

Policy

Councillor Expenses and Facilities 2022



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*Note: Any reference to Legislation will be updated in the Policy as required. See website <http://www.legislation.nsw.gov.au/> for current Acts, Regulations and Environmental Planning Instruments.

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POLICY SUMMARY

This *Councillor Expenses and Facilities Policy* (“this Policy”) enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties.

It ensures accountability and transparency and seeks to align Councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this Policy.

This Policy has been prepared in accordance with the *Local Government Act 1993* (“the Act”) and *Local Government (General) Regulation 2021* (“the Regulation”) and complies with the Office of Local Government’s *Guidelines for the Payment of Expenses and Provision of facilities to Mayors and Councillors in NSW* (“the Guidelines”).

This Policy sets out the maximum amounts Council will pay for specific expenses and facilities. Expenses not explicitly addressed in this Policy will not be paid or reimbursed. The main expenses and facilities are summarised in **Appendix II**. All monetary amounts are exclusive of GST.

Additional costs incurred by a Councillor in excess of these limits are considered a personal expense that is the responsibility of the Councillor.

Councillors must provide claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Council’s website.

These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

PART A – INTRODUCTION

1. Introduction

- 1.1 The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Liverpool Plains Shire Council.
- 1.2 The community is entitled to know the extent of expenses paid to Councillors, as well as the facilities provided.

- 1.2 The purpose of this Policy is to clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties.
- 1.4 Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this Policy.
- 1.5 Expenses and facilities provided by this Policy are in addition to fees paid to 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.

2. Policy 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 a diversity of representation; and
- f. Fulfil Council's statutory responsibilities.

3. 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:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor.
- d. **Equity:** there must be 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.

4. Private or Political Benefit

- 4.1 Councillors must not obtain private or political benefit from any expense or facility provided under this Policy.
- 4.2 Private use of Council equipment and facilities by Councillors may occur from time to time. For example, telephoning home to advise that a Council meeting will run later than expected.
- 4.3 Such incidental private use does not require a compensatory payment back to Council.
- 4.4 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 the Council.
- 4.5 Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be 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; and
 - d. Fundraising activities of political parties or individuals, including political fundraising events.

PART B - EXPENSES

5. General Expenses

- 5.1 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.
- 5.2 Expenses not explicitly addressed in this Policy will not be paid or reimbursed.

6. Specific Expenses

General travel arrangements and expenses

- 6.1 All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.
- 6.2 Councillors may be reimbursed for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW, up to the amount specified in **Appendix II**. This includes reimbursement:
- a. For public transport fares;
 - b. For the use of a private vehicle or hire car;
 - c. For parking costs for Council and other meetings;
 - d. For tolls;
 - e. By Cabcharge card or equivalent; and
 - f. For documented ride-share programs, such as Uber, where tax invoices can be issued.
- 6.3 Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.
- 6.4 Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.

Interstate, overseas and long-distance intrastate travel expenses

- 6.5 In accordance with Section 4, Council will scrutinise the value and need for Councillors to undertake overseas travel. Councillors should avoid interstate, overseas and long-distance intrastate trips unless direct and tangible benefits can be established for the Council and the local community. This includes travel to sister and friendship cities.
- 6.6 Total interstate, overseas and long-distance intrastate travel expenses for all Councillors will be capped at the amount specified in **Appendix II**. This amount will be set aside in Council's annual budget.
- 6.7 Councillors seeking approval for any interstate and long-distance intrastate travel must submit a case to, and obtain the approval of, the General Manager prior to travel.

- 6.8 Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full Council meeting prior to travel.
- 6.9 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; and
 - d. A detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- 6.10 For interstate and long- distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.
- 6.11 For interstate journeys by air of more than three hours, the class of air travel may be premium economy.
- 6.12 For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.
- 6.13. Bookings for approved air travel are to be made through the General Manager's Office.
- 6.14. For air travel that is reimbursed as Official business, Councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

Travel expenses not paid by Council

- 6.15 Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

Accommodation and meals

- 6.16 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, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the General Manager. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the Councillor lives more than 50 kilometres from the meeting location.

- 6.17 Council will reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel or professional development outside the Liverpool Plains Shire local government area.
- 6.18 The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the *NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009*, as adjusted annually.
- 6.19 The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the General Manager, being mindful of Clause 6.18.
- 6.20 Councillors will not be reimbursed for alcoholic beverages.

Refreshments for Council-related meetings

- 6.21 Appropriate refreshments will be available for Council meetings, Council committee meetings, Councillor workshops, Councillor pre-meeting briefing sessions, approved meetings and engagements, and official Council functions as approved by the General Manager.
- 6.22 As an indicative guide for the standard of refreshments to be provided at Council-related meetings, the General Manager must be mindful of Part B Monetary Rates of the *NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009*, as adjusted annually.

Induction and Professional Development

- 6.23 In the first year of each Council term, Council will set aside the amount specified in **Appendix II** in its budget to facilitate a comprehensive induction program for all Councillors which shall consider the *Councillor Induction and Professional Development Guidelines* issued by Office of Local Government (OLG).
- 6.24 In the first and third years of each Council term, Council will set aside the amount specified in **Appendix II** in its budget to facilitate a comprehensive induction program for the Mayor which shall consider the *Councillor Induction and Professional Development Guidelines* issued by Office of Local Government (OLG).
- 6.25 In the first year of each Council term, Council will develop an ongoing professional development program comprising individual professional

development plans for the Mayor and each Councillor. The program will span the term of Council, with individual activities implemented over time according to priority.

- 6.26 Council will set aside the amount specified in **Appendix II** in its budget to facilitate the delivery of individual activities contained in the Mayor's and Councillors' professional development plans. Professional development may include programs, training, education courses and membership of professional bodies.
- 6.27 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.
- 6.28 Approval for professional development activities is subject to a prior written request to the General Manager outlining the:
- a. Details of the proposed professional development; and
 - b. Relevance to the individual Councillor's professional development plan.
- 6.29 In assessing a Councillor's request for a professional development activity, the General Manager must consider the factors set out in Clause 6.28, as well as the cost of the Councillor's requested professional development in relation to the remaining budget.

Conferences and seminars

- 6.30 Council is committed to ensuring its Councillors remain up to date with contemporary issues facing Council and the community, and local government in NSW.
- 6.31 Council will set aside the amount specified in **Appendix II** in its budget to facilitate Councillor attendance at conferences and seminars. This allocation is for all Councillors. The General Manager will ensure that access to expenses relating to conferences and seminars is distributed equitably.
- 6.32 Consistent with clause 1.6.7 of the Guidelines, approval to attend a conference or seminar should occur, where possible, at a full meeting of the Council. As such, at its first Ordinary Meeting of the year, Council shall resolve to nominate:

- a. Three Councillors to attend the Local Government NSW (LGNSW) Annual Conference; and
 - b. One Councillor to attend each of the following conferences and seminars:
 - i. Australian Local Government Association (ALGA) National General Assembly of Local Government;
 - ii. Australian Local Government Women's Association (ALGWA) NSW Conference;
 - iii. Local Government NSW (LGNSW) Destination and Visitor Economy Conference;
 - iv. Local Government NSW (LGNSW) Water Management Conference; and
 - v. NSW Local Roads Congress.
- 6.33 Councillor attendance at a seminar or conference not listed in clause 6.32 must be approved at a full meeting of the Council. Where approval at a full meeting of the Council is not possible, then:
- a. Approval for a Councillor to attend a conference or seminar must be approved by the General Manager and Mayor.
 - b. Approval for the Mayor to attend a conference or seminar must be approved jointly by the General Manager and Deputy Mayor.
- 6.34 In assessing a Councillor request to attend a conference or seminar, the Council, or the General Manager and Mayor, or the General Manager and Deputy Mayor, 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; and
 - b. Cost of the conference or seminar in relation to the total remaining budget.
- 6.35 Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at approved conferences. 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 6.16-6.20.

Council functions and events

- 6.36 Council will meet the cost of Councillors' attendance at the following functions and civic events held by Council throughout the year:
- a. Australia Day Ambassador's Dinner (held January each year);
 - b. International Women's Day Dinner (held March each year);
 - c. Councillors' Christmas Dinner (held December each year); and
 - d. Councillors' End of Term Dinner (held August in the final year of each Council term).
- 6.37 The extent of reimbursement is limited to the cost of attending the function or event only.

Information and communications technology (ICT) expenses

- 6.38 Council will provide to each Councillor for the duration of their term of office one mobile tablet device, with approved accessories, including data and service fees. Councillors' use of internet and email on the provided tablet must be in accordance with Council's Code of Conduct and adopted policies. The cost of providing the tablet device and their ongoing usage and operating cost shall be limited to the amount specified in **Appendix II**.
- 6.39 Council may, from time to time, provide Councillors with upgraded equipment or new facilities where doing so will result in efficiencies and aligns with Council's general ICT program.
- 6.40 Council will provide to each Councillor the monthly mobile telephone allowance specified in **Appendix II** in recognition of mobile telephone costs incurred in discharging their civic duties and undertaking official business.

Special requirement and carer expenses

- 6.41 Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible, including provision for sight- or hearing-impaired Councillors and those with other disabilities.
- 6.42 Transportation provisions outlined in this Policy will also assist Councillors who may be unable to drive a vehicle.
- 6.43 In addition to the provisions above, the 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.

- 6.44 Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses of \$20 per hour up to a maximum of the amount specified in **Appendix II** or attendance at official business, plus reasonable travel from the principal place of residence.
- 6.45 Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 6.46 In the event of caring for an adult person, Councillors will need to provide suitable evidence to the General Manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

Home office expenses

- 6.47 Each Councillor may be reimbursed up to the amount specified in **Appendix II** for costs associated with the maintenance of a home office, such as minor items of consumable stationery and printer ink cartridges.

7. Accompanying person expenses

- 7.1 In accordance with clause 2.3.12 of the Guidelines, there are limited instances where certain costs incurred by a Councillor on behalf of their accompanying person are properly those of the Councillor in the performance of his or her functions. Such expenses are properly incurred by, and reimbursable to, the Councillor
- 7.2 Consistent with clause 2.3.12 of the Guidelines, it is appropriate for Council to meet the costs of a Councillor's accompanying person at official Council functions and civic events within the Liverpool Plains Shire local government area that are of a formal and ceremonial nature. As such, Council will meet the costs of a Councillor's accompanying person at those Council functions and civic events specified in clause 6.36.
- 7.3 Expenses incurred by accompanying persons under clauses 7.1 and 7.2 of this Policy will be limited to the ticket, meal and/or direct cost of attending the event or function. Consistent with clause 2.3.12 of the Guidelines, travel expenses, any additional accommodation expenses, and any sundry expenses incurred by the accompanying person, are the personal responsibility of the individual Councillor and shall not be reimbursed by Council.
- 7.4 Consistent with clause 2.3.12 of the Guidelines, Council will meet the expenses of a Councillor's accompanying person at the Local Government

NSW Annual Conference, where the Councillor's attendance at the conference has been approved by Council. Such expenses will be limited to the cost of registration and official conference dinners. Travel expenses, any additional accommodation expenses, and the cost of accompanying person tours and any sundry expenses, are the personal responsibility of the individual Councillor and shall not be reimbursed by Council.

- 7.5 Council will not pay any costs or expenses incurred by a Councillor's accompanying person at a professional development activity, seminar or conference, other than the Local Government NSW Annual Conference in accordance with clause 7.4. In these situations, all costs, including any additional accommodation costs, must be met by the individual Councillor or their accompanying person.

8. Insurances

- 8.1 In accordance with Section 382 of the Act, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this Policy.
- 8.2 Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of his or her civic duties, or exercise of his or her functions as a Councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- 8.3 Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.
- 8.4 Appropriate travel insurances will be provided for any Councillors travelling on approved interstate and overseas travel on Official business

9. Legal Assistance

- 9.1 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 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.
- 9.2 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 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.
- 9.3 Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of 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 term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.
- 9.4 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.
- 9.5 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

10. General facilities for all Councillors

Facilities

- 10.1 Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:
 - a. Appropriate refreshments at Council-related meetings, subject to clauses 6.21 and 6.22;

- b. Postage of correspondence pertaining to official business through Council's own mailing systems;
 - c. Personal protective equipment for use during site visits;
 - d. Two dress ties or scarves, embroidered with Council's logo, in the first and third year of each Council term; and
 - e. Two name badges which may be worn when undertaking Official business, indicating that the wearer holds the office of a Councillor.
- 10.2 Councillors may book meeting rooms for official business at Council's Customer Service Centre located at 60 Station Street, Quirindi at no cost. Rooms may be booked through the General Manager's Office.
- 10.3 The provision of facilities will be of a standard deemed by the General Manager as appropriate for the purpose.

Stationery

- 10.4 Council will, upon request, provide up to 250 business cards to each Councillors each year.

Corporate wardrobe

- 10.5 Council will reimburse Councillors the amount in **Appendix II** towards the purchase of corporate wardrobe garments, selected from Council's approved Corporate Uniform range and embroidered with Council's logo. The balance of any cost of corporate wardrobe garments above the amount specified in **Appendix II** must be met by the Councillor.

Administrative support

- 10.6 Council will provide administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by staff in the General Manager's Office arranged by the General Manager.
- 10.7 As per Section 4, Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

11. Additional facilities for the Mayor

- 11.1 Council recognises the additional responsibilities of the Mayor under the Act, and will provide the following additional facilities to the Mayor in addition to those detailed at clause 10.1:

- a. Mayoral Robes and Chains of Office for use in carrying out the civic and ceremonial duties of the Mayoral office;
 - b. A furnished office incorporating a computer configured to Council's standard operating environment, telephone and meeting space; and
 - c. A corporate credit card for the payment of expenses incurred in accordance with this Policy. The Mayor's use of the provided corporate credit card must be in accordance with Council's Code of Conduct and adopted policies.
- 11.2. Upon request, Council will provide to the Mayor for the duration of his or her term as Mayor one mobile telephone, with approved accessories, including data and service fees. The Mayor's use of internet and email on the provided mobile telephone must be in accordance with Council's Code of Conduct and adopted policies. The cost of providing the mobile telephone and its ongoing usage and operating cost shall be limited to the amount specified in **Appendix II**.
- 11.3 Where Council provides the Mayor with a mobile telephone in accordance with clause 11.2, the Mayor will not be paid the mobile telephone allowance provided under clause 6.39.
- 11.4 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 General Manager.
- 11.5 The number of exclusive staff provided to support the Mayor and Councillors will not exceed 0.3 full time equivalents.
- 11.6 As per Section 4, staff provided to support the Mayor and Councillors are expected to work on official business only, and not for matters of personal or political interest, including campaigning.

PART D – PROCESSES

12. Approval, payment and reimbursement arrangements

- 12.1 Expenses should only be incurred by Councillors in accordance with the provisions of this Policy.
- 12.2 Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.

- 12.3 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; and
 - b. Carer costs.
- 12.4 Final approval for payments made under this Policy will be granted by the General Manager or their delegate.

Direct payment

- 12.5 Council may approve and directly pay expenses. Requests for direct payment must be submitted to the Responsible Accounting Officer 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

- 12.6 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 Responsible Accounting Officer.

Notification

- 12.7 If a claim is approved, Council will make payment directly or reimburse the Councillor through accounts payable.
- 12.8 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

- 12.9 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.
- 12.10 If the Councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the General Manager. The General Manager may elect to deduct the amount from the Councillor's allowance.

Timeframe for reimbursement

12.11 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.

13. Disputes

13.1 If a Councillor disputes a determination under this Policy, the Councillor should discuss the matter with the General Manager.

13.2 If the Councillor and the General Manager cannot resolve the dispute, the Councillor may submit a notice of motion to a Council meeting seeking to have the dispute resolved. The notice of motion must be considered in an open meeting of Council.

14. Return of retention of facilities

14.1 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.

14.2 Should a Councillor desire to keep any equipment allocated by Council, then this Policy enables the Councillor to make application to the General Manager to purchase any such equipment. The General Manager will determine an agreed fair market price or written down value for the item of equipment.

14.3 The prices for all equipment purchased by Councillors under Clause 14.2 will be recorded in Council's Annual Report.

15. Publication

15.1 This Policy will be published on Council's website.

16. Reporting

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

16.2. Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full

on Council's website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

17. Auditing

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

18. Breaches

- 18.1 Suspected breaches of this Policy are to be reported to the General Manager.
- 18.2 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 1: 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 of Liverpool Plains Shire 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.

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 II .
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, and includes: <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.
Political donation	As defined at section 5 of the <i>Electoral Funding Act 2018</i> .
Professional development	Means a seminar, training course or other development opportunity relevant to the role of a Councillor or the Mayor.
Regulation	Means the <i>Local Government (General) Regulation 2005</i> (NSW).

Appendix II: Maximum monetary limits for expenses and facilities

Expense or facility	Maximum amount	Frequency
General travel expenses	\$2,000 per Councillor \$3,000 for the Mayor	Per year
Interstate, overseas and long-distance intrastate travel expenses	\$2,000 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
Induction program	\$12,000 for all Councillors	First year per term of Council
	\$3,000 for the Mayor	First and third years per term of Council
Professional development	\$3,000 per Councillor	Per year
Conferences and seminars	\$12,000 for all Councillors	Per year
Mobile tablet		
• Device	\$1,200 per Councillor	First year per term of Council
• Data allowance	\$25 per Councillor	Per month

Mobile telephone allowance	\$30 per Councillor	Per month
Mobile telephone	\$1,200 for the Mayor	Per term as Mayor
Carer expenses	\$2,000 per Councillor	Per year
Home office expenses	\$150 per Councillor	Per year
Stationery	250 Business Cards per Councillor	Per year
Corporate wardrobe	\$250 per Councillor	Per year
	\$300 for the Mayor	Per year
Dress ties or scarves	Two dress ties or scarves per Councillor	First and third years per term of Council
Corporate credit card	Provided to the Mayor	Not relevant
Furnished office	Provided to the Mayor	Not relevant
Number of exclusive staff supporting Mayor and Councillors (0.3 full time equivalent)	Provided to the Mayor and Councillors	Not relevant