



COUNCILLOR EXPENSES AND FACILITIES POLICY

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Policy Statement

Pursuant to section 252 of the *Local Government Act 1993* (the Act), Council must adopt a policy that guides the payment of expenses incurred or to be incurred and the provision of facilities to Councillors in relation to discharging the functions of Civic Office.

The Councillor Expenses and Facilities Policy (the Policy) ensures accountability and transparency in the reimbursement of expenses incurred by the Mayor and Councillors. The Policy establishes a framework, based on the requirements of the Act, for the payment of expenses and provision of facilities to the Mayor and Councillors.

The Policy provides for adequate, fair, and equitable payment or reimbursement of expenses and provision of facilities to the Mayor and Councillors to enable efficient discharge of the functions of Civic Office. The Policy applies to all Walgett Shire Council Councillors, including the Mayor.

Expenses and facilities provided by the Policy are in addition to fees paid to Councillors as outlined by the Local Government Remuneration Tribunal pursuant to section 241 of the Act and as set through a resolution of Council.

Definitions

Term	Meaning
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 meals and 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.

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 Council and includes their delegate or authorised representative
Incidental private use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
Official Business	Means a Councillor's attendance at Council meetings, meetings of Committees or groups where they have been appointed to represent the Council, attendance at Council events where they have been officially invited in their capacity as a Councillor, or participation in any activity approved by Council resolution where they have been authorised to represent the Council.
Professional Development	Means a seminar, conference, training course or other development opportunity relevant to the role of a Councillor or the Mayor

Chapter 1: Introduction

1. Introduction

- 1.1. The provision of expenses and facilities enables councillors to fulfil their civic duties as the elected representatives of Walgett Shire Council.
- 1.2. The community is entitled to know the extent of expenses paid to councillors, as well as the facilities provided.
- 1.3. 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.

2. Policy Objectives

- 2.1. 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
 - f. fulfil the council's statutory responsibilities.

3. Principles

- 3.1. 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
 - d. fundraising activities of political parties or individuals, including political fundraising events.
- 4.6. Where it is appropriate for the Mayor or a Councillor to give a gift or benefit (for example, on a Council related business trip or when receiving visitors), these gifts and benefits should be of a value no greater than the quantum for acceptable gifts established by the Walgett Shire Council Code of Conduct.
- 4.7. Where the Mayor or a Councillor gives a gift or benefit, they are to advise the General Manager in writing as soon as reasonably practicable afterwards. The gift or benefit must be recorded on Council's gifts and benefits register.
- 4.8. Councillors will not be reimbursed for alcoholic beverages under any circumstances.

Chapter 2: Payment of Expenses

5. Approval of Expenses

- 5.1. No allowances or expenses other than those explicitly contained in the Policy are payable to the Mayor or Councillors.
- 5.2. Where possible, expenses should be paid via Council's procurement system. However, it is accepted that in some instances, this would not be possible or feasible. In such cases, the Mayor or Councillors may seek reimbursement of approved expenses.
- 5.3. Reimbursement Approval Process
 - a. Reimbursement of expenses shall only be made upon the production of tax invoices and a completed Expense Claim Form signed by the claiming Councillor and the General Manager.
 - b. A claim for reimbursement of expenses must be lodged within thirty (30) days of the end of the previous calendar month on an Expense Claim form.
 - c. The General Manager will ensure that a Councillor is reimbursed within thirty (30) days of receiving a correctly completed Expense Claim Form with all relevant tax invoices attached.

6. Specific Expenses

- 6.1. Travel for official business.
 - a. Travel for official business is an essential function of Councillors, enabling them to fulfil their roles effectively and represent the Council's interests.
 - b. Council will bear the costs associated with travel to and from official business, provided that the journey is undertaken via the most direct and efficient route. Where road travel is deemed the most appropriate method of transportation, the use of a Council vehicle is strongly preferred, where such a vehicle is available and practical for the intended purpose.
 - c. In cases where a Councillor is required to attend a meeting of a Committee or group to which they have been appointed as the Council representative and such a meeting is outside the Local Government Area, the Councillor must seek the Mayor and General Manager's approval before incurring any expenses associated with their attendance.
 - d. Councillors seeking approval for any overseas travel must submit a case to and obtain the approval of a full council meeting prior to travel.
 - e. Airfares must be booked and paid for by the General Manager prior to incurring any expenses.
 - f. Economy class air travel is to be used for journeys by air of less than three hours.
 - g. If available, premium economy may be the class of air travel for journeys by air of more than three hours. Otherwise, it is to be economy.
 - h. When Councillors travel by air for official Council business, any accrued frequent flyer points shall be credited to the Walgett Shire Council's business account, where such an account exists. In the absence of a Council business account, Councillors are not permitted to accrue frequent flyer points or any other travel-related benefits for personal use.
 - i. It is acknowledged that there may be occasions when Councillors are required to incur their own costs of travel for official business. Examples would include parking costs, tolls, taxi or ride-share costs. In such cases, these costs will be reimbursed in accordance with clause 5.3 of this policy.

- j. Reimbursement for using a private motor vehicle is calculated on a cents-per-kilometre basis at the rate contained in the *Local Government (State) Award*.
- k. Councillors should travel using the most direct route and the most practicable and economical mode of transport.
- l. Where possible, Councillors should carpool when more than one Councillor attends the same civic function.
- m. Councillors seeking to be reimbursed for use of a private vehicle must keep a logbook recording the date, distance and purpose of travel being claimed. Copies of the relevant logbook contents must be provided with the claim.
- n. Costs of traffic or parking fines incurred whilst travelling in a private or Council vehicle on Council-related business are the driver's responsibility and are not eligible for reimbursement.
- o. 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 or event finishes later than 9.00pm or starts earlier than 7.00am and the Councillor lives more than 50 kilometres from the location.

6.2. Attendance at Conferences and Seminars

- a. Councillors may nominate or be nominated by Council to attend conferences, seminars, or similar functions through a resolution passed in Open Council.
- b. If notice of a conference is brought to the attention of Council, where registration deadlines will not permit a Councillor(s) nomination to be presented in an open session of a Council Meeting, the Mayor and General Manager may approve the attendance of a Councillor to the nominated conference, seminar or similar function. If the Mayor is the nominated Councillor, then the Deputy Mayor and General Manager may approve the attendance of the Mayor to the nominated conference, seminar or similar function.
- c. If approval is given under the above-delegated authority, all Councillors will be notified that the authority has been exercised.
- d. The Mayor shall not be precluded from nominating a substitute attendee for functions on those occasions where the Mayor is unable to be in attendance.
- e. Where the Mayor or a Councillor has been authorised to attend a conference, seminar, or similar function, the Council will pay the following expenses:
 - i. All registration costs, including those relating to official luncheons, dinners, and tours relevant to the Council's interests
 - ii. Travel, per clause 6.1 of the Policy.
 - iii. Accommodation.
 - iv. Food expenses, including during travel to and from the conference, seminar or similar function.
 - v. 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. Alternatively, reimbursement may be

provided based on reasonableness as determined by the Mayor and the General Manager.

- vi. The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the Mayor and General Manager, being mindful of Clause 6.2(e)(v).
- vii. Reasonable and necessary out-of-pocket expenses.

6.3. Attendance at Dinners and Other Non-Council Functions

- a. Councillors may seek Council approval to attend dinners and other non-Council functions. Examples of such functions may include invitations from the Government, key community members, community groups, politicians, or relevant businesses or organisations.
- b. When approving such requests, Council will ensure that the function aligns with and is relevant to the Council's interests.
- c. If notice of a conference is brought to the attention of Council, where registration deadlines will not permit a Councillor(s) nomination to be presented in an open session of a Council Meeting, the Mayor and General Manager may approve the attendance of a Councillor to the nominated conference, seminar or similar function. If the Mayor is the nominated Councillor, then the Deputy Mayor and General Manager may approve the attendance of the Mayor to the nominated conference, seminar or similar function.
- d. If approval is given under the above-delegated authority, all Councillors will be notified that the authority has been exercised.
- e. Where the Mayor or a Councillor has been authorised to attend a dinner or other non-Council function, the Council will pay the following expenses:
 - i. All registration costs, including those relating to official luncheons, dinners, and tours relevant to the Council's interests
 - ii. Travel, per clause 6.1 of the Policy.
 - iii. Accommodation.
 - iv. Food expenses, including during travel to and from the conference, seminar or similar function.
 - v. 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. Alternatively, reimbursement may be provided based on reasonableness as determined by the Mayor and the General Manager.
 - vi. The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the Mayor and General Manager, being mindful of Clause 6.2(e)(v).
 - vii. Reasonable and necessary out-of-pocket expenses.
- f. Council will not reimburse Councillors for any component of their attendance that is additional to the service cost of the function, such as a donation to a political party or candidate electoral fund or some other private benefit.

- g. The fundraising activities of political parties, including political fundraising events, are personal interests. Council will not pay expenses or provide facilities to Councillors in relation to supporting and/or attending such activities or events.

6.4. Attendance at Professional Development Opportunities

- a. Each year, Council will set aside an annual amount per Councillor in its budget to facilitate their professional development.
- b. Councillors, except the Mayor, may seek approval from the Mayor and General Manager to attend professional development opportunities that benefit the Council's operations, governance, or strategic objectives.
- c. The Mayor, may seek approval from the Deputy Mayor and General Manager to attend professional development opportunities that benefit the Council's operations, governance, or strategic objectives.
- d. Such opportunities may include workshops, training sessions, or courses that enhance a Councillor's skills, knowledge, or expertise relevant to their role.
- e. Approval for attendance will be based on the relevance and potential benefit of the professional development activity to the Council and must align with the Council's priorities and goals.
- f. If a Councillor exhausts their entire annual professional development allowance, no further approvals for additional expenses will be granted except by a resolution of the Council. Any increase in a Councillor's allowance through such a resolution must be matched by a corresponding decrease in the remaining budget allocated to other Councillors, ensuring that the overall budget for professional development is not exceeded.
- g. The budget allocation for each Councillor must cover all expenses incurred for professional development, including attendance fees, travel, accommodation, and food. Councillors have the option to self-fund any part of a professional development opportunity if they choose to do so. This allows Councillors to participate in opportunities that exceed their allocated budget by covering the additional costs themselves.
- h. Councillors may pool their allocated professional development funds to collectively participate in group training sessions or other shared development opportunities. This allows for collaborative learning experiences that can benefit multiple Councillors and enhance the overall effectiveness of the Council.

6.5. Reporting Requirements

- a. Councillors will report, in writing, in an open session of a Council Meeting on the outcome of any event they attend in accordance with clauses 6.2, 6.3 and 6.4 of this Policy. The report will be submitted to the General Manager (or their delegate) within one (1) month of the Councillor's attendance at the event.
- b. If a number of Councillors attend the same event, a single report may be submitted on behalf of all Councillors that attended; however, the report must be signed by all Councillors that were in attendance.
- c. The report to Council will be in writing and include the following:
 - i. The purpose/subject matter of the event including their reason for attendance and how the event aligned to Council's objectives.
 - ii. The agenda of the event.

- iii. Any items of interest to Council discussed at the event.
- iv. Recommendations for further areas of action or investigation (if applicable).

6.4. Legal Expenses and Assistance

- a. Council may, if requested, indemnify, or reimburse the reasonable legal expenses of:
 - i. a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the Councillor
 - ii. 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
 - iii. 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.
- b. In the case of a Code of Conduct complaint made against a Councillor, legal costs will only be made available where the General Manager has referred the matter 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
- c. 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.
 - i. Legal expenses that relate to expenses incurred in the event of any enquiry, investigation or hearing by any of the following shall not be reimbursed by Council:
 - ii. The Independent Commission Against Corruption (ICAC);
 - iii. The Office of the Ombudsman;
 - iv. The Office of Local Government;.
 - v. The Police;
 - vi. The Director of Public Prosecutions;
 - vii. The Local Government Pecuniary Interest and Disciplinary Tribunal into the conduct of a Councillor;
 - viii. Any commission, tribunal, or Court constituted by the Commonwealth or a State or Territory Government of Australia;
 - ix. The Australia's Securities Commission; or
 - x. A combination of the above.

- d. Council will not meet the legal costs:
 - xi. Of legal proceedings initiated by a Councillor under any circumstances;
 - xii. Of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation; or
 - xiii. For legal proceedings that do not involve a Councillor performing their role as a Councillor.
- d. 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, provided that the following criteria is met:
 - i. Approval of the General Manager, in writing, is sought and gained prior to any legal expense being incurred.
 - ii. The amount of such reimbursement shall be reduced by the amount of any monies that may be or are recouped by the Councillor on any basis.
 - iii. The Councillor's performance or exercise of the civic duty or function was in the opinion of Council bona fide and/or proper, and the Councillor acted in good faith as required under section 731 of the Act.
 - iv. The amount of such reimbursement shall be limited to the extent that only fees charged at a rate equivalent to the hourly rate then being charged by Council's Solicitors will be paid (for example, any portion of the expenses representing any hourly charge rate higher than the hourly charge rate of Council's Solicitor will not be reimbursed).
 - v. The Council is not the plaintiff in the action.
 - vi. Any reimbursement shall not include any action by one Councillor against another Councillor.
 - vii. The enquiry, investigation, hearing or proceeding results in a finding that is not substantially unfavourable to the Mayor or Councillor.

6.4. Care and Other Related Expenses

- a. Council will reimburse a Councillor's reasonable expenses to cover engagement of a babysitter or carer where required to enable the Councillor to attend any Council, official business.
- b. Other than where a carer is required by a Councillor themselves, Council will meet the reasonable expenses for the care (that is actually and necessarily incurred by a Councillor whilst attending Council and Committee Meetings, and Council workshops) of:
 - i. A child of the Councillor; or
 - ii. A dependent of the Councillor requiring full-time care.
- c. Council will not meet the reasonable expenses for the care of a child or a dependent of the Councillor if the care is provided by a relative of the Councillor.
- d. A Councillor is entitled to make a submission to the General Manager, in writing, for special consideration regarding care, for which a recommendation will be put to Council.

- e. 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.

6.5. Accompanying Person Expenses

- a. Where the Mayor or Councillor is required to attend a conference, seminar, professional development opportunity or similar function to undertake their civic duties, all costs for, or incurred by, the accompanying person, including travel, breakfast, meals, registration and/or participation in any conference programs, are to be borne by the Councillor/accompanying person and not by the Council.
- b. Where the Mayor or a Councillor is accompanied at an official Council function within the local government area, all travel and subsistence costs for or incurred by the accompanying person will be met by the Council.
- c. Where the Mayor or a Councillor representing the Mayor is accompanied at an official Council function or carrying out an official ceremonial duty outside the local government area (but within the State) the payment of all travel and subsistence costs for, or incurred by, the accompanying person, will be considered by Council.

6.6. Insurances

- a. Pursuant to Section 382 of the Act, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured.
- b. 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
- c. Council shall pay the insurance policy excess in respect of any claim accepted by council's insurers, whether defended or not.
- d. Appropriate travel insurances will be provided for any Councillors travelling on approved interstate and overseas travel on council business. Councillors while on Council related business shall receive the benefit of insurance cover for:
 - i. Personal Accident (including sickness and journey/travel).;
 - ii. Public Liability;
 - iii. Professional Indemnity; or
 - iv. Councillor and Officers Liability.

7. Provision of Facilities (and Equipment) for Councillors

- 7.1. All equipment provided to Councillors under the Policy shall remain the property of the Council and be returned in good condition to the Council upon the Mayor or Councillor ceasing to hold Civic Office.
- 7.2. Council will provide reasonable facilities and equipment to each Councillor to ensure that they can undertake their civic duties in an appropriate and efficient manner.
- 7.3. Reasonable facilities shall include those outlined in Clauses 7 and 8 of the Policy and any other aid to support the Mayor and the Councillors in undertaking their civic duties at the discretion of the General Manager in accordance with Council's policies and the Act.
- 7.4. Councillors will be issued with business cards (the amount to be determined at the discretion of the General Manager). Replacements will be provided upon written request.

- 7.5. Provision of appropriate meals and refreshments associated with Councillor attendance at Council and Committee Meetings and Councillor workshops or at any other time deemed appropriate by the Mayor or General Manager whilst on Council related business.
- 7.6. Councillors will be provided with portable devices connected to the internet to assist in undertaking civic duties.
- a. Facilities provided will consist of an iPad (or other portable computing device that is reasonably acceptable) with accessories (including carry case and keyboard).
 - b. Computer facilities shall be dealt with in accordance with the relevant legislation and the Walgett Shire Council *Code of Conduct*.
 - c. Council will reimburse Councillors a fixed monthly amount as specified in Schedule 1 of this Policy, for telephone and internet costs, subject to the conditions outlined in clause 5 of this Policy.

8. Provision of Additional Facilities (and Equipment) for the Mayor

8.1. Mayoral Office

- a. Council will provide a furnished office at the Council Administration building located in Walgett to enable the Mayor to undertake civic duties. The office furnishings will include:
 - v. Provision of a computer and associated software packages (with internet connection).
 - vi. Provision of a telephone (including all call costs).

8.2. Executive assistant support, from a suitably experienced and qualified resource, will be provided during normal office hours to aid and support to the Mayor in the conduct of their civic duties.

8.3. Council will provide the Mayor with Mayoral robes and the Chain of Office.

8.4. The Mayor will be provided with a mobile phone to enable them to undertake their civic duties effectively. The mobile phone is intended primarily for official Council business, and its use for private purposes must not exceed the limits set out in this Policy. Any private use beyond what is permitted will need to be reimbursed in accordance with Council's guidelines.

8.5. The Mayor may, at their discretion, opt to use their personal mobile phone and number in place of a Council-provided mobile phone. In such instances, the Council will reimburse the Mayor as specified in Schedule 1 of this Policy, subject to the conditions outlined in clause 5 of this Policy.

8.6. Provision of a Motor Vehicle

- a. Council will provide to the Mayor, at its cost, a registered, insured, maintained and fuelled vehicle for use by the Mayor on official duties and for private use.
- b. The vehicle is provided on the following basis:
 - i. The changeover of the vehicle is to occur in accordance with Council's Fleet Replacement Program.
 - ii. The Mayor is to be provided with a suitably equipped vehicle commensurate with the requirements of the Office of Mayor in accordance with Council's Fleet Policy and related Operational Protocols that are in place at the time of purchase.

- iii. The Mayor is to enter into Council's standard agreement for the use of the vehicle, which is the subject of this Policy
- c. The vehicle is to be kept in a clean and tidy condition to ensure that a professional image of the Council is presented at all times, and to retain the capital value of the vehicle.
- d. The Mayor will ensure the general roadworthiness of the vehicle. This will include for example the checking of oil, fuel, coolant, brake fluid, lights, windscreen washers and wipers, water, battery and tyre tread and pressure, and taking corrective action where necessary as per vehicle specifications/manual
- e. The vehicle is to be serviced at required intervals through Council's Workshop and in accordance with the manufacturer's specifications.
- f. Smoking is not permitted under any circumstances in the vehicle, at any time, by any person.
- g. Animals are not permitted in the vehicle at any time, unless in the event of medical emergencies or natural disasters
- h. Wherever possible, the vehicle is to be garaged off-street.
- i. The Mayor and their nominated partner are entitled to drive the vehicle, provided that such a person is a fully licensed driver.
- j. If the Mayor is present in the vehicle, any competent and fully licenced driver may drive the vehicle. Under no circumstances is a person who does not hold a full license (such as a person who is unlicensed or holds a Learners or a Provisional Licence) is to drive the vehicle.
- k. The Mayor will be strictly responsible for all parking, traffic or other fines or infringements arising from the use of the vehicle whilst the vehicle is in their custody and possession, in accordance with Council's Fleet Policy and Operational Protocols.

9. Payment of Councillor fees

- 9.1. Pursuant to section 248 of the Act, Council shall, prior to 30 June each year, set by resolution, the annual fees to be paid to the Councillors for the following year commencing on 1 July provided that:
- a. Such fee shall be within the range for the Council determined annually by the Local Government Remuneration Tribunal;
 - b. Such payment shall be subject to clause 404 of the *Local Government Regulation 2021* and as resolved by Council pursuant to section 254A of the Act.
- 9.2. Councillors will be paid in accordance with the Act. Payments shall be:
- a. Broken down on a monthly basis;
 - b. Include the amount of Superannuation as determined by the *Superannuation Guarantee (Administration) Act 1992* (Cth); and
 - c. Processed through Council's Payroll System.

10. Payment of Mayoral Fee

- 10.1. Pursuant to section 249 of the Act, Council shall, prior to 30 June each year, set by resolution, the annual fee to be paid to the Mayor for the following year commencing on

1 July provided that such fee shall be within the range for the Council determined annually by the Local Government Remuneration Tribunal

10.2. The Mayor will be paid in accordance with the Act. Payments shall be:

- a. Broken down on a monthly basis;
- b. Include the amount of Superannuation as determined by the *Superannuation Guarantee (Administration) Act 1992* (Cth); and
- c. Processed through Council's Payroll System.

11. Deductions

11.1. Unless otherwise provided, the payment of, or reimbursement of expenses and the facilities that may be provided under this Policy, shall be provided without reduction from the annual fees payable to the Mayor and Councillors, as determined by the Council under sections 248 to 254 inclusive of the Act.

12. Dispute Resolution

12.1. Any dispute relating to the administration of the Policy must be made in writing to the General Manager detailing the grounds for the dispute. Any such disputes will be referred to the next scheduled Ordinary Meeting of Council for determination and resolution.

13. Breaches

13.1. Suspected breaches of this policy are to be reported to the General Manager.

13.2. 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.

14. Related Policy/Procedure

14.1. Code of Conduct.

History

Minute Number	Meeting Date	Description of Change
	22 October 2024	Draft resolved for exhibition
R-11-12-2024	17 December 2024	Adopted by Council

Schedule 1 – Summary of Expenses for Councillors

Expense Type	Refund Basis	Limit
Attendance at Conference, Seminar, or similar function - Registration	Actual	Nil
Accommodation and Food when on official business.	Actual	Consistent with those set out in Part B Monetary Rates of the <i>NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009</i> , as adjusted annually.
Attendance at Dinners and other Non-Council Functions	Actual	Nil
Attendance at Professional Development Opportunities	Actual	Within the allocated budget and in accordance with the relevant clause of the Policy.
Travel - use of private motor vehicle	Rate per kilometre as determined in the Local Government (State) Award.	Nil
Travel – Air, Rail, Taxi, Bus, Parking or Tolls	Actual	Nil
Care and Other Related Expenses	Actual	\$30.00 per hour (up to \$2,500 per annum)
Accompanying Person Expenses - Official Council Functions Within Local Government Area (Travel and subsistence only)	Actual	Consistent with those set out in Part B Monetary Rates of the <i>NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009</i> , as adjusted annually.
Accompanying Person Expenses - Official Council Functions Outside Local Government Area (Travel and subsistence only)	As determined by Council	As determined by Council
Mobile Phone and calls	Mayor Only	Up to a maximum of \$50.00 per month
Telephone and internet	All Councillors	Up to a maximum of \$90.00 per month