



POLICY ON PAYMENT OF EXPENSES AND PROVISION OF FACILITIES TO MAYOR AND COUNCILLORS

Public Document

Version: 29 dated 3 May 2022

ECM: Document Set ID 3412962

Adopted by: Council on 3 May 2022

Ownership: Governance

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1.0 Purpose

To allow for the Mayor and Councillors to receive adequate and reasonable expenses and facilities to enable them to carry out their civic duties as elected representatives of their local communities.

2.0 Scope

Applicable to the Mayor and Councillors. Also applicable to NSW Council administrators in the event of their appointment.

3.0 Legislation and Government policy

Legislative Provisions

Local Government Act 1993

Local Government (General) Regulation 2021

Work Health and Safety Act 2011

Guideline on the Use and Management of Credit Cards issued under Section 23A of the *Local Government Act 1993* by the Office of Local Government in September 2021

Other Government Policy Provisions

Office of Local Government Guidelines for the payment of expenses and the provision of facilities to mayors and Councillors, Model Code of Conduct for Local Councils in NSW, Circulars to Councils and Independent Commission Against Corruption (ICAC) publications.

This policy is made under the *Local Government Act, 1993* (Act), including sections 252 to 254 and 428, the *Local Government (General) Regulations 2021* (Regulations) and having regard to the provisions of the Office of Local Government Circular to Council number 09/36 dated 7 October 2009. The Act requires that the Council must adopt a policy concerning the payment of expenses and the provision of facilities to the Mayor and other Councillors *and such facilities and disbursements must be authorised under the Act either expressly or because it is supplemental or incidental to or consequential upon the exercise of its functions.*

4.0 Facilities for Mayor and Councillors

All Councillors receive annually members' fees. In addition, the Mayor receives annually a Mayoral allowance. Members fees and the Mayoral allowance are determined by the Local Government Remuneration Tribunal and do not form part of this policy.

All Councillors also receive superannuation contribution payments effective 1 July 2022 pursuant to Section 254B of the Act and Council's resolution of 1 June 2021. These payments do not form part of this policy.

4.1 Mayor

- (a) In addition to those facilities provided to the Councillors, the Mayor is entitled to receive the benefit of:
- Use of the Mayoral office
 - Use of a hire car for official purposes. Alternatively, the Mayor may travel by taxi and use a Council Cabcharge card.

- Secretarial services associated with the office of Mayor (shared with the General Manager)
- Administrative assistance associated with functions, meetings and the like
- Office refreshments
- A mobile telephone
- Provision and maintenance of Mayoral chain and robes
- Reimbursement of carer arrangement expenses including child care and the care of elderly, disabled and/or sick immediate family members of the Mayor to permit the carrying out of civic and ceremonial functions to a maximum five hours per week

(b) Mayoral Discretionary Fund

An annual allocation for the payment of non-personal matters associated with the office of the Mayor. The amount is in accordance with the approved Budget allocation.

These items may include miscellaneous small donations to local groups, civic appreciation gifts of a token nature, wreaths, get well messages, attendance by Councillors at functions when representing the Mayor, expenses associated with friendship agreements (but not including overseas travel without a specific authorisation or resolution of Council), overseas visitors, luncheons relating to Council business and civic ceremony expenses. The categories of expenses to be reported upon in the Council's statutory Annual Report.

(c) Corporate gifts

The Mayor is authorised to make Council corporate gifts available for presentation on appropriate occasions.

4.2 Councillors

(a) The Councillors including the Mayor are to receive the benefit of:

- Provision of a Council parking sticker for use by Councillors in the Mosman Square carpark when attending the Civic Centre on official Council business
- Provision and use of official stationery, including letterhead, business cards and name badges. It is noted that Council does not provide secretarial services to Councillors.
- Use of the Councillors Lounge and Councillors Office
- Postage of official correspondence - all mail is to be directed through the Council's own mailing systems. Maximum of \$100 per financial year per Councillor.
- Meals/refreshments on evenings of Council, Committee, Sub-Committee Meetings and Working Parties, or at any other time deemed appropriate by the Mayor or General Manager whilst on Council business, including other meetings, workshops, functions and civic events

- Transport to official functions (if needed) when deputising for the Mayor by hire car or taxi
- Councillor Room refreshments
- Provision on request (on loan) of a personal computer (laptop) OR a tablet-based device and including supporting software and mobile data plan with Council's current service provider.
- Provision on request (on loan) of a multi-function printer (printer/copier/facsimile) and telephone answer machine
- A monthly payment of an amount of \$50 as a contribution to offset the cost for the provision of telephony on Council business by the Councillor
- Reimbursement of carer arrangement expenses including child care and the care of elderly, disabled and/or sick immediate family members of Councillors to facilitate attendance at Council, Committee, Sub-Committee Meetings, advisory groups, community conversations and Working Parties or at any other time deemed appropriate by the Mayor or General Manager whilst on Council business, including other meetings, workshops, Council inspections, conferences, functions and civic events

Carer arrangements to be reimbursed at a rate of a maximum \$30 per hour on an actual cost recovery basis on a per Councillor not per family member basis

Reimbursement is subject to a formal claim form being lodged not later than one month after the expense was incurred.

- Protective apparel, including hard hat and safety footwear, to accord with the *Work Health and Safety Act 2011*, for on-site inspections
 - Reimbursement for damages occasioned whilst on Council business to persons or property not exceeding the excess provided under workers' compensation insurance policies
 - The private use in the Councillors' Lounge of a personal computer and printer, and photocopier for the carrying out of civic duties associated with their office
- (b) A person's re-election or attendances at political party functions are considered to be personal interests. Official Council materials such as letterheads, publications, websites, emails as well as Council forums and services must not be used for such personal interests.
- (c) The use of any bar facilities is to be reasonable and in conjunction with the conduct of Council business and functions and in accordance with other policies of Council.

Private use of equipment and facilities

Council acknowledges that incidental private use of equipment and facilities may occur from time to time and such use is not subject to compensatory payment. The General Manager shall determine the standard and quality of equipment provided.

Incidental personal use of communication and data devices will be permitted provided that use does not breach Council's Code of Conduct and that such personal use does not impact on organisational resources and productivity.

Councillors should not obtain private benefit from travel bonuses such as frequent flyer schemes or any other such loyalty schemes while on Council funded business.

At the cessation of Councillors' duties, Councillors can purchase their issued multi-function printer, personal computer (laptop) and tablet-based device (provided they have not been procured under a commercial leasing agreement) at the current second hand market value for the device based on its make and model.

Spouse/Partner/Accompanying Person

Council may from time to time hold functions or civic events where Councillors' spouses, partners or an accompanying person are also invited to attend. In these instances, Council shall meet the cost of meals and refreshments.

General Expense Allowances

Council will not pay a general expense allowance to Councillors. (Prohibited under clause 403 of the Regulation.)

5.0 Transport

Mayor and Councillors are entitled to claim a per kilometre allowance for use of private vehicles to drive between their place of residence and the Council Chambers, inspections within the area undertaken in compliance with a resolution of Council, meetings which Council has endorsed the Councillor's membership, civic receptions hosted by Council, or meetings or functions approved by the Mayor or General Manager, and return. Per kilometre rates will be paid at the current rate set by the appropriate Local Government Industrial Award or equivalent.

Other out of pocket expenses associated with travel by motor vehicle such as parking fees and road tolls may be claimed, noting that the driver is personally responsible for all traffic or parking fines incurred while travelling in private or Council vehicles on Council business.

Reimbursement is subject to a formal claim form being lodged not later than one month after the expense was incurred.

Cabcharge cards

Alternatively, Councillors may travel by taxi and use the Councillor issued Cabcharge card in the above circumstances. All Cabcharge cardholders must abide by the core responsibilities relevant to councillors as set out in the *Guideline on the Use and Management of Credit Cards* issued under Section 23A of the *Local Government Act 1993* by the Office of Local Government in September 2021, vis:

Cardholders understand and are accountable for the responsible use of credit cards.

1. Cardholders must use credit cards for business purposes only and in a manner compliant with council's credit card policy and related procedures.
2. In relation to using their credit cards, Cardholders are responsible for:
 - complying with the terms and conditions of the Card Issuer,
 - the safety and security of their card, card details and other requirements,

- knowing the administrative conditions of their card and account, including relevant limits, thresholds and restrictions,
 - ensuring that the credit limits are not exceeded (purchases must not be split to negate single transaction limits),
 - obtaining and retaining all relevant documentation for all transactions. The Australian Tax Office (ATO) stipulates that all transactions above \$82.50 must have a tax invoice for GST purposes. It is recommended that all credit card transactions be substantiated, where possible, with an official tax receipt regardless of the amount, and
 - the timely acquittal of transactions, ensuring the time given is no greater than the time stipulated by the financial institution to log a dispute over errant transactions.
3. Cardholders should notify the Card Issuer directly in the following circumstances to reduce the risk of fraudulent transactions occurring:
- the loss or theft of the credit card, immediately regardless of whether it is a working day or weekend, and/or
 - awareness that an unauthorised transaction has occurred, at time of occurrence or at end of month reconciliation (whichever is the earliest).
4. Cardholders or their line manager should notify the credit card Program Administrator the next working day or as soon as practicable in the following circumstances:
- cessation of employment with the council,
 - a change in the Cardholder's substantive role,
 - a change in the nature of the Cardholder's responsibilities that no longer require the Cardholder to use a credit card (whether or not this includes a change in their substantive role),
 - a change to the operational or financial delegation limits that are associated with the Cardholder's role,
 - a prolonged leave of absence from performing their role (the council's credit card policy should advise what time period is considered a prolonged absence but is usually considered any absence longer than 8 weeks),
 - the credit card has been suspended or cancelled,
 - the loss or theft of the credit card, or
 - on awareness that an unauthorised transaction has occurred, at time of occurrence or at end of month reconciliation (whichever is the earliest).

The Program Administrator for the purposes of this policy is the Chief Financial Officer.

6.0 Conferences and seminars

6.1. Who May Attend Conferences/Seminars?

Councillors may be nominated to attend conferences, seminars and similar functions by:

- the Council, through resolution duly taken
- the Mayor and General Manager acting under delegated authorities and subject to due budget requirements being adhered to

Travel by the Mayor to be endorsed by:

- the Council, through resolution duly taken
- the Deputy Mayor and General Manager acting under delegated authorities and

subject to due budget requirements being adhered to

This shall not preclude the Mayor from nominating a substitute attendee for functions within the Council area or general Sydney metropolitan area on those occasions where the Mayor is unable to be in attendance.

6.2 What Conferences and Seminars May be Attended?

The conferences, seminars, workshops, courses and similar to which this policy applies shall generally be confined to:

- Local Government Association Annual Conferences (Federal and State)
- Special "one-off" Conferences called by the Local Government Association on important issues
- Annual Conferences and Congresses of the major industry associations and professions in Local Government
- Seminars which further the training and development efforts of the Council, and within the budget framework

Overseas travel

The cost of overseas travel for purposes such as conferences and delegations to friendship communities shall not be met by Council. In extenuating circumstances, any agreement to meet the cost of overseas travel either in whole or part, shall be specifically resolved by a meeting of Council and subject to a detailed report to Council on the aspects of the trip relevant to Council business within three months of the completion of the travel.

6.3 Registration

The Council will pay all normal registration costs which are charged by organisers, including those relating to official luncheons, dinners and tours which are relevant to the interests of the Council.

6.4 Costs Incurred

Payment or reimbursement of costs incurred shall be subject to the requirements:

- (a) the travel is on Council business being to and from conference or seminars of the Local Government related organisations;
- (b) only reasonable allowances are claimed or accepted towards necessary out-of-pocket expenses;
- (c) the travel is undertaken with all due expedition, by the shortest route and the most practicable and economical of transport subject to any personal medical considerations;
- (d) any time occupied in other than Council business is not included in the calculation of expenses to be paid; and
- (e) the claim is made not later than three months after the expenses were incurred, and upon a claim form for payment accompanied by appropriate receipts and tax invoices.

6.5 Payment in Advance

- The Council will normally pay registration fees, accommodation deposits and airline tickets direct in advance. Where this is not appropriate or possible cash or a cheque advance will be paid to the attendee subject to a reconciliation statement together with a refund of any unexpended amount being submitted within 10 days of the close of the conference, seminar or function.
- Out of pocket expenses may be paid to an attendee in advance upon request subject to a reconciliation statement together with a refund of any unexpended amount being submitted within 10 days of the close of the conference, seminar or function

6.6 Categories of Payment or Reimbursement

Subject to the provisions of sub-clause 6.4 above:

(i) Travel

- All reasonable travel costs will be met by the Council. Where appropriate, travel will be provided by air (economy class). Depending upon the circumstances, it may be more appropriate for travel to be undertaken by car or train. Where trains are used the Council will provide first class travel, including sleeping berths where necessary.
- Travel by motor vehicle may be undertaken by council vehicle (where available) or by private vehicle subject to prior approval by the Mayor and General Manager. Persons using private vehicles will be paid the per kilometre allowance at the current rate set by the appropriate Local Government Industrial Award or equivalent from time to time, but subject to such cost not exceeding economy class air fares to and from the particular destination.
- Other out of pocket expenses associated with travel by motor vehicle such as parking fees and road tolls may be claimed, noting that the driver is personally responsible for all traffic or parking fines incurred while travelling in private or Council vehicles on Council business.
- Costs of vehicle hire and/or taxi fares which are reasonably incurred while attending conferences will be reimbursed by the Council.

(ii) Accommodation

Reasonable accommodation costs (including meals) including the night before and/or after the conference where this is necessary will be met by the Council.

(iii) Out-of-pocket Expenses

Reasonable out-of-pocket expenses will be reimbursed for costs associated with attending the conference, seminar or function, including meals, refreshments and entertainment, but excluding expenses of a normal private matter.

The use of any bar facilities is to be reasonable and in conjunction with the conduct of Council business and functions and in accordance with other policies of Council.

(iv) Spouse/Partner

No objection is raised to attendees being accompanied by their spouse/partner/accompanying person subject to Council not being involved in further registration, travel and accommodation costs and any out of pocket or peripheral expenses.

- (v) Carer expenses

Reasonable expenses for carer arrangements to facilitate attendance will be reimbursed in accordance with clause 4 of this Policy.

7.0 Insurance - Councillors

Councillors are to receive the benefit of insurance cover for:

- (a) Personal injury whilst ever on Council business worldwide, covering bodily injury caused by accidental, violent, external and visible means up to a sub-limit for death of \$1M. Also covering permanent disablement, temporary total disability and temporary partial disability. The cover does not include medical expenses other than that covered under travel insurance taken out in respect of overseas or interstate travel on approved Council business. Full details of personal accident insurance are available in Council's Insurance Manual held by the Director Corporate Services.

- (b) Professional Indemnity

For matters arising out of Councillors' performance of civic duties or exercise of their functions as councillors provided the performance or exercise of the relevant civic duty or function is authorised under the Act, was carried out in good faith and is in the opinion of Council bona fide and/or proper. BUT subject to any limitations or conditions set out in the policy of insurance which is, at the direction of Council, taken out and conforms with clause 8 of this policy.

- (c) Public Liability

For matters arising out of Councillors' performance of civic duties or exercise of their functions as councillors provided the performance or exercise of the relevant civic duty or function is authorised under the Act and was carried out in good faith and in the opinion of Council bona fide and/or proper. BUT subject to any limitations or conditions set out in the policy of insurance which is, at the direction of Council, taken out and conforms with clause 8 of this policy.

- (d) Councillors' and Officers' Liability

For matters arising out of Councillors' performance of civic duties or exercise of their functions as councillors provided the performance or exercise of the relevant civic duty or function is authorised under the Act and was carried out in good faith and in the opinion of Council bona fide and/or proper. BUT subject to any limitations or conditions set out in the policy of insurance which is, at the direction of Council, taken out and conforms with clause 8 of this policy.

8.0 Legal assistance for Councillors

8.1 That in the event of:

- 8.1.1 An enquiry, investigation or hearing by any of:

- The Independent Commission Against Corruption
- The Office of the Ombudsman
- Office of Local Government
- The Police
- The Director of Public Prosecutions
- The Local Government Pecuniary Interest and Disciplinary Tribunal
- Council's Conduct Review Committee/Reviewer

into the conduct of a Councillor provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the body makes a finding substantially favourable to the Councillor; or

legal proceedings being taken against a Councillor, arising 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 (with the exception of defamation proceedings), Council shall, providing the body makes a finding substantially favourable to the Councillor, reimburse 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, PROVIDED THAT:

- (a) the amount of such reimbursement shall be reduced by the amount of any moneys that may be or are recouped by the Councillor on any basis.
- (b) the Councillor's performance or exercise of the civic duty or function was in the opinion of Council bona fide and/or proper.
- (c) the amount of such reimbursement be limited to the extent that only fees charged at a rate equivalent to the hourly rate than being charged by Council's Solicitors will be paid that is, any portion of the expenses representing any hourly charge rate higher than the hourly charge rate of Council's Solicitors will not be reimbursed.
- (d) In the case of a conduct complaint made against a Councillor, legal costs should only be made available where a matter has been referred by the General Manager to a conduct reviewer/conduct review committee to make formal enquiries into that matter in accordance with the procedures in the Model Code of Conduct.
- (e) In the case of a pecuniary interest misbehaviour matter, legal costs will only be made available where a formal investigation has been commenced by the Office of Local Government.

8.1.2 Proceedings being foreshadowed or commenced against a Councillor arising from a public statement or statements made or acts done by any of them, and, in the opinion of Council's appointed solicitor the following "Three Criteria" are satisfied through the required procedure set out below namely:

- (i) The statement was made or the act was done in relation to discharging the functions of civic office
- (ii) The Councillor concerned was acting in good faith
- (iii) The statement or the act in question was reasonable in the circumstances and not made or done maliciously or frivolously and, in the case of a statement, was not made with knowledge of its falsity or with recklessness as to whether it was true or false

then Council will indemnify or reimburse the Councillor for:

- (i) all legal expenses properly and reasonably incurred strictly in accordance with the Engagement of Legal Representatives - Required Procedure detailed below, given the nature of the legal services provided
- (ii) any other loss, expense, liability or cost incurred (including without limitation any order for the payment of damages, interest and/or costs or any other order for the payment of money made against the Councillor)

In responding to or defending such proceedings **PROVIDED THAT** the amount of such indemnity or reimbursement shall be reduced by the amount of any moneys that may be or are recouped by the Councillor on any basis.

8.2 Engagement of Legal Representatives - Required Procedure

8.2.1 The Councillor must, as soon as practicable after they become aware that a claim may be forthcoming or aware that they may have made a statement or action which may give rise to a claim, notify either the General Manager, Public Officer or Mayor that there is a possibility of a claim against the Councillor. This notification must:

- (a) be in written or electronic form
- (b) include all details including any correspondence from the alleged injured party concerning the possible claim
- (c) include the Councillors' comments on whether the Councillor considers that the Three Criteria are satisfied

8.2.2 The Councillor must not respond to any allegations made or accept any liability in respect to any allegations made unless authorised to do so by council or its solicitor or the insurer or its solicitor. The Councillor must at all times without undue delay keep Council fully informed of any oral or written communications made to the Councillor by the alleged injured party or the injured party's agents or legal representative in respect of the claim.

8.2.3 The General Manager must immediately upon becoming aware that a claim may be forthcoming or aware that a statement has been made which may give rise to a claim, notify and forward to Council's insurer any information relating to the matter with a view to obtaining the Insurer's acceptance and carriage of the claim should the three criteria be satisfied.

8.2.4A If proceedings are threatened (and not commenced), the General Manager must without undue delay inform Council's appointed solicitor and Council's insurer of the notification. The Council's solicitor at Council's cost must form a view as to whether the Three Criteria are satisfied, and must notify the General Manager who will in turn notify the Councillor concerned in written or electronic form of that view.

8.2.4B If the Council's solicitor considers that the Three Criteria are satisfied, the General Manager will either instruct Council's solicitors or if Council's Insurers have accepted the matter as a possible claim then it will represent the Councillor concerned.

8.2.5 If Council's solicitor forms the view that the Three Criteria are not satisfied under sub-clause 8.2.4A; the Councillor may request a review of that advice from an independent legal practitioner as agreed in advance between the Councillor concerned and the General Manager and failing agreement as nominated by the

President for the time being of the Law Society of NSW or the President of the NSW Bar Association.

8.2.6 If the proceedings are commenced and the Three Criteria are satisfied then the following procedure must be followed.

- In the case that the claim is accepted by Council's insurer it will have sole carriage of the matter and the Councillor will be required to abide by any reasonable instruction of the insurer or its nominated lawyer
- If the Insurer does not accept the claim as it is of the opinion that the matter is outside the policy then the General Manager in consultation with Council's solicitor will nominate a legal practitioner that they consider should represent the Councillor. If the Councillor considers that such representation is appropriate then the procedures in sub-clause 8.2.7 must be followed. If Council's solicitors are not of the same opinion as the Insurers the General Manager in consultation with Council's solicitors will take whatever action is necessary (without unduly holding up the defamation proceedings) to have the question determined.
- If the Councillor considers that the legal practitioner nominated is not appropriate then the Councillor concerned and the General Manager must attempt to reach agreement on an alternative legal practitioner, and failing agreement the legal practitioner must be as nominated by the President for the time being of the Law Society of NSW or the President of the NSW Bar Association.

8.2.7 If Council's insurers have not accepted the claim the General Manager must contact the proposed legal practitioner and must require that an agreement be entered into between the legal practitioner and the Council which will include such terms and conditions as the General Manager sees fit including:

- a) terms and conditions as to costs and disbursements including procedures for costs estimates to be given at appropriate times
- b) accounts being considered and approved by the General Manager prior to payment
- c) all instructions provided to the legal representatives by the Councillor concerned to be subject to the concurrence of the General Manager

8.2.8 Notwithstanding the provisions of sub-clauses 8.2.4B and 8.2.5 above, once proceedings have actually been commenced then the procedures set out in sub-clause 8.2.5 above must be followed.

[Note: The General Manager should regularly review Council's insurance policies with respect to the application of them to the Council's possible liability pursuant to this policy.]

8.3 Exclusion from Policy

This policy will not apply to:

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- 8.3.1 any action in defamation taken by a Councillor as plaintiff in any circumstances as Council will not meet these costs.
- 8.3.2 costs incurred by a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation as Council will not meet these costs.
- 8.3.3 any defamation or other action brought by any Councillor or Council employee against any Councillor, arising from the making of a statement by any of the latter of and concerning any of the former, unless in addition to the Three Criteria set out above:
- (a) the statement complained of is made to a person or body in circumstances where it is likely to be subject to qualified privilege or absolute privilege (including without limitation statements made in good faith to the Police or Director of Public Prosecutions, the Office of Local Government, statements made ancillary to, and in giving evidence to, a Court or Tribunal or other body conducting any inquiry, investigation or hearing, statements made to the Office of the Ombudsman and statements made to any Parliamentary Committee) (but in such circumstances the policy will only apply to the extent of the publication of the statement in these circumstances, and not to any other publication of the statement); or
- (b) the statement:
- (i) is made at a meeting of Council, a briefing of Councillors or a meeting of a Committee of Council in respect of an item on the agenda for that meeting or briefing
- (ii) is in accordance with Part 10 Meetings of the *Local Government (General) Regulation 2021* and Council's Code of Meeting Practice current at the time the statement was alleged to have been made
- (iii) does not breach any other law

9.0 Monetary limits to expenses

The payment of expenses and the provision of equipment and facilities is limited by the budget allocations made for Councillor expenses each year in the adopted Estimates which are included and exhibited as part of Council's Annual Management Plan.

The expense items identified in the budget include:

- Mayoral allowance
- Members fees
- Superannuation contributions
- Delegates expenses – Conferences, seminars and training
- Travel
- Catering/Receptions
- Carers arrangements
- Insurance
- Mayoral Discretionary Fund
- Computer and other office equipment and associated ancillary expenses

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Any claim submitted to Council for reimbursement must be approved by the General Manager. The General Manager will assess the appropriateness of the claim and shall have regard to the budget allocations.

In relation to the level of equipment provided to Councillors, the equipment available to Councillors is detailed in sub-clauses 4.1 and 4.2 of this Policy. The General Manager shall determine the standard and quality of the equipment provided and shall have regard to the budget allocations.

It is impractical to provide limits on the monetary reimbursement of potential claims for reimbursement of legal expenses.

10.0 Reporting

Section 428 (4)(b) of the Act requires a Council to include in its Annual Report other information as specified in the Regulations or Guidelines. Clause 217 of Regulations provides that Council will report separately on:

The total cost of expenses and the provision of facilities for the Mayor and all Councillors, and specifically on:

- Expenses
 - The cost of phone calls including mobiles, home located landlines, facsimiles and internet services
 - Attendance at conferences and seminars
 - Spouse/partner/accompanying person expenses
 - Training and skill development expenses
 - Interstate travel expenses
 - Overseas travel expenses
 - Care and other related expenses

- Provision of facilities

The cost of the provision, including rental of dedicated office equipment allocated to Councillors on a personal basis such as laptop computers, mobile phones, telephones and facsimile machines installed in the Councillors' homes. This item does not include the cost of using this equipment, such as calls and internet service fees as Council's policy does not cover these.

11.0 Dispute resolution

All disputes by Councillors relating to the administration of this policy must be in writing to the General Manager detailing the grounds of the dispute.

All such disputes will be referred to Council for determination.

12.0 Review

This policy will be reviewed within the first 12 months of each term of Council, in accordance with the requirements of sections 252 and 253 of the Act.

13.0 Contact

Enquiries should be directed to the Manager Governance on 9978 4010 or council@mosman.nsw.gov.au

14.0 Amendments

Date	Amendment	Reference
08/02/94	Adopted	PR2
12/07/94	Changes to Clauses 4 and 5	F/123
20/10/94	Use of PC, printer and photocopier	F/224
06/12/94	Resolved the above items to be included	PF/267
08/08/95	Review of Policies	PF/241
14/11/95	Adopted changes due to review of Policies	PF/338
24/09/96	Change to Clause 1.2(d)	PF/282
03/02/98	Expenses associated with travel	PF/8
02/06/98	Provision of PC, facsimile and printer	PF/140
02/05/00	Provision of a facsimile machine or facsimile machine/answer phone	PF/93
02/05/00	Payment of a one-off phone connection fee	PF/93
13/05/03	Legal assistance for Councillors	PF/84
07/02/05	Clarify use of bar facilities	
04/04/05	Changes due to advice in DLG Circular 05/08	CS/30
05/09/05	Addition of Mayoral Discretionary Fund	CS/82
28/11/2006	Compliance with DLG Circular 06/57- Guidelines	CS/86
06/02/2007	Deletion of words "by or" from Clause 2, Section 5	CS/5
06/05/2008	Councillor access to casual child care through Council's Children's Services	CS/19
04/11/2008	Child Care Benefits (Clauses 1.1(b); 1.2(b); and 3.6)	CS/58
03/11/2009	DLG Circular 9/36 Compliance with Guidelines dated October 09	CS/67
5/10/2010	Last Adopted	CS/54
4/10/2011	Reviewed and adopted	CS/51
7/8/2012	Option of tablet-based device in Clause 1.2(a)	CS/36
8/10/2013	Reviewed and adopted Addition of Councillors expenditure by type be published monthly on the Council's website	CS/69
7/10/2014	Reviewed and adopted	CS/32
8/09/2015	Reviewed and adopted	CS/33
6/09/2016	Reviewed and adopted	CS/27
5/12/2017	Reviewed and adopted	CS/44
03/05/2022	Reviewed and adopted	CS/17