

PAYMENT OF EXPENSES AND PROVISION OF FACILITIES TO COUNCILLORS



Responsible Department: General Manager's
Responsible Section: General Manager's
Responsible Officer: General Manager

Part 1 Introduction

1. Title and Commencement of the Policy

Policy on the Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors.

Policy commences on 01 October 2010.

2. Purpose of the Policy

The purpose of the Policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by Councillors. The Policy also ensures that the facilities provided to assist Councillors to carry out their civic duties are reasonable.

3. Objectives and Coverage of the Policy

To provide for the fair and equitable reimbursement of expenses incurred by the Mayor, Deputy Mayor and Councillors in discharging the functions of civic office. To provide adequate facilities for use by the Mayor, Deputy Mayor and Councillors to enable them to discharge the functions of civic office.

4. Making and Adoption of the Policy

Originally adopted at the Ordinary Meeting of Council May, 1995.

5. Reporting Requirements

Council is required by Section 428 of the Local Government Act 1993 to include in their Annual Report:

- A copy of this Policy
- The total amount of money expended during the year on providing these facilities and payment of these expenses
- Additional information as required by the Local Government (General) Regulation 2005

6. Legislative Provisions

This Policy is made under Sections 252 to 254 of the Local Government Act 1993. The Act requires the Council to adopt a Policy on the Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors. This Policy is also made in accordance with clause 403 of the Local Government (General)

Regulation 2005Introduction

7. Other NSW Government Policy Provisions

7.1. Department of Local Government Guidelines

Under Section 252(5) of the Local Government Act 1993 this Policy must comply with guidelines issued by the Department of Local Government for the Payment of Expenses and the Provision of Facilities to the Mayor and Councillors for Local Councils in NSW, dated October, 2009.

7.2. Department of Local Government Circulars to Councils

This Policy takes into account the following Circulars:

- Circular 07/22 Guidelines for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors
- Circular 09-36 7 October, 2009 Findings from review of Councillor Expenses and Facilities policies

7.3. The Model Code of Conduct for Local Councils in NSW

This Policy is consistent with Council's Code Of Conduct which is created using the Division of Local Governments Model Code Of Conduct:

Use of Council Resources as per the Code of Conduct

- 7.12 You must use council resources ethically, effectively, efficiently and carefully in the course of your 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.
- 7.13 Union delegates and consultative committee members may have reasonable access to council resources for the purposes of carrying out their industrial responsibilities, including but not limited to:
- a) the representation of members with respect to disciplinary matters
 - b) the representation of employees with respect to grievances and disputes
 - c) functions associated with the role of the local consultative committee.
- 7.14 You must be scrupulous in your use of council property, including intellectual property, official services and facilities, and must not permit their misuse by any other person or body.
- 7.15 You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.
- 7.16 You must not use council resources, property or facilities for the purpose of assisting your election campaign or the election campaign of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.

- 7.17 You must not use council letterhead, council crests and other information that could give the appearance it is official council material for:
- a) the purpose of assisting your election campaign or the election campaign of others, or
 - b) for other non-official purposes.
- 7.18 You must not convert any property of the council to your own use unless properly authorised.
- 7.19 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.

Councillor access to council buildings

- 7.20 Councillors and administrators are entitled to have access to the council chamber, committee room, mayor's office (subject to availability), councillors' rooms, and public areas of council's buildings during normal business hours and for meetings. Councillors and administrators needing access to these facilities at other times must obtain authority from the General Manager. In addition, the councillors' rooms are available for reasonable use at any time, including weekends and outside of business hours.
- 7.21 Councillors and administrators must not enter staff-only areas of council buildings without the approval of the general manager (or delegate) or as provided in the procedures governing the interaction of councillors and council staff.
- 7.22 Councillors and administrators must ensure that when they are within a staff area they avoid giving rise to the appearance that they may improperly influence council staff decisions.

7.4. ICAC Publication – No Excuse for Misuse, preventing the misuse of Council resources

This Policy takes into account the Independent Commission Against Corruption (ICAC) publication No Excuse for Misuse, preventing the misuse of Council resources (Guidelines 2) November 2002.

This publication is available on the ICAC website at www.icac.nsw.gov.au

8. Approval Arrangements

Approval for attendance at Conferences, travel on Council business and the like is to be, where possible, approved by a full meeting of the Council or Committee. If this is not possible then the approval is to be given jointly by the Mayor and the General Manager. If the Mayor requires approval to travel outside of a Council Meeting it should be given jointly by the Deputy Mayor or another Councillor and the General Manager and this be reported to the next ordinary meeting of Council.

Part 2 Payment of Expenses

9. General Provisions

9.1. Payment of Expenses Generally

9.1.1 General Allowance

In accordance with the Local Government Act 1993, Council will not permit, the payment of an allowance to any Councillor that may be considered a general expense or allowance.

9.1.2 Annual Fees – Mayor

Council will determine annually the fee to be paid to the Mayor in accordance with Section 249 of the Local Government Act 1993. This fee, which is in addition to the Councillor's fee, will be paid to the Mayor monthly in arrears.

9.1.3 Annual Fees – Deputy Mayor

Council will determine annually the fee to be paid to the Deputy Mayor in accordance with Section 249(5) of the Local Government Act 1993. This fee, which is to be deducted from the Mayor's fee, is in addition to the Councillor's fee. This fee will be paid to the Deputy Mayor monthly in arrears.

9.1.4 Annual Fees – Councillors

Council will determine annually the fee to be paid to the Councillors in accordance with Section 248 of the Local Government Act 1993. This fee will be paid to Councillors monthly in arrears as provided by Section 250 of the Act.

Payment of Expenses and Limitation of Time

9.1.5 Reimbursement and Reconciliation of expenses

Where there is a right under this Policy to claim reimbursement of costs and expenses, reimbursement will only be made upon the production of appropriate receipts and tax invoices, and the completion of the required claim forms (Appendix A). All claim forms must be submitted to the General Manager within three (3) months of incurring that expense.

Incidental expenses may not require specific receipts provided it can be demonstrated that expenditure was incurred and is not general in nature. Where receipts are not provided, it would be appropriate for Councillors to certify that the expenditure was for the purpose intended.

Councillors must seek reimbursement of expenses within three (3) months of incurring that expense.

9.1.6 Advanced Payment of Expenses

The Policy allows for any Councillor to request advance payment of anticipated expenses likely to be incurred attending any service or facility covered by this Policy. However, Councillors must completely reconcile all actual expenses against the cost of the advance within three (3) months of incurring that expense. Allowance type payments are not payable under any circumstances.

9.1.7 Spouse and Partner Expenses

Except as provided below, Councillors are required to meet all expenses incurred by spouse / partners in attending conference and seminars including any additional cost supplement for accommodation.

Limited expenses of spouses, partners or accompanying persons associated with attendance at the Local Government and Shires Association annual conference may be met by Council. The expenses will be limited to the cost of registration and the official conference dinner. Travel expenses, any additional accommodation expenses, and the cost of partner / accompanying person tours etc are the personal responsibility of individual Councillors.

9.1.8 Political fund raising functions

Councillor expenses should not be used to support attendance at Political fund raising functions.

9.1.9 Appointment of Administrator

The Council's Policy on the payment of expenses and the provision of facilities to the Mayor, Deputy Mayor and Councillors shall apply in the event that an Administrator is appointed to the Council's area.

9.2. Specific Expenses for Mayors and Councillors

9.2.1 Attendance at Seminars and Conferences

Council will meet the costs associated with Councillors attending conferences or seminars that have been authorised by a resolution of the Council or approved under delegated authority by the Mayor or General Manager, or the Councillor is, by resolution of Council, an elected Delegate of the committee or organisation, as follows:

- The payment of registration fees
- Accommodation (see clause 9.2.2.5)
- Reasonable sustenance and incidental expenses (see clause 9.2.3)
- Travel (see clause 9.2.2)

Attendance at the Local Government New South Wales Annual Conference

That the General Manager, the Mayor and Deputy Mayor (and other Councillors as Council sees fit) be authorised to represent Council at the Annual Conference of Local Government NSW.

Attendance at Joint Regional Planning Panel Meetings

That the two appointed Council delegates attend the Joint Regional Planning Panel Meetings as scheduled. The Joint Regional Planning Panel Council representative's daily fee is equal to the annual Councillor fees divided by 20, paid in arrears as per resolution of Council *Vide Minute No: 522/2009*.

9.2.2 Travel Arrangements and Expenses

9.2.2.1 Transportation

Where Council Officers are attending any meeting, conference, seminar or function and are travelling by motor vehicle Councillors will, where practical, travel to and from the meeting, conference, seminar or function with the Officers.

Should travel with an Officer be impractical, then the Councillor will make a request to the Mayor or General Manager (or the General Manager's nominee) to authorise travel by the most direct route to and from the meeting, conference, seminar or function in the Councillor's private vehicle. (See clause 9.2.2.3 below).

A travelling allowance, based on the rates applicable under the relevant State Award, or the cost of the equivalent return first class rail fare (whichever is the lesser amount) will be paid to the Councillor upon presentation of the appropriate claim form (Appendix A).

Where distances or practicality prevent travel by motor vehicle Council will meet the cost of either the return first class travel by rail or return economy class airfare together with taxi fares to and from the railway stations or airports for Councillors attending meetings, conferences, seminars or functions.

Generally where a Councillor is not travelling with an Officer to the relevant meeting, conference, seminar or function, or it is inconvenient for the Councillor to travel with the Officer, Councillors may, with the relevant approval from either the Mayor/General Manager use their private motor vehicle and claim the costs as set out below in 9.2.2.3 where such travel is not greater than three hours.

If a Councillor is using their private motor vehicle to travel to a meeting, conference, seminar or function, a Councillor is able to receive the lesser of the cost of an economy air fare plus transfers to and from airports or the cost according to the "rates applicable under the relevant State Award" if they choose to use their private motor vehicle to travel to a meeting, conference, seminar or function.

Where road travel is required over a time period greater than 3 hours then Council approved air travel may be utilised.

9.2.2.2 Class of Air Travel

Economy Class travel will be used for all official air travel.

9.2.2.3 Use by Councillors of their private Motor Vehicle(s)

Council will meet the cost of Councillors in using their own motor vehicle for travelling by the most direct route to and from the destination (plus an allowance for incidental kilometres on overnight stays) for:

- a) meetings of the Council or the meetings of any Committee of the Council, Working Party, Taskforce, Forum or the like, of which the Councillor is a member or any briefing, community consultation, or the like, organised or authorised by the Council
- b) business or inspections within or outside the Council's area in accordance with a resolution of the Council.
- c) periodical conferences and/or meetings of organisations of which the Council is a member or other meetings specifically authorised by resolution of Council or where a Councillor has been elected as the Council's delegate to an organisation; and
- d) any meeting, conference or function on behalf of the Council or the Mayor when such attendance is authorised.

Councillors are to lodge claims for travelling expenses within a period of three months after which the expense was incurred and the claim is to be on the appropriate form. The Councillor will also lodge with any claims a log of the journey in the "Councillor Claim for Expenses" form.

The total quantum of travelling expenses paid for the use of a Councillor's motor vehicle by a Councillor for travelling on Council business is to be either:

- (i) an amount calculated according to the rates applicable under the relevant State Award, or;
- (ii) an amount equivalent to the cost of a return economy class air fare, whichever is the lesser amount.

The driver is personally responsible for all traffic or parking infringements incurred while travelling in private or council vehicles on council business.

9.2.2.4 Frequent Flyer Points

Councillors shall not be entitled to claim frequent flyer points relating to air travel authorised by this Policy. In circumstances where the Councillor has no option but to pay for air travel and frequent flyer points are accrued to his/her personal account, the Councillor will surrender the points to the airline upon reimbursement of the airfare by Council.

9.2.2.5 Accommodation whilst outside the Council area

Council will meet the cost of accommodation for Councillors attending to Council business, inspections, meetings, conferences or functions outside the Council area which are authorised by the Council, Mayor or General Manager.

Council will meet the cost of accommodation for each Councillor at the venue of the conference or seminar or at another suitable location providing an equivalent standard of accommodation in close proximity to the venue.

When travelling by motor vehicle to conferences or seminars that require the Councillor to break their journey the Council will meet the accommodation and meal expenses of the Councillor, provided that the accommodation is located along the most direct and practicable route when journeying to and from the conference or seminar venue.

9.2.3 Sustenance and Incidental Expenses

9.2.3.1 Sustenance whilst on Council Business within Australia

Council will meet the cost of reasonable sustenance and incidental expenses for Councillors attending to Council business, inspections, meetings, conferences, seminars or functions which are authorised by the Council, Mayor or General Manager.

Sustenance and incidental expenses will be paid on an actual cost basis (per day).

9.2.3.2 Sustenance and incidental expenses whilst on Council business outside Australia

Narrabri Shire Council will not undertake any overseas travel unless largely beneficial to the Council and Community and will be approved by full Council.

9.2.4 Functions

9.2.4.1 Official Functions

Council will meet the costs of the Mayor, Deputy Mayor and Councillors and their spouse / partner when they attend Council-organised functions.

9.2.4.2 Community Functions

In those cases where the Mayor, Deputy Mayor and Councillors are invited to attend any function that is of such a nature that the Councillor's spouse / partner would normally be expected to accompany the Councillor, any reasonable costs associated with the attendance of the spouse / partner will be met by Council. This includes instances where a Councillor is representing the Mayor.

The payment of expenses for attending functions as permitted above will be limited to the ticket, meal and / or the direct cost of attending the function. Peripheral expenses incurred by spouses / partners / accompanying person such as grooming, special clothing and transport are not considered reimbursable expenses.

The Council will not meet any costs associated with attendance at fund-raising activities or rallies held by registered political parties or groups.

9.2.5 Training and Educational Expenses

Councillors will be provided with any necessary training / education in the use of equipment supplied by the Council or in sessions relating to issues like probity, pecuniary interests or other issues that has been authorised by Council resolution or approved under delegated authority by the Mayor or General Manager.

Council will meet the full cost of attendance of Councillors at any of these sessions in the same manner as applicable to a Councillor's attendance at Conferences, Seminars and the like.

9.2.6 Carer and other related Expenses

Council endeavours to encourage and facilitate wide community involvement in the civic office. Accordingly, this Policy allows for fair and reasonable re-imbusement of carers expenses in relation to attendance at Council and Committee Meetings, and other official Civic functions. This applies to Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member. Upon submission, of receipts and tax invoices and completion of a formal claim (Appendix A) to the General Manager within three (3) months of the expense being incurred, reasonable expenses may be available.

In addition, Councillors who require access to childcare in order to attend Council meetings, events and activities will be provided with child care through a registered and accredited child care provider, at Council's expense.

Council will meet Councillors' reasonable medical expenses associated with travel on approved Council business.

9.2.7 Insurance Expenses and Obligations

Council will effect and maintain Personal Accident Insurance and Professional Indemnity cover for Councillors.

Council will also take out full travel insurance, which includes personal effects, personal accident and travel accident or sickness insurance, where appropriate, for Councillors involved in overseas, interstate or intrastate travel on Council business.

Council will effect and maintain insurance to cover any loss or damage to Council property in the possession or control of Councillors.

At any time during the currency of this Policy, additional insurance may be taken out to cover Councillors, if and when it is identified.

9.2.8 Legal Expenses and Obligations

If the Mayor, Deputy Mayor or a Councillor incurs legal expenses in an Inquiry, investigation or hearing instigated by any of the following:

- Independent Commission Against Corruption
- The Office of the Ombudsman
- The Department of Local Government
- The Police Force
- The Director of Public Prosecutions

- The Local Government Pecuniary and Disciplinary Interest Tribunal
- The Australian Securities Commission
- Any other person, body or authority approved by a resolution of Council and the inquiry, investigation or hearing results from the Mayor, Deputy Mayor or Councillor discharging their duty, or relate to the office of Mayor, Deputy Mayor or Councillor, then the Council may, after considering this matter (and an estimate of the cost) resolve to pay such expenses incurred.

This assistance is on the basis that the costs do not vary substantially from the estimate considered by Council provided that:

- a) the amount of such reimbursement shall be reduced by the amount of any monies that may be or are recouped by the Councillor; and
- b) the inquiry, investigation, hearing or proceeding results in a finding substantially favourable to the Councillor; and
- c) the costs are only paid after the hearing, inquiry or investigation.
- d) the subject of the inquiry, investigation or hearing arises from the performance in good faith of a Councillor's functions under the Act (section 731) and the matter before the investigative or review body has proceeded past any initial assessment phase to a formal investigation or review. In the case of a code of 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 inquiries into that matter in accordance with the procedures in the Model Code of Conduct. In the case of a pecuniary interest or misbehaviour matter, legal costs should only be made available where a formal investigation has been commenced by the Department of Local Government.

Legal assistance will not be provided in respect of legal proceedings initiated by the Mayor, Deputy Mayor and / or Councillors in any circumstance.

Part 3 Provision of Facilities

10. Provision of Facilities for Councillors

10.1 Councillors' Rooms

A Room at the Council Administration Building will be available for use by Councillors for activities associated with their role as a Councillor.

The Room at the Council Administration Building will also be available to Councillors for activities associated with their role as a Councillor. This Room will be furnished with appropriate office furniture, computer equipment, access to the Internet and e-mail, calendar and the suite of products used in the organisation from time to time, identified legislation and other documents and reference material required by Councillors to fulfil their functions.

10.2 Meeting Room

A meeting room at the Administration Centre will be available to Councillors on a priority basis to allow Councillors to interview constituents and other people about issues of importance or concern and to fulfil their role as an elected person.

This Room will be furnished with appropriate meeting room furniture and a telephone and refreshments will be provided as required.

10.3 Secretarial/Clerical Support

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

10.4 Stationery/Equipment

Each Councillor will be provided with an annual stationery package up to the value of \$300.00pa this amount may be increased in value each year based on inflation. The stationery package is to consist and be made up of one or more of the following according to the individual requirements of Councillors:

- Business Cards
- Letterheads
- Envelopes
- With Compliments Slips
- Postage Stamps
- Diary
- Equipment

Where Councillors wish to print their own stationery from computers and the like, they may do so providing they comply with the approved style manual and elements selected by the Council.

In addition, Councillors will be provided with a name badge on election to office, memo books, satchels as and when required.

In addition, Councillors will be supplied with an I-Pad with and iTunes account and Ipad keyboard to conduct Council business. All expenses accumulated from the use of the iTunes account will be deducted from monthly Councillor payments.

In addition to the above, the Mayor/Deputy Mayor, when elected, will be issued with the appropriate stationery and associated items in the name of their newly-elected Office. This is provided by Council and does not form part of the stationery allowance provided to Councillors.

10.6 Attire

Councillors will be provided with either a tie or scarf when elected to Office or when the design of these items varies.

10.7 Meals

10.7.1 Ordinary Meeting

Councillors shall be provided with an appropriate meal on the day of Ordinary and Extraordinary Meetings.

10.7.2 Committee, Briefings and Working Party Meetings

Councillors shall be provided with light refreshments at Committee, briefing and Working Party Meetings, commensurate with the time of day that the meeting is to be held, and the amount of business to be conducted at the Meeting.

11. Provision of Equipment for Councillors

Councillors will be provided with the latest technology required for the effective carrying out of their civic duties. Specifically, Councillors will be provided with the following:

11.1 Office Equipment

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

11.2 Communication Equipment

11.2.1 Mobile Telephones

Council will not provide mobile phones to Councillors on exception to the elected Mayor in order for the Mayor to carry out civic duties.

11.2.2 Home Office

Councillors will be provided with an internet connection at a nominated location for the purpose of accessing the internet and email for Councillor business. The expense for the installation of the connection and its associated use will be met by Council, at cost.

Council will also provide a telephone service equipped with a combined telephone / facsimile / answering machine at the residence of Councillors for use in relation to official functions and duties of Mayor, Deputy Mayor and Councillors. Council will meet the cost of the telephone/facsimile/answering machine, line installation, maintenance, training, and line rental, at cost.

11.2.3 Technology Equipment

Contemporary Technology Equipment will be provided and maintained at the residence of Councillors as per the corporate computer program in place for the organisation, from time to time. This equipment will remain in the possession of the Councillor during his/her term of office and will be maintained by Council as and when required.

Council will provide and maintain all necessary computer software, Internet access and provide any necessary consumables to Councillors to enable Councillors to undertake their duties.

12. Provision of additional Equipment and Facilities for Mayor

It is recognised that the Mayor of the day has specific needs to adequately meet the demands of civic office particularly to fulfil the duties and responsibilities of the Mayor in a large rural Shire as Narrabri.

Accordingly the Mayor, in addition to the facilities outlined elsewhere in this Policy, will be provided with the following facilities:

12.1 Office Facilities and Secretarial / Clerical Support

The Mayor will be provided with a fully furnished office and telephone as well as secretarial / clerical support from the Corporate Secretaries, during normal office hours, for work directly associated with the official functions and duties of the office of Mayor.

Council will meet the cost of postage of correspondence forwarded by the Mayor in the conduct of official duties.

12.2 Mayoral Vehicle

Council will provide to the Mayor, at its cost, a registered, insured, maintained and fuelled vehicle for use by the Mayor on official duties and for private use.

The vehicle is provided on the following basis:

- The changeover of the vehicle is to occur in accordance with Council's Motor Vehicle Policy
- The Mayor is to be provided with a suitably equipped vehicle commensurate with the requirements of the Office of Mayor in accordance with Council's Motor Vehicle Procurement Policy that is in place at the time of purchase
- The Mayor is to enter into Council's standard agreement for the use of the vehicle, which is the subject of this Policy.

12.3 Car Parking

A car parking space will be provided at the Council Administration Building 46-48 Maitland Street, Narrabri.

12.4 Mobile Telephone

A mobile telephone will be provided to the Mayor for use in relation to official functions and duties of the office of Mayor and the Council will meet the cost of maintenance, rental and calls.

12.5 Mayoral Robes and Chains

Mayoral chains, robes and other insignia of Office will be provided to the Mayor to be worn at civic functions.

12.6 Gifts

The Mayor undertakes a range of civic, ceremonial and promotional activities.

In recognition of this the Mayor will be provided with mementos of token value such as ties, scarves, cuff links, Council spoons and Council books for presentation to people who have made significant contributions to the community, dignitaries or guests who visit the area.

The Mayor at his/her absolute discretion may provide Councillors with mementos of token value for presentation, by the Councillors, to people visiting the Shire who it is considered have made significant contributions to the community, are dignitaries or are guests who visit the area.

12.7 Photographs

The Mayor will be given an official framed photograph of himself/herself as a memento of his/her term in Office.

12.8 Credit Card

- The Mayor will be provided with a Corporate Credit Card to facilitate payment of incidental expenses such as attendance at functions, parking and entertainment in conjunction with discharging the functions of the Mayoral Office.
- The credit card will have a limit of \$A5,000 personally issued to the Mayor. The application form is to be signed by the Mayor.
- The credit card is to be used for Council-related business expenditure only.

- The credit card must not be used for obtaining cash advances.
- Upon completion of the Mayoral term, the credit card is to be returned to the General Manager on or prior to the date the term ceases.
- On-going use of the credit card by the Mayor will be in accordance with and subject to any other policy relating to the use of such credit facilities adopted by Council from time to time.

13. Private use of Equipment and Facilities

Councillors should not generally obtain private benefit from the provision of equipment and facilities, nor from travel bonus or any such loyalty schemes.

However, it is acknowledged that incidental use of Council equipment and facilities may occur from time to time. Such incidental private use is not subject to a compensatory payment.

In the event that private benefit that is not of an incidental nature does occur, the Mayor (or if the Councillor in question is the Mayor, then the Deputy Mayor) and the General Manager may request the Councillor to reimburse Council for the determined cost of the private benefit.

This Policy has provision for Council to deduct from the Councillor's fees any outstanding sum of money still owed after three (3) months since the benefit is deemed to have occurred.

Part 4 Other Matters

14. Acquisition and Returning of Facilities and Equipment by Councillors

14.1 Equipment to Remain the Property of the Council

Any equipment or office machinery provided to Councillors remains the property of the Council. It is to be returned to the Council, in good working order and condition having regard to the age of the equipment, within 21 days of the Councillor ceasing to hold office unless otherwise specified in this Policy.

Councillors will be responsible for meeting the cost of repairs to any damaged equipment.

14.2 Purchase of Equipment

Councillors will have the option to purchase laptops, mobile phones, telecommunications equipment and the like, allocated to them, but owned by Council, at the cessation of their duties. These items are to be purchased at an agreed fair market price.

14.3 Invitations to Events

That acceptance of such invitations is in line with the role of a Councillor.

15. Special Circumstances

If special circumstances arise where it is impractical for the strict terms of this Policy to be applied the General Manager may authorise a one-off variation to the Policy to meet those special circumstances. This includes the authorisation for accommodation to be sought from Councillors who attend meetings with an excessively early or long successive sitting that would ensure the safety of Councillors who travel to the Shire centre from outside the town limits of Narrabri to attend

16. Status of the Policy

This Policy, once adopted, is to remain in force until 30 November 2014 unless it is reviewed beforehand by the Council in accordance with the provisions of Sections 253 and 254 of the Local Government Act 1993.

References

- Local Government Act, 1993
- Independent Commission Against Corruption (ICAC) publication No Excuse for Misuse, preventing the misuse of Council resources (Guidelines 2) November 2002.
- Narrabri Shire Council's Code of Conduct Policy

Measure of Success

- To measure the provisions of adequate facilities.
- To measure the transparent reimbursement of expense, as demonstrated by formal claim procedures and allowances set in accord with the legislative requirements.
- Achieve the annual reporting requirements on or before the due date.

History

MINUTE NUMBER	MEETING DATE	DESCRIPTION OF CHANGE
447/95	16 May 1995	Adopted
413/96	21 May 1996	Councillor Fee Amended
414/96	21 May 1996	Mayoral Fee Amended
356/97	20 May 1997	Councillor Fee Amended
357/97	20 May 1997	Mayoral Fee Amended
142/98	18 March 1998	Amended
275/98	19 May 1998	Councillor Fee Amended
276/98	19 May 1998	Mayoral Fee Amended
218/99	18 May 1999	Councillor & Mayoral Fee Amended
205/2000	18 May 2000	Councillor Fee Amended
206/2000	18 May 2000	Mayoral Fee Amended
556/2000	5 December 2000	Amended
70/2001	20 March 2001	Amended
156/2001	15 May 2001	Councillor Fee Amended
157/2001	15 May 2001	Mayoral Fee Amended
211/2002	21 May 2002	Councillor Fee Amended
212/2002	21 May 2002	Mayoral Fee Amended
198/2003	20 May 2003	Councillor Fee Amended
199/2003	20 May 2003	Mayoral Fee Amended
256/2004	18 May 2004	Councillor Fee Amended
257/2004	18 May 2004	Mayoral Fee Amended
932/2004	14 December 2004	Reviewed
334/2005	18 May 2005	Councillor Fee Amended
335/2005	18 May 2005	Mayoral Fee Amended
71/2006	21 February 2006	Councillor Fee Amended
72/2006	21 February 2006	Mayoral Fee Amended
425/2006	20 June 2006	Councillor Fee Amended
426/2006	20 June 2006	Mayoral Fee Amended
909/2007	18 December 2007	Reviewed

MINUTE NUMBER	MEETING DATE	DESCRIPTION OF CHANGE
597/2010	21 September 2010	Reviewed
781/2011	15 November 2011	Reviewed
18/2013	5 February 2013	Reviewed
922/2013	3 December 2013	Reviewed
669/2014	28 October 2014	Reviewed

General Fund Cheque Requisition Councillor Claim for Expenses

Councillor _____

GENERAL EXPENSES

Description/Reason	Amount
TOTAL	

VEHICLE EXPENSES

Make _____ Rego _____ Engine Size **Under 2.5ltr** _____

Over 2.5ltr _____

Period: From _____ to _____

MEETING DETAILS

DATE	MEETING TYPE	KMS TRAVELLED

SECTION 248 FEES

MONTH	REASON	AMOUNT
	Monthly Fee (100 2092 0)	
	Mayoral Fee (100 2090 0)	

DEDUCTIONS

	AMOUNT
TOTAL	

_____ **Date** _____ **Signature of Claimant** _____ **Certifying Officer**

OFFICE USE ONLY

Kms travelled _____ @ _____ = \$ _____

_____ **Creditor Code** _____ **Reference No.** _____ **Reference Date**

\$ _____
Amount