel must be included in the Annual Report including the</p>	<p>Council Resolution</p> <p>The General Manager or their delegate will authorise the claim for the expense.</p>						

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Expense Type	Recipient	Detail	Authorisation
		<p>benefits of overseas sister city relationships.</p> <p>Councillors should take the most direct route and the most economical mode of transport, subject to any personal medical conditions.</p> <p>Council will not reimburse expenses for a spouse, partner, or accompanying person for overseas travel.</p>	

Provision of Facilities, Equipment, and Services

Private Benefit

Councillors should not generally obtain private benefit from the provision of equipment and facilities and payment of expenses. Council acknowledges that incidental use of equipment and facilities may occur from time to time. Such incidental private use is not subject to a compensatory payment.

Where there is substantial private use, the Act provides that a Councillor may make a payment to cover the level of that private use, based on the following:

Private use of home office equipment and electronic devices – internet access, computer, tablet, and printer	Quarterly fees	Annual fees
Up to one hour per week	No Charge	No Charge
Up to five hours per week	\$40	\$160
More than five hours per week	\$70	\$280

Facility	Recipient	Detail and Limit (if appropriate)	Authorisation
Administrative Support	Mayor and Councillors	Council provides the Mayor with a personal assistant (full time) and provides the Councillors with an administration officer within the Governance Department of Council.	Council adoption of this policy The General Manager or their delegate will authorise the expense.
Tablet Computer and Multifunction device	Mayor & Councillors	<p>Council provides an iPad/Surface Pro or Dell laptop computer with software and Hewlett Packard multifunction printer/scanner device upon request. This is limited to the capital value of \$4000 per Councillor, per term, plus reasonable maintenance costs and monthly charges. The items supplied will be a standard 'kit' for all Councillors.</p> <p>Council staff will fully support items from the standard kit. Council may vary the standard equipment from time to time in accordance with organisational technology changes. Councillors will be responsible for costs in excess of this amount if he or she chooses equipment outside the standard kit.</p> <p>Should Councillors choose to select and purchase their own device, they do so with the understanding that council staff will not service or support the device</p>	Council adoption of this policy The General Manager or their delegate will authorise the expense.

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Facility	Recipient	Detail and Limit (if appropriate)	Authorisation
		All items provided by Council remain the property of Council.	
Corporate Clothing	Mayor & Councillors	Upon request, Council will provide, the following items, per Councillor, per term: Mayor/Councillors – one dress shirt, one spray jacket, and one hat.	Council adoption of this policy The General Manager or their delegate will authorise the expense.
Internet Access	Mayor & Councillors	Council provides an internet service for each supplied phone and device. Councillors using this facility for incidental personal benefit should identify this and pay for personal usage. Where Councillors use a personal internet connection Council will reimburse up to 50% of their monthly access fees, with a limit of \$50 per month.	Council adoption of this policy
Meals & Refreshments	Mayor and Councillors	Council will provide meals on evenings of Ordinary Meetings of Council and official dinners. Council will provide light refreshments at other committee and working party meetings.	Council adoption of this policy The General Manager or their delegate will authorise the expense.
Mobile Phone Equipment	Mayor & Councillors	Council provides Councillors with a iPhone, Samsung or Lumia mobile phone and accessories. Items may be supplied, as a standard kit from Council staff, however if Councillors choose to select and purchase their own device; they do so with the understanding that Council staff will not service or support the device All items provided by Council remain the property of Council. Limit: \$4000 per Councillor per term, plus reasonable maintenance costs. This does not include the cost of calls.	Council adoption of this policy The General Manager or their delegate will authorise the expense.
Name Badge	Mayor and Councillors	Council provides a name badge indicating the wearer's position.	Council adoption of this policy The General Manager or their delegate will authorise the expense.
Office - Mayor	Mayor	Council provides a furnished office in the Administration Building.	Council adoption of this policy The General Manager or their delegate will authorise the expense.
Office - Councillors	Councillors	Council provides the Councillors with the Mayor's Ante Room to share, from 12:00pm prior to Council or Standing Committees meetings.	Council adoption of this policy The General Manager or their delegate will authorise the expense.
Parking Space Mayor	Mayor	Council provides a permanent parking space at the Administration Building.	Council adoption of this policy
Parking Space	Councillors	Council reserves parking spaces at the Administration Building Car Park	Council adoption of this policy

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Facility	Recipient	Detail and Limit (if appropriate)	Authorisation
Councillors		for Councillor use.	
Professional Development	Mayor and Councillors	<p>Councillors are encouraged to undertake relevant training and skills development as part of the Local Government Professional Development Program, and other appropriate programs to assist them in carrying out their civic duties.</p> <p>Approval arrangements for Councillor discretionary trips, attendance of Councillors at conferences, seminars, forums, workshops and professional development programs held for a period longer than two days must be authorised by way of a formal resolution of an Ordinary Meeting of Council.</p> <p>For Councillor discretionary trips, attendance of Councillors at conferences, seminars, forums, workshops and professional development programs held for a period less than two days, approval must be given jointly by the Mayor and the General Manager, in writing.</p> <p>At the time this policy was adopted, the Office of Local Government was developing a new regulation related to councillor professional development. Should any provision of this policy conflict with the new regulation, once it commences operating, the regulation will take precedence.</p>	Council adoption of this policy
Protective Clothing & Equipment	Mayor and Councillors	Upon request, Council will provide suitable personal protective clothing and equipment in accordance with the Work Health and Safety Act and Regulations, relating to general construction site requirements.	<p>Council adoption of this policy</p> <p>The General Manager or their delegate will authorise the expense.</p>
Stationery & Sundries	Mayor and Councillors	<p>Council provides various stationery items, business cards, Christmas cards, bereavement cards, postage for official correspondence, and printer consumable reimbursements including paper and consumables. Consumables will only be supplied for Council supported devices.</p> <p>Council will reimburse up to a sum of \$200, for the purchase of a paper shredder.</p> <p>Councillors are to purchase these items, then submit a reimbursement claim form, with a copy of the tax receipt, to receive reimbursement.</p> <p>Council, if requested, will supply Councillors with an online subscription to two of the following newspapers or an equivalent</p>	<p>Council adoption of this policy</p> <p>The General Manager or their delegate will authorise the expense.</p>

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Facility	Recipient	Detail and Limit (if appropriate)	Authorisation
		alternative: Newcastle Herald Sydney Morning Herald Australian Financial Review The Australian All tangible items are to remain the property of Council.	
Vehicle - Mayor	Mayor	Council provides the Mayor with a fully serviced and maintained vehicle. The vehicle is the property of Council. The Mayor is responsible for all traffic or parking fines while travelling in the Council vehicle.	Council adoption of this policy The General Manager or their delegate will authorise any related expenses.
Vehicle - Councillors	Councillors	Council provides Councillors with a fully serviced and maintained motor vehicle to share for Council business. Only Councillors or staff members are to operate this vehicle. The Councillor using the vehicle is responsible for all traffic or parking fines while travelling in the Council vehicle.	Council adoption of this policy The General Manager or their delegate will authorise any related expenses.
Vehicle – other	Mayor and Councillors	Council will reimburse Councillors for the cost of a Bluetooth hands-free device for their private vehicles if required. Council will reimburse up to a sum of \$400, for the purchase of the device, per councillor per term of office. Councillors are to purchase these devices, then submit a reimbursement claim form, with a copy of the tax receipt, to receive reimbursement.	Council adoption of this policy The General Manager or their delegate will authorise any related expenses.

Travel Arrangements

Vacation on Business Trips

Councillors seeking to extend their travel while on a business trip must notify the General Manager prior to making arrangements. Councillors will be responsible for all expenses associated with the extension of travel.

Travel Register

Council keeps a travel register for documenting the purpose of travel and the reasons for the expenses. The public may view the register at any time.

Travel Expenses

Council will arrange or reimburse Councillors in the following manner in relation to travel:

Manner of Travel/Facility	Recipient	Detail						
Accommodation Overseas	Mayor and Councillors	Council will arrange and pay for accommodation in an appropriate location and of an appropriate standard.						
Accommodation within Australia	Mayor and Councillors	Council will arrange and pay for accommodation in an appropriate location and of an appropriate standard. Wherever possible, Council will utilise accommodation where government rates apply.						
Air Travel Overseas	Mayor and Councillors	Council will arrange and pay for business class airfares.						
Air Travel within Australia	Mayor and Councillors	Council will arrange and pay for economy class airfares if the flight is less than four hours, or business class airfares if the flight is greater than four hours. Council will arrange and pay for airfares, only if the journey is greater than two hours driving time.						
Hire Car	Mayor and Councillors	Council will arrange and pay for a mid-size sedan hire car.						
Kilometres - use of private vehicle	Mayor and Councillors	As of 4 October 2016, the vehicle allowance rates per kilometre travelled are <table border="0"> <tr> <td>Car Size</td> <td>Rate</td> </tr> <tr> <td><2.5 litre</td> <td>\$0.68</td> </tr> <tr> <td>>2.5 litre</td> <td>\$0.78</td> </tr> </table> Rates are in accordance with the provisions of the NSW Local Government (State) Award (as amended).	Car Size	Rate	<2.5 litre	\$0.68	>2.5 litre	\$0.78
Car Size	Rate							
<2.5 litre	\$0.68							
>2.5 litre	\$0.78							
Rail Travel	Mayor and Councillors	Council will arrange and pay for a first class rail fare (if applicable).						
Taxi, Public Transportation, Parking, and Toll Charges	Mayor and Councillors	Council will cover the costs of taxis and public transportation when travelling to and from venues for Council business. Council will reimburse the costs of parking and toll charges while travelling in a Council or private vehicle for Council business.						

Councillor Payment of Expenses for a Spouse, Partner, or Accompanying Person for Travel

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.

Acquisition and Return of Equipment and Facilities by Councillors

The equipment provided to Councillors remains the property of Council. Councillors must return the property on completion of the term of office. Upon ceasing his or her role as a Councillor, or in the event of Council deciding to dispose of the equipment, a Councillor may request to purchase the equipment. The General Manager will consider each request and based on Council's leasing arrangements of such equipment and procurement policies. If the equipment is available for sale, the General Manager will determine an appropriate purchase priced based on fair market value and Council policy.

Reporting Requirements

Section 428 of the Local Government Act 1993 and Clause 217 of the Local Government (General) Regulation 2005 requires Council to include in its annual report:

- I. details (including the purpose) of overseas visits undertaken during the year by councillors, council staff or other persons while representing the council (including visits sponsored by other organisations),
- II. details of the total cost during the year of the payment of the expenses of, and the provision of facilities to, councillors in relation to their civic functions (as paid by the council, reimbursed to the councillor or reconciled with the councillor), including separate details on the total cost of each of the following:
 - III. the provision during the year of dedicated office equipment allocated to councillors on a personal basis, such as laptop computers, mobile telephones and landline telephones and facsimile machines installed in councillors' homes (including equipment and line rental costs and internet access costs but not including call costs),
 - IV. telephone calls made by councillors, including calls made from mobile telephones provided by the council and from landline telephones and facsimile services installed in councillors' homes,
 - V. the attendance of councillors at conferences and seminars,
 - VI. the training of councillors and the provision of skill development for councillors,
 - VII. interstate visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses,
 - VIII. overseas visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses,
 - IX. the expenses of any spouse, partner (whether of the same or the opposite sex) or other person who accompanied a councillor in the performance of his or her civic functions, being expenses payable in accordance with the *Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors for Local Councils in NSW* prepared by the Director-General from time to time,
 - X. expenses involved in the provision of care for a child of, or an immediate family member of, a councillor, to allow the councillor to undertake his or her civic functions.

Controlled Document Information

Authorisation Details

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Audience:	External - Staff and Councillors		
Department:	Organisational Performance		
Officer:	Governance Coordinator - Katherine McNaughton		
Review Timeframe: Max < 4 years	Within 12 months of Local Government Election	Next Scheduled Review Date:	22 March 2019
Authorisation:	Adopted by Council - 22 May 2017		
REPOL Date of Endorsement:	8 May 2017	REPOL Report TRIM Record No:	D08328892
Authorisation - Council Adoption Date:	22 May 2017		

Related Document Information, Standards & References

Related Legislation:	(Legislation Name) Local Government Act 1993 Sections 23A, 252, 253, 254 & 418. Local Government (General) Regulation 2005 Clause 217 & 403	(Relationship/Context) Identifies requirements and contents of the policy, exhibition requirements, and reporting requirements
Related Policies (Council & Internal):	(Policy Name) Code of Conduct - Council Officials – Council Policy	(Relationship/Context) Use of Council Resources
Related Procedures, Guidelines, Forms, WHS Modules/PCD's, Risk Assessments, Work Method Statements:	(Document Name) Procedure – Accommodation and Travel for Councillors Procedure – Councillor Allowances and Reimbursements	(Relationship/Context) Identifies the procedure and requirements for arranging accommodation and travel for Councillors Process details for calculating claims made by Councillors for reimbursements relating to civic duties
Standards COP's & Other References	(Standard, COP or Other References) The Office of Local Government – Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW	(Relationship/Context) 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:	Corporate information, Finance department, Insurance officer, Executive team, Councillors, Manager Organisational Performance Unit.
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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 wording and formatting to sections including: <i>Statement on Scope</i>

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			<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>
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