



CUMBERLAND
CITY COUNCIL

Councillor Expenses and Facilities Policy

AUTHORISATION & VERSION CONTROL

Policy Number	POL-008
Policy Owner	Director Finance & Governance
Date Adopted	1 August 2018
Version No	1.2
Document ID	6473744
Review Date	1 August 2020

COUNCILLOR EXPENSES AND FACILITIES POLICY

POLICY SUMMARY

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties.

It ensures accountability and transparency, and seeks to align Councillor expenses and facilities with community expectations and the requirements of the new larger entity in the context of similar councils. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2005* (the Regulation), and complies with the Office of Local Government's *Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW*.

The policy sets out clear limitations around reimbursement for expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

The main expenses and facilities are summarised in the table below. All monetary amounts are exclusive of GST.

Expense or facility	Maximum amount	Frequency
General travel expenses	\$3,000 per Councillor \$15,000 for the Mayor (In lieu of a Council vehicle – see section 10 of this policy)	Per year
Accommodation and meals	As per the <i>Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009</i>	Per occasion
Professional development including conferences and seminars	\$30,000 total for all Councillors	Per year
Carer expenses	\$5,000 per Councillor	Per year
Home office expenses and IT related expenses (carry bag, Bluetooth, covers etc.)	\$600 per Councillor, in addition to the one-off provision of an office desk, chair, and printer per term	Per year
Mayor hosting of delegations	\$5,000 for the Mayor	Per year
Mayor or their delegates attending key industry functions or community events	\$10,000 for the Mayor or their delegates where there is an attendance/entry/ticket fee	Per year
Councillor stationery	Postage stamps: 1000 per Councillor Letterhead: 1000 per Councillor Envelopes: 1000 per Councillor Business cards: 1000 per Councillor	Per year

Expense or facility	Maximum amount	Frequency
Access to facilities in a Councillor common room	Councillor common room with facilities provided to all Councillors at both Auburn and Merrylands Administration Offices. General office space also to be made available to the Mayor and Councillors in Granville.	Not relevant
Maintained Council vehicle, fuel card and toll pass	Provided to the Mayor	Not relevant
Reserved parking space at Council offices	Three (3) parking spaces at the Merrylands Office and (3) parking spaces at the Auburn Office (including one dedicated parking space for the Mayor at both locations), with swipe pass access for each Councillor also at the Auburn Public Carpark. All Councillors to have a parking sticker making them eligible to park in staff only areas.	Not relevant
Furnished office	Provided to the Mayor in the Merrylands Office.	Not relevant
Councillor uniform and name badge	Provided to all Councillors	Per Council term

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

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

In accordance with the Office of Local Government guidelines, expenditure related to this policy will be noted in Council's Annual Report.

Part A – Introduction

1. INTRODUCTION

- 1.1. The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Cumberland City Council.
- 1.2. The purpose of this policy is to clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties, while ensuring an appropriate level of public transparency around expenditure and disclosure.
- 1.3. The General Manager is entitled to question or refuse a request for payment from a Councillor when it does not accord with this policy.
- 1.4. Expenses and facilities provided by this policy are in addition to fees paid to Councillors. The minimum and maximum fees a council may pay each Councillor are set by the Local Government Remuneration Tribunal as per section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

2. POLICY OBJECTIVES

2.1. The objectives of this policy are to:

- enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties;
- enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties;
- ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors;
- ensure facilities and expenses provided to Councillors meet community expectations;
- support a diversity of representation;
- fulfil Council's statutory responsibilities.

3. PRINCIPLES

3.1. Council commits to the following principles:

- **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions.
- **Reasonable expenses:** Providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor.
- **Participation and access:** Enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor.
- **Equity:** There must be equitable access to expenses and facilities for all Councillors.
- **Appropriate use of resources:** Providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations.
- **Accountability and transparency:** Clearly stating and reporting on the expenses and facilities provided to Councillors.

4. PRIVATE OR POLITICAL BENEFIT

- 4.1. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- 4.2. Private use of Council equipment and facilities by Councillors may occur from time to time. For example, telephoning home to advise that a Council meeting will run later than expected. Such incidental private use does not require a compensatory payment back to Council.
- 4.3. Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse Council.
- 4.4. Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:
 - production of election material;
 - use of Council resources and equipment for campaigning;

- use of official Council letterhead, publications, websites or services for political benefit;
- fundraising activities of political parties or individuals, including political fundraising events.

Part B – Expenses

5. GENERAL EXPENSES

- 5.1. All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.

6. SPECIFIC EXPENSES

General Travel Arrangements and Expenses

- 6.1. Travel by Councillors should be undertaken using the most direct available route and the most practicable and economical mode of transport.
- 6.2. Each Councillor may be reimbursed up to a maximum limit of \$3,000 (\$15,000 for the Mayor in lieu of a Council vehicle – see section 10 of this policy) per year for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement:
- for public transport fares;
 - for the use of a private vehicle or hire car;
 - for parking costs for Council and other meetings;
 - for tolls;
 - by Cabcharge card or equivalent;
 - for documented ride-share programs, such as Uber, where tax invoices can be issued.
- 6.3. Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.
- 6.4. Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.

Interstate and Long Distance Intrastate Travel Expenses

- 6.5. Councillors seeking approval for any long distance intrastate and interstate travel must submit a completed Councillor Professional Development form, and obtain the approval of the General Manager prior to travel.
- 6.6. The Councillor Professional Development form should include:
- objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the Councillor's civic duties;
 - a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.

A completed Councillor Professional Development form is not required for Councillor attendance at the ALGA National General Assembly of Local Government or the Local Government NSW Annual Conference.

- 6.7. For interstate and long distance intrastate journeys by air, the class of air travel is to be economy class.
- 6.8. Bookings for approved air travel are to be made through the General Manager's office or via alternate arrangements at the approval of the General Manager.
- 6.9. For air travel that is reimbursed as Council business, Councillors will not accrue points from the airline's frequent flyer program.
- 6.10. No overseas travel will be undertaken at Council's expense.

Representing Council on a Board or Other Third Party

- 6.11. Any Councillor seeking to represent Council on a Board of Directors, or as an office bearer on a community organisation by virtue of holding office is subject to the following requirements:
 - (i) The Councillor must seek approval to represent Council via Council resolution.
 - (ii) Any travel and associated expense claims associated with representation of Council must be handled in accordance with this policy.
 - (iii) Payments or expenses claimed from any third party must be refused unless a Council resolution endorses this.
 - (iv) Any payments or expenses claimed from a third party endorsed by Council resolution must be claimed by Council directly from the third party. Council will claim the amount as outlined in the Council resolution and reimburse that amount to the Councillor, subject to the relevant form being filled out and claim approved by the General Manager.
 - (v) Any breach of the above may constitute a breach of the *Code of Conduct*.
 - (vi) This clause does not apply to Councillor attendance at community events.
- 6.12. The Mayor is exempt from the requirements of clause 6.11 in regards to requests from community organisations to act as Patron of that organisation. Acceptance of these requests is at the discretion of the Mayor.

Travel Expenses Not Paid by Council

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

Accommodation and Meals

- 6.14. Council will reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel or professional development outside the Sydney metropolitan area. Council will not cover the costs for accommodation and meals of accompanying persons, except as specified in clause 6.26.
- 6.15. Bookings for accommodation are to be made through the General Manager's office or via alternate arrangements at the approval of the General Manager.
- 6.16. The daily limits for accommodation and meal expenses within Australia are to be consistent with the provisions set out in the *Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009* (see clauses 29.1.1 – 29.1.3 for meals and 26.8.2 for accommodation).

Refreshments for Council Related Meetings

- 6.17. Appropriate refreshments will be available for Council meetings, Council Committee meetings, Councillor Briefings, approved meetings and engagements, and official Council functions as approved by the General Manager, being mindful of clause 6.16.

Professional Development Including Conferences and Seminars

- 6.18. As part of this policy, Council will facilitate and promote the professional development of Councillors through programs, training, education courses, conferences, seminars and membership of professional bodies, up to a total maximum limit of \$30,000 per year for all Councillors combined.
- 6.19. In the first year of a new Council term, Council will provide a comprehensive induction program for all Councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.
- 6.20. Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 6.21. Approval for professional development activities is subject to an application to the General Manager utilising the Councillor Professional Development form.
- 6.22. Approval to attend a conference, seminar is subject to a completed Councillor Professional Development form, submitted for the approval of the General Manager. In assessing a Councillor request, the General Manager must consider factors including the:
- relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties;
 - cost of the conference or seminar in relation to the total remaining budget.
- 6.23. Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the General Manager. Council will also meet the reasonable cost of meals when they are not included in the conference fees.

Supplementary Conferences and Professional Development Programs

- 6.24. In line with Council's commitment to promoting the ongoing professional development of Councillors, Councillors may voluntarily elect to either complete the UTS Centre for Local Government Certificate Program for Councillors OR the full Company Directors Course conducted by the Australian Institute of Company Directors once per Council term.
- 6.25. Councillors may attend the Local Government NSW Annual Conference and/or the Australian Local Government Association National General Assembly of Local Government.
- 6.26. For the Local Government NSW Annual Conference and Australian Local Government Association National General Assembly of Local Government only, Council will meet the costs of the official conference dinner for an accompanying person of a Councillor.
- 6.27. Attendance at the conferences listed in clause 6.25 and professional development programs listed in clause 6.24 is voluntary, and does not contribute to the monetary

limits for conferences and professional development mentioned elsewhere in this policy.

- 6.28. Where the attendance of the Mayor or Deputy Mayor is required to represent the Council, then Council will cover the cost of accommodation/travel/meals as necessary.

Information and Communication Technology

- 6.29. Upon election to office, Councillors will be provided with Information and Communication Technology equipment and mobile phone plan subscription for the Council term. The following shall be provided under this clause:

- smart phone;
- notebook or tablet device;
- Councillor mobile phone plan with included data allowance;
- maintained multi-function colour laser printer (with scanner, fax capability and wireless).

The General Manager will determine what equipment will be issued in accordance with Council's corporate standard issued equipment.

- 6.30. Councillors who retain an existing mobile phone account/subscription of their own for council related purposes are permitted to do so, and Council will reimburse the Councillor up to a maximum limit of \$150 per month representing the retail market cost of calls and/or mobile data outlined in this policy.
- 6.31. Councillors will have the opportunity to have any mobile number assigned to them as a Councillor transferred into their ownership upon leaving office.
- 6.32. Information and Communication Technology equipment and services are intended to be utilised by Councillors to undertake their civic duties.
- 6.33. A standard suite of corporate applications will be provided on issue of Information and Communication Technology equipment to enable Councillors to exercise their civic duties.
- 6.34. As an indication, Council's Councillor mobile phone plan will include the following:
- unlimited standard phone calls;
 - 15gb monthly data allowance.
- Further plan information will be provided by Council upon issuing of Councillor equipment.
- 6.35. Any excess usage charges in relation to the Councillor standard mobile phone plan will be handled in accordance with clause 11.7.
- 6.36. The Councillor mobile phone plan may vary from time to time due to current market offerings, and this policy will be updated accordingly to reflect this.

Special Requirement and Carer Expenses

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

- 6.39. In addition to the provisions above, the General Manager may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.
- 6.40. Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses up to a maximum limit of \$5,000 per year for attendance at official business, plus reasonable travel from the principal place of residence.
- 6.41. Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative. These expenses will be reimbursed at a maximum total rate of \$30 per hour of care.
- 6.42. In the event of caring for an adult person, Councillors will need to provide suitable evidence to the General Manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

Home Office Expenses

- 6.43. Each Councillor upon commencement of office will be provided with an office chair and desk if required. In addition, each Councillor may be reimbursed up to a maximum limit of \$600 per year for home office expenses and accessories supporting their communication devices. This threshold excludes access to print toner which will be provided as required in order to fulfil official Councillor duties.

7. INSURANCES

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

8. LEGAL ASSISTANCE

- 8.1. Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
- a Councillor defending an action arising from the performance in good faith of a function under the *Local Government Act 1993*;
 - a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act;
 - a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.

- 8.2. In the case of a conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the General Manager to a conduct reviewer or conduct review panel to make formal enquiries into that matter in accordance with Council's *Code of Conduct*.
- 8.3. Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.
- 8.4. Council will not meet the legal costs:
 - of legal proceedings initiated by a Councillor under any circumstances;
 - of a Councillor 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.
- 8.5. Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

Part C – Facilities

9. GENERAL FACILITIES FOR ALL COUNCILLORS

Facilities

- 9.1. Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:
 - a Councillor common room in the Auburn and Merrylands administrative buildings, appropriately furnished to include telephone, photocopier, printer, desks, computer terminals, pigeon holes and appropriate refreshments (excluding alcohol);
 - three (3) parking spaces at the Merrylands Office and (3) parking spaces at the Auburn Office (including one dedicated parking space for the Mayor at both locations) with swipe pass access for each Councillor also at the Auburn Public Carpark. All Councillors to have a parking sticker making them eligible to park in staff only areas;
 - as required, personal protective equipment for use during site visits;
 - a corporate uniform and name badge issued once per Council term, which may be worn at official functions, indicating that the wearer holds the office of a Councillor and/or Mayor or Deputy Mayor.
- 9.2. Councillors may book meeting rooms for official business at no cost. Rooms may be booked through a specified officer in the Mayor's office or other specified staff member.
- 9.3. Noting the geographic spread of the new local government area, general office space will be made available for Councillors in Granville also.
- 9.4. The provision of facilities will be of a standard deemed by the General Manager as appropriate for the purpose.

Stationery

- 9.5. Council will provide the following stationery to Councillors each year upon request:
- 1000 postage stamps to be used to support a Councillor's civic duties;
 - 1000 pages of personalised hard copy letterhead;
 - 1000 envelopes;
 - 1000 business cards;
 - Electronic Councillor letterhead, to be used only for correspondence associated with civic duties;
 - 150 Christmas/festive cards in accordance with the preferences of each Councillor.
- Stamps shall only be used to support a Councillor's civic duties. Any stamps not used will not be carried over to the next year's allocation and must be returned to Council.

Administrative Support

- 9.6. Council will provide administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by staff in the Mayor's office or by a member of Council's administrative staff as arranged by the General Manager or their delegate.
- 9.7. As per section 4, Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

10. ADDITIONAL FACILITIES FOR THE MAYOR

- 10.1. Council will provide to the Mayor a maintained vehicle to a similar standard of other Council leaseback vehicles with a fuel card. The make and model of the Mayoral vehicle must comply with Council's *Fleet Management Policy*. The Mayoral vehicle will also be affixed with a toll pass for the Mayor's Council business related travel only. Any private travel trips will be deducted from the Mayoral allowance in accordance with the provisions of this policy.
- 10.2. In recognition of the additional responsibilities of this role the Mayor may seek reimbursement for use of a private vehicle, only if the Mayor opts not to use a Council vehicle, up to a maximum limit of \$15,000 per year. Use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award. The \$15,000 maximum reimbursement is inclusive of any travel costs claimed under clause 6.2 of this policy.
- 10.3. A parking space at Council's offices will be reserved for the Mayor's for use on official business, professional development and attendance at the Mayor's office.
- 10.4. Council will provide the Mayor with a furnished office incorporating a computer, telephone and meeting space. All equipment provided will be in accordance with Council's corporate standard equipment. Appropriate software will be deployed to enable the Mayor to conduct their civic duties.
- 10.5. In performing his or her civic duties, the Mayor will be assisted by one member of Council staff providing administrative and secretarial support, as determined by the General Manager.

10.6. In keeping with Council's ongoing commitment to represent Council at key industry specific functions and community events, the Mayor and their partner (or the Mayor's nominated delegates) may attend such events on behalf of Council. Council will provide up to a maximum limit of \$10,000 per year to cover the cost of event entry or ticket fees.

10.7. In addition to clause 10.6, the Mayor in consultation with the General Manager, may host civic events to receive official delegations from outside the local government area or to honour local residents. Council will provide up to a maximum limit of \$5,000 per year towards such events.

Part D – Processes

11. APPROVAL, PAYMENT AND REIMBURSEMENT ARRANGEMENTS

11.1. Expenses should only be incurred by Councillors in accordance with the provisions of this policy.

11.2. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.

11.3. Final approval for payments made under this policy will be granted by the General Manager or their delegate.

11.4. The General Manager will provide a system for the request of reimbursements for Councillors.

Direct Payment

11.5. Council may approve and directly pay expenses. The General Manager will provide a system for requests for direct payment along with relevant details.

Reimbursement

11.6. All claims for reimbursement of expenses incurred must be supported by receipts and/or tax invoices and be submitted to the General Manager or delegate.

Reimbursement to Council

11.7. If Council has incurred an expense on behalf of a Councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy, the Councillor can either elect to put forward a case for exceeding the limit to the next ordinary meeting of Council, OR:

- Council will invoice the Councillor for the expense;
- the Councillor will reimburse Council for that expense within 30 days of the invoice date.

11.8. If the Councillor cannot reimburse Council within 30 days of the invoice date, they are to submit a written explanation to the General Manager. The General Manager may elect to deduct the amount from the Councillor's allowance.

Timeframe for Reimbursement

11.9. Unless otherwise specified in this policy, Councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

12. DISPUTES

- 12.1. If a Councillor disputes a determination under this policy, the Councillor should discuss the matter with the General Manager.
- 12.2. If the Councillor and the General Manager cannot resolve the dispute, the Councillor may submit a notice of motion to a Council meeting seeking to have the dispute resolved.

13. RETURN OR RETENTION OF FACILITIES

- 13.1. All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.
- 13.2. Should a Councillor desire to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the General Manager to purchase any such equipment. The General Manager will determine an agreed fair market price or written down value for the item of equipment.
- 13.3. The prices for all equipment purchased by Councillors under clause 13.2 will be recorded in Council's Annual Report.

14. PUBLICATION

- 14.1. This policy will be published on Council's website.

15. REPORTING

- 15.1. Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.
- 15.2. Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Council's website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

16. AUDITING

- 16.1. The operation of this policy, is subject to Council's audit program.

17. BREACHES

- 17.1. Suspected breaches of this policy are to be reported to the General Manager.
- 17.2. Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the *Code of Conduct*, as detailed in the Code and in the Procedures for the Administration of the Code.

Part E – Appendices

Appendix I: Related Legislation, Guidance and Policies

Relevant Legislation and Guidance:

- [Local Government Act 1993](#)
- [Local Government \(General\) Regulation 2005](#)
- [Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009](#)
- [Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities](#)
- *Local Government Circular 05-08 legal assistance for Councillors and Council Employees*

Related Council Policies:

- [Code of Conduct](#)
- [Fraud and Corruption Prevention Policy](#)

Appendix II: Definitions

The following definitions apply throughout this policy.

Term	Definition
Accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a Councillor
Act	Means the <i>Local Government Act 1993</i> (NSW)
Clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct adopted by Council or the Model Code if none is adopted
Councillor	Means a person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the Mayor
General Manager	Means the General Manager of Council and includes their delegate or authorised representative
Incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the <i>Code of Conduct</i>
Long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle
NSW	New South Wales
Official business	Means functions that the Mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for Council or result in a direct benefit for Council and/or for the local government area, and includes: <ul style="list-style-type: none"> • meetings of Council and committees of the whole • meetings of committees facilitated by Council • civic receptions hosted or sponsored by Council • meetings, functions, workshops and other events to which attendance by a Councillor has been requested or approved by Council
Professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a Councillor or the Mayor
Regulation	Means the <i>Local Government (General) Regulation 2005</i> (NSW)
Year	Means the financial year, that is the 12 month period commencing on 1 July each year