

# Wagga Wagga City Council

## PAYMENT OF EXPENSES AND PROVISION OF FACILITIES TO COUNCILLORS POLICY

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<b>RESPONSIBLE MANAGER</b>	Manager Audit, Risk and Governance		
<b>RESPONSIBLE DIRECTOR</b>	General Manager		
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## PART 1: INTRODUCTION

### 1.1 Legislation

This Policy is made under the *Local Government Act 1993* (the Act) including Sections 252 to 254A, together with clause 403 of the *Local Government (General) Regulation 2005* (Regulation). The Act requires that the Council must adopt a policy concerning the payment of expenses incurred by, and the provision of facilities to the Mayor, the Deputy Mayor and other Councillors.

Section 252(3) prevents a council from paying any expenses or providing any facilities otherwise than in accordance with the provisions as set out in this Policy.

Clause 403 of the Regulation states that Councillor expenses and facilities policies must not include provision for a general expense allowance.

### 1.2 Policy Objectives

1. To provide a framework to encompass the requirements of the Act being the payment of expense and provision of facilities to Councillors, Mayor and Deputy Mayor.
2. To ensure that there is accountability and transparency in the reimbursement of expenses incurred, or to be incurred by the Mayor and Councillors.
3. To provide adequate, fair and equitable facilities for the payment or reimbursement of actual expenses incurred by the Mayor, Deputy Mayor and Councillors to appropriately and satisfactorily fulfil their civic duties and undertake their role as responsive and responsible community representatives.
4. To provide a framework for Councillors to attend conferences, to represent Council and any training sessions deemed appropriate for the education of each Councillor. This could include new legislation or refresher courses as deemed necessary.

### 1.3 Policy Implementation Guidelines

1. All Councillors, including the Mayor and Deputy Mayor are entitled to claim for reimbursement of reasonable expenses incurred in properly carrying out the duties of civic office as a Councillor.
2. All expenses should be directly and wholly attributable to the performance of the duties of civic office.
3. Each expense claim is to be accompanied by appropriate documentation and/or certification from the Councillor as to its validity in terms of the Act.

4. The meeting of expenses and the reimbursement of claims shall be subject to prior authorisation by Council. However, in the circumstances where the time factor does not allow prior authorisation by Council, then the Mayor has delegation, to approve such expenses.
5. A public record, open for scrutiny, is to be kept concerning all facilities provided to Councillors and of the total expenses reimbursed to Councillors.

## 1.4 Scope of Policy

This Policy applies to the Mayor, Deputy Mayor and all Councillors of Wagga Wagga City Council.

## 1.5 Definitions

<b><i>Accompanying person</i></b>	Shall mean spouse, partner or a person with a close personal relationship to the Councillor and/or provides carer support to the Councillor
<b><i>Act</i></b>	Shall mean the Local Government Act 1993 (as amended)
<b><i>Code of Conduct</i></b>	The Code adopted by Council that Councillors, staff of council, members of council committees and delegates of the council must comply with in carrying out their functions as council officials.
<b><i>Conference/Seminar</i></b>	Shall mean any conference, seminar, congress, forum, course, meeting, deputation, information and training session, or event, related to the industry of local government and held within Australia. A conference is generally considered residential in nature, with a programme spanning more than one day
<b><i>Policy</i></b>	Shall mean this Policy, being the Policy – Payment of Expenses and Provision of Facilities to the Mayor and Councillors
<b><i>Personal Gain</i></b>	Shall mean private benefit or advantage derived from the use of Council supplied equipment, services and facilities.
<b><i>Regulation</i></b>	Shall mean the Local Government (General) Regulation 2005
<b><i>Official Function</i></b>	A function where the Mayor or a Councillor is in attendance as a representative of Council
<b><i>Workshop, Training Course</i></b>	For the purpose of this Policy, workshops and training courses span a single day and are non-residential in nature
<b><i>Mayor</i></b>	Means the elected mayor, or the deputy mayor acting in the position of mayor in the mayor's absence.

## 1.6 Reporting Requirements

Clause 217 of the Regulation requires Council, insofar as it relates to Councillors, to report separately on:

- General
  - the total cost of expenses and the provision of facilities for the Mayor and all Councillors, as well as:
- Provision of facilities
  - the cost of the provision of dedicated office equipment allocated to Councillors on a personal basis such as laptop computers, mobile phones, telephones, facsimile machines and Internet installed in the Councillors' homes (including line rental and internet access). This item does not include the costs of using this equipment, such as calls.
- Expenses
  - the cost of phone calls including mobiles, home located landlines, facsimile and internet services
  - spouse/ partner/ accompanying person expenses (limited to circumstances outlined in Part Three of this Policy)
  - conference and seminar expenses
  - training and skill development expenses
  - interstate travel expenses (including subsistence and out-of-pocket expenses)
  - overseas travel expenses (including subsistence and out-of-pocket expenses)
  - care and other related expenses (of dependants to enable a councillor to undertake his or her civic functions).

The Government Information (Public Access) Act 2009, provides that the public is entitled to inspect the Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, Councillors free of charge, and may obtain a copy, either free of charge or on payment of reasonable copying charges.

Other Government policy provisions related to this Policy

- Office of Local Government (formerly DLG) Guidelines for payment of expenses and provision of facilities for Mayors and Councillors in NSW
- Office of Local Government (formerly DLG) Circulars to Councils
- ICAC publications

## 1.7 Legislative Context

- Local Government Act 1993 (LG Act)
- Independent Commission Against Corruption Act 1988 (ICAC Act)
- State Records Act 1998
- Government Information (Public Access) Act 2009

## 1.8 Related Documents

- Code of Conduct
- POL 112 - Conflicts of Interest Policy
- POL 100 - Fraud and Corruption Policy
- POL 107 - Gifts and Benefits Policy

## 1.9 Approval Arrangements

All expenses related to the exercise of Council-related business should only be incurred by Councillors in accordance with the provisions of this Policy and must only be actual expenses incurred in carrying out their civic duties.

All approvals under this Policy shall be made by resolutions of the Council or jointly by the Mayor or Deputy Mayor and the General Manager.

## 1.10 Personal Gain

Councillors should not obtain personal gain from the provision of equipment, services and facilities including intellectual property, nor from travel bonuses such as 'frequent flyer' schemes or any other such loyalty programs while on Council business. Councillors must avoid any action or situation that could create the appearance that Council resources are being used inappropriately.

However it is acknowledged that incidental use of council equipment and facilities may occur from time to time. Where significant private use has occurred, and this may include where it is found that a Councillor has used or is using Council equipment in excess of the limits set out in Appendix D, section 252(2) of the Act provides for payments to be made by Councillors to cover the level of that private use. Such amount may be deducted from the annual fees payable to the said Councillor. In this regard, staff will advise Councillors of excess internet usage once alerted by the service provider through invoices, however, in the interim, Councillors will have the primary responsibility of actively monitoring and managing their internet usage within the parameters of the allocation set out in Appendix D.

Councillors are required to report to the General Manager any significant private use of Council facilities immediately. The amount of reimbursement to Council by the Councillor will be considered in accordance with the extent of personal use and the value of the benefit, on a case-by-case basis. Unless otherwise authorised in this Policy, if a Councillor does obtain a significant personal gain for the use of a facility provided by Council the Councillor shall be invoiced for the amount of the personal gain with repayment to be in accordance with Council's normal terms. The value of the personal gain shall be determined by Council administration and advised to Council in open session of a Council meeting in the event that it is not paid within the Council's normal terms.

All monies outstanding will be fully repaid by the relevant Councillor within the current term of the Council.

Equipment, facilities, materials, funds and services provided under this Policy shall not be used to produce election material or for any other political purposes, including political fundraising activities and events.

If a matter cannot be resolved in consultation with the General Manager and a dispute arises regarding this Policy, the parties to the dispute shall provide a written report on the nature of the dispute. The General Manager shall submit such reports to the next meeting of Council to have the dispute determined by a resolution of Council having regard to this Policy, the Act and any other relevant law. The decision of Council shall be binding on all parties.

## 1.11 Review procedures

S 252 (1) of the Act requires that Council:

*Within the first 12 months of each term of a council, the council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor (if there is one) and the other councillors in relation to discharging the functions of civic office.*

Further, S 253 requires the revised policy is placed on public exhibition prior to its adoption via a resolution of Council:

- (1) *A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.*
- (2) *Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.*
- (3) *Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the council is of the opinion that the proposed amendment is not substantial.*
- (4) *A council must comply with this section when proposing to adopt a policy in accordance with section 252 (1) even if the council proposes to adopt a policy that is the same as its existing policy.*

## **PART 2: PROVISION OF FACILITIES**

### **2.1 General Provisions**

It is recognised that the Mayor and Councillors have specific needs to meet the demands of civic office. Accordingly, Council will provide facilities to Councillors, together with additional exclusive facilities for the Mayor's use, to allow all Councillors to perform their duties.

All equipment and furniture provided under this section shall always remain in the possession of the Councillor during his/her term of office, and shall remain the property of the Council and returned to the Council in good operational order and condition upon ceasing to be an elected member of the Council.

### **2.2 Use of Council resources**

Councillors must comply with this Policy and the provisions of Council's adopted Code of Conduct in the use of Council resources – accordingly:

- Councillors must use Council resources ethically, effectively, efficiently and carefully in the course of their official duties, and must not use them for private purposes (except when supplied as part of a contract of employment) unless this use is lawfully authorised and proper payment is made where appropriate.
- Councillors must be scrupulous in their use of Council property, including intellectual property, official services and facilities, and must not permit their misuse by any other person or body.
- Councillors must avoid any action or situation that could create the appearance that Council property, official services or public facilities are being improperly used for their benefit or the benefit of any other person or body.
- The interests of a Councillor in their re-election are considered to be a private interest and as such the reimbursement of travel expenses incurred on election matters is not appropriate. Councillors must not use Council letterhead, Council crests and other information that could give the appearance it is official Council material for these purposes.
  - You must not convert any property of the Council to your own use unless properly authorised.
  - You must not use Council's computer resources to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature.

## 2.3 Breaches of this Policy and Reporting Requirements

Under Council's adopted Code of Conduct (Code) a breach of this Policy shall be deemed to be a breach of Council's adopted Code – specifically Part 3 (General Conduct Obligations), of the Code provides:

3.1 You must not conduct yourself in carrying out your functions in a manner that is likely to bring the Council or holders of civic office into disrepute. Specifically, you must not act in a way that:

- a) contravenes the Act, associated regulations, Council's relevant administrative requirements and policies

If such breach is alleged to have occurred, then the matter will be dealt with under Council's Code of Conduct (Code). If the General Manager resolves to deal with the matter as provided for in Part 8 of Council's Administrative Procedures for the Code of Conduct, then the findings of such breach are required to be reported to Council in open session, unless the provisions of section 10A of the Local Government Act 1993 prevail. Such report will contain the name of the Councillor, the grounds of the breach and the action taken.

In the instance where a Councillor has unknowingly breached this Policy, but upon knowledge reports such breach and immediately makes good any breach, then it will be at the General Manager's discretion as to whether such matter should be referred for investigation. If it is deemed that such breach does not warrant referral then the Councillor will be required to reimburse the Council for any monies owing. These matters will not be reported to Council.

In addition, a breach of this Policy may also constitute a breach of section 8 of the ICAC Act wherein such actions constitute dishonest or partial exercise of a public official's functions, or constitutes or involves a breach of public trust. In that instance, the matter will be referred to ICAC.

## 2.4 Provision of equipment and facilities for Councillors

Council will provide the following facilities and administrative support to Councillors to assist them in the effective discharge of their civic duties. The provision of such equipment will be of a standard deemed by the General Manager as appropriate for this purpose.

The following facilities will be made available to all Councillors:

### 2.4.1 Councillors' Resource Room

The Councillors' Resource Room will be available to Councillors, at all times, during normal office hours for their use in activities associated with their role as a Councillor. This is a shared resource between Councillors and is solely dedicated to use by Councillors. Appropriate resources will be provided within the centre to assist Councillors in the conduct of their civic duties.



In addition, a suitable meeting room within the Civic Centre will be made available to Councillors, upon booking, during normal office hours for meetings held in the conduct of their civic duties.

### **2.4.2 Refreshments**

Reasonable refreshments will be provided at Council and Council Committee meetings, and meetings of the Mayor or Councillors with Parliamentary representatives, visiting dignitaries and other delegations.

### **2.4.3 Stationery**

Each Councillor will be provided with appropriate stationery to carry out their civic duties, including but not limited to:

- Mayoral and Councillor letterhead stationery and envelopes
  - Name badges
  - Business cards
  - Writing pads and pens
  - Paper and consumables for printers
- Note: Stationery needs and access to office equipment is available through the Councillors Resource Room.

### **2.4.4 Corporate Dress**

Each Councillor will be supplied with a Wagga Wagga City Council necktie or scarf, and upon request a corporate sports coat.

### **2.4.5 Secretarial support**

Reasonable secretarial/clerical support will be provided to Councillors during normal office hours for work directly related to the duties of office.

### **2.4.6 Councillor Parking**

A total of three (3) shared parking spaces will be reserved in the Civic Centre parking area exclusively for use by Councillors. Access to these parking spaces shall be on a first come, first served basis.

Parking passes are distributed to Councillors to park in the Council car park to attend business hour meetings.

### **2.4.7 Complimentary Tickets**

Entrance costs and complimentary tickets will be provided, including those for an accompanying person, for official functions (where invited as Councillor) and performances in the Civic Theatre, Art Gallery or Museum.

In addition, complimentary tickets may also be provided to Councillors including those for an accompanying person for local events where Council is a significant financial sponsor (in cash or kind) of an event and where it would be seen to be appropriate for such attendance. This may include events sponsored under the Major Events Policy. It is at the Mayor's discretion, with advice from the General Manager, as to whether acceptance of tickets is appropriate in the circumstances. The provisions contained within Council's adopted Gifts & Benefits Policy (POL 107) apply in these circumstances.

#### **2.4.8 Office Equipment**

Councillors will be provided with reasonable access to the photocopier and facsimile machine in the Executive Support office during normal office hours for work directly related to the duties of office.

#### **2.4.9 Information Technology equipment**

Councillors will be supplied with an appropriate device set up to enable Internet access, emailing and processing of correspondence and access to Council business papers, minutes, policies and other Council records. All requisite software will be installed on this device.

Equipment provided to Councillors under this section is governed by a Usage Protocol. This Protocol must be signed by Councillors at the time such equipment is provided.

#### **2.4.10 Telecommunication Device Costs**

Provision is made for a set monthly monetary limit for reimbursement to Councillors in respect of actual mobile telephone costs. The monetary limit is \$100 per month, payable in arrears and capped at \$1,200 per annum.

As is the intent of this Policy, Councillors must reconcile all actual telephone call claimed and are only permitted to claim actual costs incurred in the performance of their civic duties.

Any claims for reimbursement must be made within 90 days of the incurrence of such cost.

#### **2.4.11 Insurance expenses and obligations**

The Mayor and Councillors will receive the benefit of insurance cover to the limit specified in Council's insurance policies for the following:

- **Personal Accident**

Personal accident and sickness whilst the insured person is engaged in or on any activity directly or indirectly connected with or on behalf of the Council including whilst travelling directly to and from such activity. Personal accident insurance also provides specified benefits for lost income arising from total disablement, and partial disablement. The Policy also provides limited cover for a Councillor's

accompanying partner/spouse. The cover does not include non-Medicare medical expenses such as dental, optical, cosmetic surgery and the like.

- **Councillors' and Officers' Liability**

Applies to expenses incurred by Councillors in respect of claims made against them for any alleged (non-deliberate) wrongful acts arising out of their official capacities and includes statutory penalties.

- **Industrial Special Risk - Personal Effects on Council Premises**

Councillors are covered for limited loss or damage of personal effects stored on Council's premises, subject to the terms and exclusions of the Council's Property Policy and an excess to be paid by Council.

- **Commercial Motor Vehicles Policy – Personal Property during Travel**

Councillors are provided with limited cover for personal property and private baggage, whilst travelling on authorised Council business. A number of restrictions and sub-limits apply.

- **General**

Indemnity of each insured person(s) (Mayor/Councillors) for all costs, charges, expenses and defence costs but excluding fines and penalties incurred in relation to any prosecution (criminal or otherwise) of any insured person(s), attendance by any insured person(s) at any official investigation, examination, inquiry or other proceedings ordered or commissioned during the period of insurance by any official body or institution that is empowered to investigate the affairs of the Council by reason of any wrongful act wherever or whenever committed or allegedly committed by the insured person(s) in their capacity as insured person(s), BUT subject to any limitations or conditions set out in the policy of insurance which is, at the direction of the Council.

## **2.5 Provision of additional facilities for the Mayor**

In addition to the facilities provided to all Councillors, Council will provide a number of specific facilities to the Mayor.

### **2.5.1 Transport**

Council will provide a suitable Mayoral vehicle, fully maintained, fuelled, insured and registered by the Council, for use by the Mayor for all official, executive and social duties connected with the Office of Mayor, and private and personal use in accordance with Appendix A to this Policy.

Where the Deputy Mayor, at any time, is required to act in the Office of Mayor, their transport costs will be reimbursed through their use of their private vehicle at the appropriate kilometre rate as defined in Appendix D.

### **2.5.2 Office accommodation and secretarial/clerical support**

The Mayor will be provided with a fully furnished suite within the Civic Centre which includes office and reception furnishings. Secretarial support will be provided during normal office hours, for work directly associated with the official functions and duties of the office of Mayor.

### **2.5.3 Refreshments**

Office and Civic and Mayoral Reception refreshments will be provided.

### **2.5.4 Mobile Telephone**

The Mayor will be provided with an appropriate mobile telephone and/or communications device for use in relation to official functions and duties of the office of Mayor. A car kit will be installed in the Council provided Mayoral car, should it be required.

### **2.5.5 Car Parking**

The Mayor will be provided with an exclusive car parking space within the Civic Centre.

## **PART 3: PAYMENT OF EXPENSES**

### **3.1 General Provisions**

Beyond the facilities provided by Council to Councillors and the Mayor, it is expected that additional expenses will be incurred in the performance of Councillors' and the Mayor's civic duties. Accordingly, Council will provide annual fees, together with reimbursement of approved expenses incurred in the performance of a Councillors' or Mayor's role.

No allowances or expenses other than those expressly contained in this Policy are payable to the Mayor or Councillors.

### **3.2 Annual Fees for Mayor and Councillors**

#### ***3.2.1 Fees payable to Councillors***

The Council shall, prior to 30th June each year, set by resolution the annual fees to be paid, monthly in arrears, to a Councillor for the following year commencing 1st July, provided that such fee shall be within the range for the Council determined annually by the Local Government Remuneration Tribunal. Such payment shall be subject to Section 254A of the Regulations and any specific resolution of the Council under Section 254A.

Alternatively, Council may resolve to set fees for Councillors, Mayor and Deputy Mayor for the term of the Council within the range of the limits prescribed by the Remuneration Tribunal.

#### ***3.2.2 Fees payable to the Mayor***

The Council shall, prior to 30th June each year, set by resolution, the annual fee to be paid to the Mayor for the following year commencing 1st July provided that such fee shall be within the range for the Council determined annually by the Local Government Remuneration Tribunal.

#### ***3.2.3 Fees payable to the Deputy Mayor***

The Deputy Mayor shall be paid a daily pro-rata fee equivalent to the daily Mayoral fee calculated under section 3.2.2, for the periods of time when the Mayor advises that he/she is prevented by absence, illness or otherwise from acting in, or when the Mayor requests the Deputy to act in, the office of Mayor. The amount of the fee so paid to the Deputy Mayor shall be deducted from the Mayor's annual fee. This clause is applicable only where the Deputy Mayor is required to fulfil the Mayoral role for a period of three (3) days or more.

### **3.3 Payment of expenses generally**

#### **3.3.1 Time limit for claiming expenses**

Councillors are required to submit their application for reimbursement of expenses **within 90 days of the date of the expense**.

#### **3.3.2 Reimbursement and reconciliation of expenses**

Expenses will be reimbursed to Councillors only where they have been incurred in accordance with this Policy.

An expense claim form must be prepared and signed by the Councillor and submitted to the General Manager for approval within the time limit noted in section 3.3.1.

Supporting documentation **must** accompany each expense claim and constitutes:

- Receipts for travel, accommodation, registration and other incidental costs
- Conference timetables
- Travel itineraries or booking confirmations

Completed expense claim forms are to be submitted to the Manager Executive Support. On approval of the expense claim, a reimbursement will be processed and a direct deposit made to the Councillor's bank account. A remittance notifying the Councillor of payment will be emailed to them or sent to their mailing address. Only actual costs incurred in the carrying out of civic duties are reimbursable.

#### **3.3.3 Payments in advance**

Councillors may request payment in advance in anticipation of expenses to be incurred in attending conferences, seminars and training away from home, as well as any other service or facility covered by this Policy.

An expense claim form is required, including supporting documentation, as outlined in section 3.3.2 above. The reconciliation section on the expense claim form is required to be completed to account for the advance payment and any excess to be repaid or deficit to be reimbursed. Where an excess of advance over actual expenses is recorded, cash or cheque repaying the excess advance must accompany the claim when it is submitted. Finalisation of all reconciliations must occur within 90 days of the date of expense.

### **3.4 Monetary Limits**

Expenses will be reimbursed based on actual expenditure. However, monetary limits have been applied which set a maximum level of expenditure which Council will reimburse for each type of expense. These limits are found in Appendix D of this document.

The monetary limits contained within this Policy have been set based on information available on reasonable market rates for the provision of the relevant services. Regional considerations have also been addressed with respect to accommodation costs.

These limits may be amended with any amendment to this Policy and will be assessed for relevance and reasonableness on an annual basis in line with the annual policy review.

### **3.5 Spouse, partner and accompanying persons' expenses**

#### ***3.5.1 Allowable expenses for accompanying persons***

The Council shall meet the following costs of an accompanying person:

##### **(a) Local Government conferences**

Council shall meet the costs of registration and any official conference dinners of the Mayor's or Councillors' accompanying person in attending the following annual conferences:

- Local Government NSW
- Australian Local Government Association
- National General Assembly of Local Government

All travel expenses, additional accommodation expenses, accompanying person tours and other sundry expenses incurred by the accompanying person shall be the personal responsibility of the individual Councillor.

##### **(b) Official Council Functions within local government area**

Costs incurred by the Mayor or a Councillor on behalf of, or by, an accompanying person in attending official Council functions of a formal and ceremonial nature within the Wagga Wagga local government area (LGA), such as Australia Day awards ceremonies, citizenship ceremonies, civic receptions, Mayoral receptions and charitable functions formally supported by the Council.

#### ***3.5.2 Disallowed expenses for accompanying persons***

Council will not meet expenses associated with the attendance of an accompanying person at:

- Attendance at any conference or event not noted in section 3.5.1 above
- Any event or function outside the Council area, including interstate and overseas (with the exception of attendance at annual conferences of those bodies noted above)

## **3.6 Specific Expenses for Mayor and Councillors**

### **3.6.1 Seminars, Conferences, Workshops and Training Courses**

For the purpose of this Policy, a seminar or conference is considered to be of a residential nature, with a programme spanning more than one day. Workshops and training courses generally span a single day and are non-residential in nature.

Councillors are encouraged to attend training sessions and workshops offered by Council for the development of skills and the provision of information relevant to the role of Councillor. A detailed training plan is prepared each calendar year in accordance with POL 113: Councillor Training and Development Policy and Councillors have responsibility under that policy for making themselves available to attend such training sessions and workshops.

All costs associated with training, together with any associated travel, accommodation and reasonable incidental expenses, will be covered by Council in the first instance or reimbursed to the Councillor.

### **3.6.2 Attendance at Seminars and Conferences**

#### **3.6.2.1 Nomination and authorisation of attendance**

The Mayor and Councillors will be nominated and authorised to attend conferences by:

- (i) The Council, through resolution duly passed in open session at a Council Meeting
- (ii) The Mayor or Deputy Mayor and General Manager jointly, acting within any delegated authority during Council recess
- (iii) The Mayor or Deputy Mayor and General Manager jointly, where such conference is for one day or less or does not involve an overnight stay
- (iv) Where there is insufficient time for consideration by the full Council, the Mayor or Deputy Mayor and General Manager jointly

In the event that a Councillor, who has been authorised to attend a conference, is unable to attend that conference, that Councillor should give at least one (1) to two (2) days' notice to the Mayor and or General Manager. This will enable for a substitute delegate to be appointed to attend the conference.



### 3.6.2.2 Applicable Conferences

The conferences to which this Policy applies shall generally be confined to:

- Annual conferences and special one-off conferences called or sponsored by any of the following Associations:
  - (i) Local Government NSW (LGNSW)
  - (ii) Local Government Women's Association
  - (iii) Australian Local Government Association
  - (iv) National General Assembly of Local Government
- Annual conferences of the major Professions in Local Government
- Australian Sister Cities Conference
- Regional Organisation of Councils Conferences
- Conferences, which further training and development efforts of the Council and of Councillors, or which relate to or impact upon the Council's functions
- Conferences or meetings of organisations or bodies to which a Councillor has been elected, or appointed as a delegate or member of the Council, or the LGNSW, LGWA, or ALGA

### 3.6.2.3 Expression of Council's viewpoint at Conferences

Where a viewpoint of Council may be sought at a Conference, the conduct of Delegates representing Council shall be governed as follows:

- Where possible, Delegates should express only Council's viewpoint when representing Council
- Where Council has not determined a viewpoint on any issue being raised at a Conference, or new information is provided, then the Delegate shall represent the best interests of Council.

### 3.6.2.4 Registration, travel and accommodation bookings

Where a delegate has been authorised to attend a conference, it is the delegate's responsibility to confirm that registration, travel and accommodation bookings are made to attend that conference.

- Councillors' registration, travel and accommodation bookings for conferences and workshops will be coordinated through Council's Governance and Risk Division
- The Mayor's registration, travel and accommodation bookings for conferences and workshops will be coordinated through the Mayor's Office
- Council's Governance Officer will within three business days of the Council resolution contact the adopted attendee authorising them as a delegate, and to arrange for the relevant bookings to be made. Any special requirements which

the delegate may have in relation to the conference, travel or accommodation are to be advised to Council at this time

- The confirmation of relevant bookings, once made, is the responsibility of the delegate

Where payment is required upfront for costs associated with events not covered by Council eg spousal attendance, partners tours, post-conference social events, delegates must provide to Council's Governance and Risk Division a form of payment to meet those upfront costs such as a valid credit card or bank account details. Alternatively Councillors may elect to have such sum deducted directly from their Councillor's fees.

### 3.6.2.5 Conference Costs

The Council shall pay or reimburse the Mayor or a Councillor:

- **Registration:** All normal registration costs, including costs relating to official luncheons, dinners and tours/inspections which are relevant to the interests of the Council.
- **Accommodation:** Reasonable accommodation costs (with limits as defined in Appendix D) including the night before and/or after the conference where that is necessary due to travel and/or conference timetables.
- **Travel:** All reasonable travel costs (with limits as defined in Appendix D) to and from the conference location and venue in accordance with the requirements for travel as outlined in section 3.6.6 of this Policy.
- **Out of Pocket Expenses:** Reasonable out-of-pocket expenses (with limits and exceptions as defined in Appendix D) associated with attendance at a conference upon presentation of a claim and receipts for the following:
  - (a) any hotel/motel charges associated with the Conference, other than accommodation
  - (b) all telephone or facsimile calls or internet charges related to Council business
  - (c) reasonable lunches, dinners and other meals incurred whilst travelling to or from the Conference and other meals occurring during the Conference but not included in the conference registration fee
  - (d) incidental expenses, e.g. parking, motorway or bridge tolls, laundry and refreshments
  - (e) any optional activity in a conference program, but excluding any pre or post conference activities

### 3.6.2.6 Report to Council

Attendance at any conference, seminar, training course or workshop may be the subject of a report to Council outlining the major issues raised at the event and its relevance to the Wagga Wagga City Council with recommendations for further areas of investigation.

Where a group of Councillors attend the same event, the report to Council may be submitted by the group, but must be signed by all Councillors.

The report to Council should be in writing and include the following sections:

- (a) The purpose / subject matter of the conference, including the reason for the attendance of the delegate
- (b) The agenda of the conference
- (c) Any items of interest to Council discussed at the conference
- (d) Recommendations for further areas of action or investigation

The written report may be provided to the General Manager no later than two full weeks prior to the relevant Standing Committee Meeting at which the report will be presented.

### **3.6.3 Attendance at dinners and other non-Council functions**

Where functions are held by key community groups, politicians and businesses which are of direct relevance to Council's interest, Council will meet the cost of Councillors' attendance at these functions. The extent of the reimbursement in this section is limited to the cost of the function only.

### **3.6.4 Attendance at Workshops and Training Courses**

As per clause 90 (7) of the Code of Meeting Practice, all Councillors are entitled to attend workshops and training courses, however there is no obligation on any councillor to attend.

Seven (7) days' notice of any workshop must be given to Councillors, in writing (electronic notification is also appropriate).

Costs associated with the attendance of a Councillor at workshop or training courses may be claimed by the Councillor provided that the workshop or course is specifically related to the Councillor's civic functions and responsibilities.

Councillors' attendance at training courses will be reported to the community in summary form in Council's Annual Report.

### **3.6.5 Attendance at Meetings with External Bodies**

In accordance with the Mayor's delegation, authorisation can be given to a Councillor to attend a meeting with an external body on behalf of Council. An example of this type of meeting is with State or Federal Government Departments etc.

Costs associated with the attendance of a Councillor at meeting of this nature may be claimed by the Councillor provided that the meeting is specifically related to the Councillor's civic functions and responsibilities.

### 3.6.6 Travel

#### 3.6.6.1 General provisions

Travel outside the LGA is generally restricted to Councillor's attendance at approved conferences, workshops, training or meetings with external bodies as delegates authorised by the Council. All travel by Councillors should be undertaken by utilising the most appropriate direct route and the most practicable and economical mode of transport subject to any personal and medical considerations.

Where travel is by motor vehicle the utilisation of an acceptable Council vehicle should be preferred. In order to minimise Council's transportation costs, Councillors travelling to the same destination should travel together.

If appropriate and acceptable to the Councillors concerned, Councillors using a Council vehicle should consider travelling to the same destination by travelling together in the one vehicle.

Hire cars, taxi fares and parking costs that are reasonably required in attending conferences may also be claimed as travel expenses.

#### 3.6.6.2 Use of private motor vehicles

A Councillor's registered and insured private vehicle may be used for official travel but the Mayor and the General Manager must jointly approve such usage prior to the journey. Where a private vehicle is used following the granting of the appropriate approval the Mayor or the Councillor may claim the kilometre allowance as defined at the time in Appendix D.

Travel costs in a Councillor's private vehicle, with approval, will only be reimbursed at the designated rate for the distance of the most appropriate direct route between the Councillor's place of residence in the LGA and the venue of the conference. The Council will not reimburse travelling to any other destination on the journey unless such is undertaken for authorised Council business.

- **Conferences:** When attending, as an authorised Council delegate, any conference as defined in this Policy held outside the Wagga Wagga LGA, the Mayor or a Councillor may claim a per kilometre allowance (as defined in Appendix D) for approved use of a private motor vehicle, subject to the prior approval of such usage by the Mayor and General Manager.
- **Other travel:** When attending official engagements and functions where the Councillor has been authorised by the Council to do so, or is deputising for the Mayor as an authorised Council delegate, at any conference as defined in this Policy held outside the Wagga Wagga LGA, a Councillor may claim a per kilometre allowance (as defined in Appendix D) for approved use of a private motor vehicle, subject to the prior approval of such usage by the Mayor and General Manager.

Note: Councillors using their private vehicle for official travel should claim Council's kilometre allowance as outlined above to cover all vehicle expenses such as wear and tear, depreciation, insurance etc.

If no allowance is claimed, then Council will be liable for any damages (for an insured car limited to the excess) suffered during this travel. Therefore it is required that Councillors use a Council vehicle or claim the kilometre allowance.

### 3.6.6.3 Local travel arrangements and expenses

Councillors may claim expenses associated with reasonable travel expenses for travel relating to defined Council business within the LGA. A number of transport arrangements are available to Councillors:

- **Council Vehicle:** A suitable vehicle or vehicles will be provided by the Council for use on official duties connected with the office of Councillor. Councillors must request such vehicle within a reasonable period of time, being three (3) working days, to allow for those arrangements to be made. Any vehicle made available to a Councillor for a purpose as outlined in this Policy, is to be returned within the agreed specified period.
- **Private Vehicle:** As defined in section 3.6.6.2 above.
- **Cabcharge:** If approved jointly by the Mayor and General Manager, a Councillor may be issued with a cab charge card for use when on Council business, provided that at least one of the following conditions apply:
  - when a Council vehicle is not reasonably available to provide such transport
  - the provision of a vehicle would not be economical in the circumstances
  - the councillor does not own a registered vehicle
  - the Councillor is not a licensed driver

### 3.6.6.4 Travel outside the LGA including interstate travel

Prior approval for travel outside the LGA must be granted to obtain a reimbursement of expenses. The application must be made to the General Manager and should include full details of the travel, including itinerary, costs and reasons for the travel.

Approval for travel outside the LGA for expense reimbursement must be granted prior to the travel and shall be given jointly by the Mayor or Deputy Mayor and the General Manager.

### 3.6.6.5 Overseas travel

Overseas travel should generally be avoided unless direct and tangible benefits can be demonstrated for Wagga Wagga City Council and the local community.

Detailed proposals for overseas travel should be developed and included in Council business papers. These proposals shall include nomination of the Councillors undertaking the trip, the purpose of the trip and expected benefits. The duration, itinerary and approximate total costs of each proposed visit should also be provided.

Overseas travel must be approved by a meeting of the full Council prior to a Councillor undertaking the trip. Travel must be approved on an individual trip basis.

After returning from overseas, Councillors will provide a detailed written report to Council on the aspects of the trip relevant to Council business and/or the local community. Councillors are also required to report back on their overseas travel to a full meeting of Council.

### **3.6.7 Telephone call costs and related expenses**

Council will reimburse reasonable telephone call, (as defined in Appendix D) associated with the execution of Councillors' civic duties. Expense claims for reimbursement are to be accompanied by an itemised bill, with usage relating to Council business highlighted. For all claims including those relating to prepaid accounts or for other accounts where it is not possible to obtain an itemised account, each claim must be supported by a statement declaring that the amount claimed relates solely to the actual costs incurred in the performance of civic duties.

### **3.6.8 Incidental expenses**

Reasonable incidental expenses (with limits as defined in Appendix D) associated with attendance at conferences, seminars or training courses may be reimbursed upon presentation of a claim form and appropriate receipts.

### **3.6.9 Care and other related expenses**

Council will reimburse a Councillor's costs to cover engagement of a babysitter or carer where required to allow the Councillor to attend any Council, Standing Committee, Advisory Committee Meeting or a Council workshop (as defined in the Code of Meeting Practice).

Expense claims for reimbursement are to be accompanied by an itemised receipt.

### **3.6.10 Legal assistance for Mayor and Councillors**

#### **3.6.10.1 Legal assistance granted for enquiries by various bodies**

Subject to conditions shown in section 3.6.10.2 below, legal assistance may be provided to the Mayor and Councillors in the event of an enquiry, investigation or hearing, into the conduct of a Councillor by:

- the Independent Commission Against Corruption;
- the Office of the Ombudsman;
- Office of Local Government, Department of Premier and Cabinet;
- the Police;
- the Director of Public Prosecutions;
- Council's Conduct Review Committee/Reviewer; or
- NSW Civil and Administrative Tribunal

Legal assistance may be provided to the Mayor and Councillors, upon resolution of Council, in respect of legal proceedings being taken against them, arising out of or in connection with the Mayor and Councillors' performance of their civic duties or exercise of their functions as a Mayor or Councillor.

Council, by resolution, may reimburse the Mayor and such Councillor, after the conclusion of the enquiry, investigation, hearing or proceeding, for all legal expenses properly and reasonably incurred, given the nature of the enquiry, investigation, hearing or proceeding, on a solicitor/client basis.

### **3.6.10.2 Conditions for provision of legal assistance**

Legal assistance and reimbursement as specified above will only be provided upon resolution of the Council.

After finalisation of any enquiry, investigation or hearing, into the conduct of a Councillor, the subject Councillor may seek reimbursement for the payment of legal expenses incurred in relation to the matter.

A Councillor making a request for reimbursement of legal expenses incurred under this section is required to make a submission, in writing, to the General Manager. The submission is to include a request for a report to Council, provision of full, itemised copies of all invoices and a statement addressing the below criteria. A report will then be prepared for Council's determination at which time Council will be required to consider the following criteria:

- the amount of such reimbursement shall be reduced by the amount of any moneys that may be or are recouped by the Mayor or Councillor on any basis
- the enquiry, investigation, hearing or proceeding results in a finding substantially in favour of the Mayor or Councillor
- that the subject of the inquiry, investigation or hearing arises from the performance in good faith of a Councillor's functions under the Act and that the matter has proceeded past any initial assessment phase to a formal investigation or review
- the amount of such reimbursement is limited to the equivalent of the fees being charged by Council's Solicitors

Council will not meet the legal costs:

- of legal proceedings initiated by a Councillor under any circumstance;
- where a Councillor is seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation;
- for legal proceedings that do not involve a Councillor performing their role as a Councillor.

## **PART 4: OTHER MATTERS**

### **4.1 Acquisition and return of facilities and equipment by Councillors**

All equipment provided to Councillors under this 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.

All documents and emails created, stored, sent and received using council laptops and/or Council email addresses are and remain a corporate record for the purposes of the Code, the GIPA Act and State Records Act 1998.



## **APPENDIX A: TERMS AND CONDITIONS FOR USE OF MAYORAL VEHICLE**

A vehicle is made available for use by the Mayor:

- (i) To attend any function, activity or engagement whether associated with local government or not, both within and outside the Wagga Wagga City Council area, at any time and on any day, in the official capacity of Mayor
- (ii) At any time or day to attend any meetings, inspections, sites or appointments within Wagga Wagga LGA as Mayor, with residents, ratepayers or people associated with Council business
- (iii) For full personal or private use

### **1. Restrictions on Use of Vehicle**

The following restrictions shall apply to the use of the Mayoral vehicle:

- (i) The vehicle shall only be driven by a properly licensed person, being:
  - The Mayor or Acting Mayor
  - A Council employee, or
  - A Councillor of Wagga Wagga City Council, with the Mayor's consent
  - a member of the Mayor's immediate family (eg. mother/father/son/daughter/brother/sister, partner/spouse)
  - a nominated person, so long as the Mayor or Acting Mayor is a passenger
- (ii) The Mayor shall not use, or allow the vehicle to be used, to compete in any car rally or competition.
- (iii) The vehicle is not to be used for any trading undertaking or for any activity where remuneration is received which is not directly related to Council business or activities of the office of Mayor.

### **2. Conditions of Use of Mayoral Vehicle**

The following conditions apply to the use of the Mayoral vehicle:

- (i) The Mayor, if he/she intends to drive the vehicle, must show evidence of a current New South Wales driver's licence of an appropriate class, or equivalent, and be the holder of a licence for the duration of their use of the vehicle. If the Mayor loses his/her licence or is suspended from driving, they must immediately
  - forfeit use of or access to the Mayoral vehicle, or

- provide evidence of a properly licensed person who will be the driver of the vehicle whenever used by the Mayor during such period
- (ii) Whenever the Mayor has the control of the vehicle, the Mayor must ensure that it is driven only by a responsible properly licensed person as above.
- (iii) If the Mayor drives, or allows another person to drive the vehicle without a current driver's licence, or whilst disqualified, the Council may withdraw the vehicle from access by the Mayor.
- (iv) All traffic fines and penalties incurred by the Mayoral vehicle will be paid by the driver. The Mayor must keep a record of any drivers of the vehicle, other than the Mayor, whom the Mayor permits to drive the vehicle.
- (v) If the Mayor or a properly licensed person, by their action, negates any motor vehicle insurance, that person will be responsible for the payment of costs as a consequence thereof.
- (vi) The Mayor always remains responsible for ensuring proper and adequate care and usage of the vehicle at all times including:
  - day to day routine maintenance (eg. fuel, oil, battery, radiator, tyre pressures etc) is carried out at regular intervals
  - garaging off-street and under cover wherever possible
  - the vehicle is to be kept in a clean condition, by making it available to Council staff weekly for this purpose
  - all maintenance/repair issues are reported to Council without delay
  - any accident or damage to the vehicle is immediately reported using the appropriate Accident Report Form
- (vii) If the Mayor or a properly licensed person, whilst driving the vehicle, is convicted of driving under the influence of alcohol or drugs, or an offence leading to licence suspension or loss in association with an accident involving the Mayoral vehicle, the Mayor will be required to pay the cost of associated repairs in the event that Council's insurers disclaim responsibilities on the grounds of such conviction, suspension or loss.

## **APPENDIX D: MONETARY LIMITS FOR EXPENSES**

Doc Ref	Section name	Expense Type	Refund Basis	Limit Amount	Comment
3.6.1	Seminars and Conferences	Registration Costs	Actual	None	Includes costs relating to official luncheons, dinners and tours/inspections which are relevant to the interests of the Council
	For the purpose of this Policy, a seminar or conference is	Accompanying person expenses	Actual	None	Registration and official conference dinner expenses for one accompanying person only No other accompanying person costs to be claimed

Doc Ref	Section name	Expense Type	Refund Basis	Limit Amount	Comment
	<p>considered to be of a residential nature, with a programme spanning more than one day. Workshops and training courses generally span a single day and are non-residential in nature.</p> <p>Councillors are encouraged to attend training sessions and workshops offered by Council for the development of skills and the provision of information appropriate to the role of Councillor. A detailed training plan is prepared each calendar year in accordance with POL 113:</p>	Accommodation	Actual up to daily limit	Zone 1: \$300 per day Zone 2: \$250 per day Zone 3: \$200 per day	<p>Limits are dependent on the location of accommodation, providing for regional differences in costs.</p> <p>Zone 1: State capital cities and Canberra            Zone 2: Regional capital cities (Newcastle, Wollongong)            Zone 3: Country</p>
		Out of Pocket Expenses	Actual up to daily limit	\$100 per day	<p>Expenses in this category may include:</p> <ul style="list-style-type: none"> <li>• Reasonable telephone, facsimile or internet usage</li> <li>• Newspapers</li> <li>• Tolls</li> <li>• Reasonable refreshments</li> <li>• Meals not included in registration fees, etc</li> <li>• Taxi fares</li> </ul> <p>The following expenses will not be reimbursed and</p>

Doc Ref	Section name	Expense Type	Refund Basis	Limit Amount	Comment
	<p>Councillor Training and Development Policy and Councillors have the responsibility under that policy for making themselves available to attend such training sessions and workshops.</p> <p>All costs associated with training, together with any associated travel, accommodation and reasonable incidental expenses, will be covered by Council in the first instance of reimbursed to the Councillor.</p>				<p>are the responsibility of the Councillor:</p> <ul style="list-style-type: none"> <li>• Alcohol not consumed as part of a meal</li> <li>• Cigarettes</li> <li>• Mini-bar items</li> </ul>
3.6.3	Attendance at dinners and other non-Council functions	Cost of service provided	Actual	None	No payment shall be reimbursed for any component of a ticket which is additional to the service cost of the function, such as a donation to a political party or candidate's electoral fund, or some other private

Doc Ref	Section name	Expense Type	Refund Basis	Limit Amount	Comment						
					benefit. An additional payment to a registered charity may be acceptable as part of the cost of the function						
3.6.4	Attendance at Workshops and Training Courses	Enrolment fees	Actual	None	In most cases, Council will arrange and fund attendance of Councillors at training courses						
3.6.6	Travel	Air travel	Actual	None	In most cases, Council will arrange and fund Councillors' air travel when required						
		Rail travel	Actual	None	In most cases, Council will arrange and fund Councillors' rail travel when required						
		Taxi	Actual	None							
		Bus	Actual	\$20 per day							
		Parking	Actual	\$40 per day							
		Use of private motor vehicle	Actual	Per km allowance as defined in As defined in the Local Government (State) Award 2014	As defined in the Local Government (State) Award 2014:						
					<table border="1"> <thead> <tr> <th>Engine capacity</th> <th>Rate per km</th> </tr> </thead> <tbody> <tr> <td>Under 2500 cc</td> <td>\$0.68</td> </tr> <tr> <td>2500 cc &amp; over</td> <td>\$0.78</td> </tr> </tbody> </table>	Engine capacity	Rate per km	Under 2500 cc	\$0.68	2500 cc & over	\$0.78
Engine capacity	Rate per km										
Under 2500 cc	\$0.68										
2500 cc & over	\$0.78										
3.6.7	Telephone call costs and related expenses	Mayor's mobile phone	Actual	None	Refer section Provision of additional facilities for the Mayor. Only actual <b>costs</b> incurred in the conduct of civic duties will be reimbursed.						

Doc Ref	Section name	Expense Type	Refund Basis	Limit Amount	Comment
		Mayor's home phone	Actual	None	Refer section <b>Error! Reference source not found.</b> <b>Error! Reference source not found.</b> Only actual costs incurred in the conduct of civic duties will be reimbursed.
		Tele-communication devices – including mobile phones	Actual up to monthly limit	\$100 per month up to a maximum of \$1,200 per annum	Only actual costs incurred in the conduct of civic duties will be reimbursed. Claims for reimbursement must be made within 90 days of the incurring of the costs.
		Facsimile calls	Actual up to monthly limit	\$10 per month	
		Internet access	Actual up to monthly limit		Each Councillor is allocated with a data plan to a maximum of a 8Gb plan. Any additional usage over this limit is the responsibility of the Councillor with such additional costs being required to be repaid to Council.
3.6.8	Incidental expenses	Incidental expenses associated with attendance at seminars, training courses or official functions	Actual up to daily limit	\$20 per day	Expenses in this category may include: <ul style="list-style-type: none"> <li>• Parking fees</li> <li>• Tolls</li> <li>• Refreshments</li> <li>• Taxi fares</li> </ul> The following expenses will not be reimbursed and are the responsibility of the Councillor: <ul style="list-style-type: none"> <li>• Alcohol not consumed as part of a meal</li> </ul>

Doc Ref	Section name	Expense Type	Refund Basis	Limit Amount	Comment
					<ul style="list-style-type: none"> <li>• Cigarettes</li> <li>• Mini-bar items</li> </ul>
3.6.9	Care and other related expenses	Personal care or child care expenses: up to four hours	Actual up to daily limit	\$80 per day	Council will reimburse a Councillor's costs to a maximum of \$80 to cover a four (4) hour engagement of a babysitter or carer where required to allow the Councillor to attend any Council, Standing Committee, Advisory Committee Meeting or a Council workshop (as defined in the Code of Meeting Practice). The four (4) hour period shall include the period of 30 minutes prior to and after the conclusion of the meeting or workshop.
		Personal care or child care: more than 4 hours	Actual up to hourly limit	\$ 15 per hour	An additional hourly rate of up to \$15 per hour will be paid for meetings and workshops that go beyond the four hours engagement period referred to above.
3.6.10	Legal assistance for Mayor and Councillors	Legal assistance granted for enquiries by various bodies	As determined by Council resolution	Determined by resolution of council	Subject to conditions as noted in this Policy



## TABLE OF AMENDMENTS

Date of Amendment (resolution date)	Clause	Nature of Amendment	Source of Amendment / Comments
20 Nov 2007	1.10	Repayment to Council for substantial private use	Clarification of calculation of reimbursement to Council
	3.6.2.4	Registration, travel and accommodation bookings	Clarification of clause which states Support Services' role in arranging travel, registration and accommodation
	3.6.5	Clarification of use of private motor vehicles	Councillors travelling together when travelling to the same destination Councillors' spouses/partners permitted to drive Council vehicles Prior approval required for use of private vehicle Use of Council vehicle unless exceptional circumstances exist
	3.6.5.2	Side trips	Addition of specific clause covering the taking of side trips
	Appendix A	Expense Claim form	Update to form to provide for engine capacity of private vehicles
	Appendix C	Conference Report	Inclusion of Conference report template in policy
	3.6.1	Seminars, Conferences, Workshops and Training Courses	Additional information about Councillor training
22 November 2010	1.1	Legislation	Broader clarification of legislative requirements
	1.6	Reporting requirements	Greater clarification as to Council's annual reporting requirements
	1.10	Private benefit	Further clarification on what is private benefit
	2.2	Use of council resources	Insertion of appropriate provisions in alignment with Division of Local Government Guidelines and as set out in Council's adopted Code of Conduct

Date of Amendment (resolution date)	Clause	Nature of Amendment	Source of Amendment / Comments
	2.3.1.1	Resource Centre	Insertion of new provision of Resource Centre for Councillors
	2.3.1.11	Provision of Telecommunications Device	Addition of monthly monetary limit for mobile telephone usage as per Council resolution
	3.6.9.2	Conditions for Provision of legal assistance	As provided for in the Division of Local Government's Guidelines greater clarification as to the parameters around the provision of legal assistance
	Appendix D		Various amendments pertaining to: <ul style="list-style-type: none"> <li>• rezoning of Canberra to state capital cities (given the cost of accommodation in Canberra)</li> <li>• greater clarification of what is appropriate as a claimable expense and what is not</li> <li>• inclusion of telecommunications (as per 2.3.1.11)</li> <li>• change in motor vehicle kilometre usage as per the Local Government (State) Award 2004</li> <li>• revised internet access limits</li> </ul>
			Miscellaneous grammatical errors, name changes or additions in accordance with the Division of Local Government's Guidelines
21 November 2011	1.5	Definitions	Addition of "Personal Gain"
	1.7	Other Government policy provisions related to this Policy	Changed reference from "Department" to "Division" of Local Government
	1.8	Legislative context	Addition of legislative context
	1.10	No deduction from s248 and 249 fees	Removal of clause
	1.10	Private Benefit	Changed to "Personal Gain" with further changes: <ul style="list-style-type: none"> <li>• Addition of intellectual property</li> <li>• Councillor monitoring usage</li> </ul>

Date of Amendment (resolution date)	Clause	Nature of Amendment	Source of Amendment / Comments
			<ul style="list-style-type: none"> <li>Provisions around significant personal gain including deduction from annual fees and use of resources</li> </ul>
	2.3	Breaches of Policy and Reporting Requirements	New section relating to process of dealing with breaches of the Policy under Council's adopted Code of Conduct
	2.4.1.11	Provision of Telecommunication Device	Addition of "tablets"
	3.1	General Provisions	Deletion of "allowances" and insertion of "fees"
	3.2.1	Fees payable to Councillors	Setting fees for Councillors for the term within the limits prescribed by the Remuneration Tribunal
	3.2.4	No deduction under this Policy from Fees	Clause deleted
	3.3.2	Reimbursement and reconciliation of expenses	Provision for direct deposit payments
	3.6.2.4	Registration, travel and accommodation bookings	Provision for the attendance of spousal payments by Councillors
	3.6.2.5	Conference costs	Addition of "exceptions" in out of pocket expenses
	3.6.4	Attendance at workshops and training courses	Reporting requirements in the annual report
	3.6.5.2	Use of private motor vehicles	Use of acronym for "Local Government Area" to "LGA"
	3.6.5.3	Local travel arrangements and expenses	Addition of "three (3) working days and return of council vehicle within specified timeframe"
	3.6.6	Telephone call costs and related expenses	Addition of tablet
	3.6.9.1	Legal assistance granted for enquiries by various bodies	Amendment for uniformity and requirement of resolution of council

Date of Amendment (resolution date)	Clause	Nature of Amendment	Source of Amendment / Comments
	3.6.9.2	Conditions for provision of legal assistance	Greater clarification around process of application and approval.
	3.7	Additional Mayoral Expenses	Addition of mobile
	4.1	Acquisition and return of facilities and equipment by Councillors	Clarification around corporate records
	Appendix C: Conference report		Amended format
	Appendix D: Monetary limits	3.6.6	<ul style="list-style-type: none"> <li>Addition of Telecommunication costs and devices including hand held devices ie tablets</li> <li>Change of limit amount to \$99 and a maximum of 12Gb plan</li> </ul>
22 November 2012	2.4.7	Complimentary Tickets	<ul style="list-style-type: none"> <li>Addition of clause where Council is a significant financial sponsor (in cash or kind)</li> </ul>
	2.4.10	Laptop computers and peripheral equipment	<ul style="list-style-type: none"> <li>Addition of “appropriate device” and provision of printer.</li> <li>Reference to equipment usage protocol</li> </ul>
	2.4.11	Provision of Telecommunication Device	<ul style="list-style-type: none"> <li>Addition of timeframes for reimbursement of 90 days from date of incurrance of expense</li> </ul>
	2.4.12	Insurance expenses and obligations	<ul style="list-style-type: none"> <li>Greater clarification pertaining to insurance exclusions</li> </ul>
	Appendix D: Monetary limits	3.6.6	<ul style="list-style-type: none"> <li>Clarification around internet access data plans.</li> </ul>
18 November 2013	1.9	Related documents	<ul style="list-style-type: none"> <li>Addition of further related documents</li> </ul>
	2.4.7	Complementary	<ul style="list-style-type: none"> <li>Addition of reference to POL 107</li> </ul>

Date of Amendment (resolution date)	Clause	Nature of Amendment	Source of Amendment / Comments
		tickets	Gifts & Benefits Policy
	2.4.11 and 3.3.1	Provision of telecommunication device and Time limit for claiming expenses	<ul style="list-style-type: none"> <li>Extension from 60 to 90 days</li> </ul>
	3.6.6	Telephone call costs and related expenses	<ul style="list-style-type: none"> <li>Expansion on method of claiming reimbursement provisions</li> </ul>
	Addendum D: Monetary Limits 3.6.5	Travel	<ul style="list-style-type: none"> <li>Change to annual rate</li> </ul>
24 November 2014	2.4.11	Provision of Telecommunications	<ul style="list-style-type: none"> <li>Expansion of timeframe and actual costs</li> </ul>
	3.6.2.6	Report to Council	<ul style="list-style-type: none"> <li>Rewording of Clause</li> </ul>
	Annexure D	Kilometre Rates	<ul style="list-style-type: none"> <li>Update of Local Government (State) Award</li> <li>Amendment of rate per km</li> </ul>