

Policy

Councillors - Payment of Expenses and Provision of Facilities for Mayor and Councillors

Version 2.1

Adopted by Council at its meeting on Thursday 26 October 2017

Minute No: 556

Division:
Section:
History

Corporate Services
Corporate Governance
See Version Control

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1 Policy Objective

In accordance with Section 439 of the Local Government Act 1993, Councillors must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out their functions under this Act or any other Act.

Furthermore, the Policy is to ensure that the Councillors would not be financially or otherwise disadvantaged in undertaking their civic responsibilities.

2 Definitions

In this Policy:

- **'Councillor'** also applies to Administrator/s, where applicable.
- **'Non-Significant Claim'** means telephone and internet expenses, meals, media, refreshments, tolls, travel costs, parking and other everyday or common expenses.
- **'Relative'** means spouse, partner, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child, former spouse, or other person residing with the Councillor.
- **'Accompanying person'** means a person who has a close personal relationship with the Councillor and/or provides carer support to the Councillor. Accompanying person includes spouse and partner.

Civic duties are defined as functions Councillors undertake to fulfil their legislated role and responsibilities for Council that should result in a direct benefit for Council and/or for the local government area [Guidelines, clause 1.5], including the following:

- Council and Committee Meetings;
- Meetings with Community Groups, Associations (including incorporated Associations) and other special interest groups concerning issues likely to be the subject of Council consideration;
- Meetings with the staff approved by the General Manager and/or Directors; and
- Conferences, seminars, training courses, formal and social functions where attendance is as a representation of Council;
- Meetings and corresponding with constituents in the course of discharging duties as Mayor and Councillor.

Further examples and explanation of the civic role of Mayor and Councillor may be located in Council's Mayor and Councillors Interaction with Staff and Access to Council Premise Policy at clause 3.1.

3 Policy Background

The purpose of the Policy is to:

- provide reasonable facilities to Councillors to carry out their civic duties;
- ensure accountability and transparency in the reimbursement of expenses incurred by Councillors; and
- avoid unnecessary imposition of administrative burden on both Councillors and staff.

3.1 Legislative Compliance

While the *Local Government Act 1993* requires Council to adopt and review its policy for the provision of expenses and facilities that may be provided to Councillors, its associated Regulation restricts such payments in certain circumstances.

3.2 Policy Formation

Section 252 of the Local Government Act 1993 - Payment of expenses and provision of facilities

- (1) Within the first 12 months of each term of a council, the council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor (if there is one) and the other councillors in relation to discharging the functions of civic office.
- (2) The policy may provide for fees payable under this Division to be reduced by an amount representing the private benefit to the mayor or a councillor of a facility provided by the council to the mayor or councillor.
- (3) A council must not pay any expenses incurred or to be incurred by, or provide any facilities to, the mayor, the deputy mayor (if there is one) or a councillor otherwise than in accordance with a policy under this section.
- (4) A council may from time to time amend a policy under this section.
- (5) A policy under this section must comply with the provisions of this Act, the regulations and any relevant guidelines issued under section 23A.

Section 253 of the Local Government Act 1993 - Requirements before policy concerning expenses and facilities can be adopted or amended

- (1) A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.
- (2) Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.

- (3) Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the council is of the opinion that the proposed amendment is not substantial.
- (4) A council must comply with this section when proposing to adopt a policy each year in accordance with section 252 (1) even if the council proposes to adopt a policy that is the same as its existing policy.

Clause 403 of the Local Government (General) Regulation 2005 - Payment of expenses and provision of facilities

A policy under Section 252 of the Act must not include any provision enabling a council:

- (a) to pay any councillor an allowance in the nature of a general expense allowance, or
- (b) to make a motor vehicle owned or leased by the council available for the exclusive or primary use or disposition of a particular councillor other than a mayor.

3.3 Office of Local Government Guidelines for payment of expenses and provisions of facilities

Section 252(5) of the Local Government 1993 states the Council expenses policy must comply with these guidelines issued under Section 23A of the Act. A better practice Policy template was issued by the Office of Local Government as Circular 17 – 17 of 27 June 2017.t

3.4 Model Code of Conduct

Nothing in this Policy is to be read as inconsistent with the Model Code of Conduct for Local Councils in NSW . In the case of any inconsistency the Model Code of Conduct prevails.

4 Payment of Expenses

4.1 General Provisions

When determining whether an expense is legitimately a Council expense a Councillor should ask her/himself:

‘Am I here/doing this *because* I am a Councillor or am I here/doing this *because* of my private interests? Would the reasonable onlooker think that I am here/doing this *because* I am a Councillor or *because* of my private interests?’

4.1.1 Mayor and Councillors Annual Remuneration:

The Annual Remuneration for Mayor and Councillors, adopted by Council do not fall within the scope of this Policy.

4.1.2 No general expenses allowance

No annual, monthly or daily general expense allowance shall be payable.

4.1.3 Phone and internet

Phone and internet expenses are identified in the Office of Local Government Guidelines as "non-significant", their individual approval not being subject to a Council resolution. Further, Section 1.6.4 of those Guidelines acknowledges that there may be "incidental" private use which need not be subject to a compensatory payment. Where there might be more "substantial" private use, Council's Policy may provide for a mechanism to recover amounts attributed to "private benefit" (Section 252(2) of the Local Government Act)

Section 2.3.9 of the Guidelines requires Councils to establish a "monthly monetary limit" for telecommunications expenses. Irrespective of whether a Councillor chooses to use their private mobile device or a Council issued device, the monthly monetary limit for combined mobile phone, home phone and internet use for the purposes of this Policy will be **\$250** (excluding GST).

- Any claim from a Councillor in excess of this amount will be subject to an exceptional circumstances assessment by the Public Officer and Director Corporate Services; and,
- The reimbursement of expenses under this clause will only be made on submission of "account statements" supplied by the Councillor or sourced from Council records (for those Councillors using Council issued devices). (Section 2.3.9 of the Guidelines).

With the exception of incidental private use described above, any substantial private use component is to be identified by the claimant and excluded from the claim for reimbursement.

The claim for reimbursement of any Councillor expenses, including phone and internet, is to be accompanied by a signed certification that the amounts claimed are true and correct.

4.1.4 Monetary limits for all expenses

Monetary limits applying to this Policy are tabulated and annexed as Attachment.

- Media, print and online, including newspapers and magazines pertinent to Council business
- Meal Allowances

Telecommunications:

Councillors may be provided with a mobile or smart phone or arrange for their own phone to be used. The provision to each Councillor and the Mayor of a Bluetooth hands-free mobile phone system, cradle including installation, in a nominated vehicle, if requested.

Councillor's mobiles are to be equipped to access the internet on a plan.

- Internet and home phone, as a bundle;
- iPad/Tablet mobile device with Wi-Fi and 3G/4G connectivity with a 4GB dataplan.
- Fax or multi-function device, upon request.

Care related expenses (refer also to Section 4.2.10 Spouse and Partner Expenses)

Councillors are entitled to the reimbursement of carer expenses, including childcare expenses and care of the elderly, disabled and/or sick immediate family members of Councillors that were necessary to enable Councillors to undertake their civic duties.

The reimbursement of care related expenses will be the subject of a separate application by the affected Councillor in each instance, for determination by the Public Officer and General Manager.

Child/dependent care expenses are not to be reimbursed if the care is provided by a relative who ordinarily resides with the Councillor.

Childcare will only be provided to children of the Councillor up to and including the age of 16 years.

4.1.4.1 Converting Council Property to personal property

All equipment provided to Councillors shall remain the property of the Council and is to be returned on completion of the Councillors' term of office unless the Councillor purchases the equipment.

The General Manager shall consider each request to purchase Council equipment and set an appropriate selling price which will not be less than the written down value of the equipment.

Upon purchase from Council the former Councillor becomes solely responsible for the equipment, its running costs, insurance and maintenance.

It is not possible to purchase equipment from Council if the equipment is subject to an operating lease or is otherwise bound to Council.

Councillors are to return to Council within 14 days after the completion of their term of office or entering extended leave of absence or at the cessation of their civic duties all facilities and equipment that have been allocated by Council.

4.1.5 Private benefit

Councillors should not obtain private benefit from the provision of equipment and facilities, nor from travel bonuses such as 'frequent flyer' schemes or any other such loyalty programs while on council business. However it is acknowledged that incidental use of Council equipment and facilities may occur from time to time, without need for compensation, at the discretion of the General Manager.

4.1.6 No use of council resources for political purposes

Councillors are not to use facilities, equipment and services to produce election material or for any other political purposes.

4.1.7 Approval and dispute resolution processes

Approval for discretionary trips, attendance at conferences and other significant expenses should be granted prior to making any reservations. The approval process for such expenses should include:

- authorisation at a full council meeting, where possible;
- where not possible, approval by the Public Officer and General Manager jointly.

Non-Significant Claims for Councillors are to be reviewed by the General Manager or delegate and approved by the Mayor.

Non-Significant Claims for Mayor are to be reviewed by the General Manager or delegate and approved by the Deputy Mayor.

Should a dispute arise about the provision of expenses and facilities the disputed decision should be reviewed and determined by the Chair of the Audit, Risk and Improvement Committee.

4.1.8 Reimbursement and reconciliation of expenses

Claims for reimbursement of expenses are to be on the appropriate claim forms, accompanied by original receipts and tax invoices from the point of sale. If the items claimed for are non-significant, such as tolls or refreshments, a signed statement listing the expenses may be sufficient.

Reimbursement of expenses are only available in accordance with this Policy.

A Councillor seeking reimbursement of expenses must lodge a claim within three months of the expense being incurred. Claims made outside of three months may only be approved in exceptional circumstances, as determined by Council's Public Officer.

4.1.9 Payment in advance

This policy does not provide cash payments in advance to Councillors incurred in the conduct of their civic duties except in exceptional circumstances.

4.2 Specific Expenses for Councillors (including limits)

4.2.1 Attendance at seminars and conferences

Attendance at conferences and seminars by Councillors must be authorised in advance by Council Resolution. An exception may occur in an emergency, then such attendance must be authorised by the Public Officer and General Manager.

The exception will only apply to single-day events held within the NOROC footprint of councils or an adjoining local government area, including the Gold Coast.

Council is responsible for the following expenses incurred by a Councillor in attending an approved conference or seminar:

- Registration - including official luncheons, dinners and tours relevant to the conference, seminar or training course.
- Travel - local or outside local government area.
- Accommodation - booked by the Personal Assistant to the Mayor and Councillors at the venue of the conference, seminar and training course, or if accommodation at the venue is unavailable, then an alternative venue up to a standard of four star NRMA rating, unless impractical. Accommodation may be booked for a single night before and/or after the event depending on the circumstances. Approval for this additional accommodation must be obtained in advance from the General Manager.
- Meals, refreshments and other incidental expenses.

4.2.2 Attendance at training and educational courses

Attendance at significant training and educational courses by Councillors must be authorised in advance by a Council Resolution, except in an emergency, when attendance must be authorised by the Public Officer and General Manager.

The exception only applies to single day events and are to be organised within the local region and facilitated by NOROC, Local Government NSW, Independent Commission against Corruption or Office of Local Government or similar organisations.

Attendance at training and educational courses which are not significant may be reviewed by the Public Officer and approved by the Director Corporate Services.

4.2.3 Local travel arrangements and expenses

Councillors are entitled to be reimbursed for travel from their home whilst undertaking civic duties.

Where a Councillor must use a form of transport other than own vehicle for travel within the local government area, then such approval must be obtained in advance from the General Manager.

4.2.4 Travel outside local government area including interstate travel

Councillors must obtain prior Council resolution for all travel outside of the Local Government Area, including interstate travel that they wish to have the expenses reimbursed.

Exceptions to this requirement include travel to short term (1 day) seminars, conferences, training and education courses conducted within the NOROC footprint of Councils or the adjoining local government area of Gold Coast.

A further exemption applies to travel associated with the following:

- Northern Regional Organisation of Councils (NOROC)
- Regional Development Australia [RDA]
- NSW Trade and Investment/Lismore office
- Richmond Tweed Regional Library
- Northern Rivers Art
- Northern NSW Local Health District – Community Engagement Advisory Council
- Formation of the Northern Rivers Joint Organisation (including forums/workshops associated with “Fit for the Future”)
- Mayoral Mentor Program
- Other committees of Council requiring travel outside of the Tweed Shire Council area.
- To attend meetings or committees where representing Council through appointment by Council resolution or requested to attend as a delegate of the Mayor or General Manager within the NOROC footprint
- Radio/media interviews including 4CRB

Councillors will be entitled to travel to official engagements at Council’s expense by the most practical method, such as plane, train, bus, council vehicle or private vehicle, as per below.

4.2.5 Travel by Air:

- The least expensive, most reasonable and practical flights should be considered when booking air travel on either Qantas, Virgin, Jetstar, or REX. An alternate carrier may only be booked if it provides better value than the airlines listed above.
- The Personal Assistant for the Mayor and Councillors will make these reservations.
- The address to be used when booking a flight is: c/- Tweed Shire Council, Tumbulgum Road or PO Box 816 Murwillumbah.
- Third party booking agents are not to be used.
- Carbon offset payment **is** to be selected.
- Seat allocation is not to be selected.
- Personal Frequent Flyer membership is not to be utilised as it constitutes a gift or benefit under the Code of Conduct.

- Travel and Baggage insurance will be considered on an as needs basis prior to making reservations.
- Luggage should be carry on, where practical, unless overnight accommodation is required in which case the smallest checked luggage may be approved.

4.2.6 Travel by Car:

A Councillor who travels in his/her own vehicle will be reimbursed at the appropriate per kilometre rate or airfare whichever is the lower.

4.2.7 Legal expenses and obligations

Legal expenses for a Councillor may be reimbursed by the Council but only if the matter is in defence of an action arising from the performance of a function, in good faith, under the *Local Government Act 1993* and covered by Council's insurance policy. Council will not reimburse any legal costs associated with a matter initiated by a Councillor.

'Expenses', in this instance, has the meaning provided by Council's relevant insurance policy. Where possible, approval is to be gained from the General Manager before legal expenses are incurred. If expenses fall within the gamut of this policy they will be considered for reimbursement, otherwise they will be declined.

Legal costs may be reimbursable where a matter is before an investigative or review body; the inquiry has proceeded beyond the initial assessment stage; and the findings are not substantially unfavourable to the Councillor.

Such an investigative or review body includes:

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

Council will not indemnify or reimburse the legal expenses of a Councillor arising merely from something that a Councillor has initiated or done or did not involve the performance of their role as a Councillor during his or her term in office.

Reimbursement for defending an action for defamation may be reimbursable if the findings are favourable to the Councillor. Council will not meet the costs of an action in defamation commenced by a Councillor. Council will not meet the costs of a Councillor seeking advice in respect of possible defamation or in seeking a non-litigious remedy for possible defamation.

The legal costs associated with a pecuniary interest or misbehaviour matters are only reimbursable when the Office of Local Government has commenced the action.

Council will not reimburse any parking or traffic infringements nor the defence of such infringements.

4.2.8 Insurance expenses and obligations

Councillors are to receive the benefit of insurance cover for:

- **Personal Injury**
Whilst on Council business, covering bodily injury caused by accidental, violent, external and visible means up to a sub-limit for death and capital limits as specified in the Councillors and Officers Liability Insurance Policy. Also covering permanent disablement, temporary total disability and temporary partial disability.
- **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 in the opinion of Council is bona fide and/or proper and is carried out in good faith, as required under Section 731 of the Local Government Act 1993.
- **Public Liability**
For matters arising out of Councillors' performance of civic duties or exercise of their functions as Councillors, being carried out in good faith.

4.2.9 Attendance at dinners and other non-council functions

In accordance with Clause 4.1.7, before a Councillor attends a dinner or other non-Council function for which expenditure is significant the Councillor must gain Council resolution. Less than significant expenditure on dinners and non-Council functions may be authorised by the Public Officer and Director Corporate Services.

Approval will only be given when the function is relevant to Council's interests. For the purpose of determining whether attendance at the function is relevant to Council's interests Council will favour events designed to provide briefings from key members of the community, politicians and business representatives, such as Rotary, Lions, LandCare, Chambers of Commerce. However, expenses are not reimbursable for attendance at functions held by the branch of the organisation which the Councillor is a member of.

No reimbursement is available for the attendance at functions where any component of the ticket is political fund raising or when the event regards development other than those events organised by a government department or authority.

4.2.10 Spouse and partner expenses

There are limited instances where certain costs incurred by the Councillor on behalf of an Accompanying Person are reimbursable.

Council will reimburse reasonable expenses of Accompanying Persons for attendance at official Council functions that are of a formal and ceremonial nature when the event is

held within the local government area. Examples could include but not be limited to Australia Day award ceremonies, citizenship ceremonies, civic receptions and charitable functions for charities formally supported by Council.

Limited expenses of Accompanying Persons associated with attendance at the Local Government NSW and Australian Local Government Association annual conferences may be met by Council. These expenses should be limited to the cost of registration and official conference dinners. Travel expenses, any additional accommodation expenses, and the cost of Accompanying Person tours, as examples, will not be reimbursed by Council.

Reimbursement of expenses for the Mayor's or a Councillor's Accompanying Person of a Mayor, or a Councillor may be available only when the Mayor or Councillor is attending an official Council function outside the Council's area, but within the State, or adjoining Local Government Areas (including the Gold Coast). Examples could include charitable functions and award ceremonies to which the Mayor, or a Councillor as a delegate, is invited to represent Council.

Councillors must meet expenses incurred by Accompanying Persons at seminars and conferences regardless whether reimbursement is sought at a later date or not.

Accommodation (shared basis) will be met by Council, provided that there are no additional costs incurred by Council.

Councillors must make separate arrangements for the payment of expenses incurred by an Accompanying Person.

4.2.11 Councillors Contributing into Superannuation

In accordance with the Australian Taxation Office Interpretative Decision of 2007/205, provides that Council may enter into an arrangement with a Councillor under which the Councillor agrees to forego all or part of their annual fee in exchange for the Council making contributions to a complying superannuation fund on their behalf.

4.3 Additional Mayoral Expenses

Council will pay for:

4.3.1 The Mayoral vehicle

A motor vehicle bearing no markings or identification, other than the plant number, will be provided for the sole use of the Mayor.

While the Mayor will have unrestricted and exclusive use, the motor vehicle is and shall remain the property of Council and shall be surrendered to Council by the Mayor in the event that the person is no longer the Mayor.

Council will service, maintain, register, and insure the Mayoral vehicle. The Mayor will receive a fuel card to be used only with the Mayoral Vehicle, and the vehicle will be included in a road-side assistance program of Council's choice.

The Mayor and his/her partner or other licensed driver (provided the Mayor or Mayor's spouse is in the car, except in extraordinary circumstances) or any other Councillor or Council employee are allowed to drive the vehicle.

The vehicle is to be replaced at the most economically beneficial time as determined by Council's Fleet Unit.

With the exception of incidental private use, as described in section 1.6.4 "Private Benefit" from the "Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW", any substantial private benefit derived from access to the Mayoral vehicle should be declared by the Mayor and a compensatory payment made under Council's Motor Vehicle Lease Protocol or be reimbursed on a cents/km basis.

4.3.2 Provision of Credit Card

Council will provide the Mayor a credit card with a limit of \$5,000. All expenses debited to this card can only be reimbursed upon supply of point of sale receipts.

5 Provision of Facilities

5.1 General Provisions

Council will provide the following facilities and equipment to each Councillor:

Computer Facilities: Councillors will receive a phone, computer, mobile phone, iPad or mobile device (MFD) and data. Councillors will have the option to utilise their own equipment upon request and will be reimbursed for Council use following the submission of an expense claim, accompanied by point of sale receipts, in accordance with the monetary limits in the Attachment.

Postage of Official Councillor Correspondence: Councillors will be reimbursed for official postage, accompanied by point of sale receipts and where it is impractical to use the Council's own mail system upon approval by the Public Officer and General Manager.

Stationery: Councillors will be provided personalised letterhead and envelopes exclusively for Council related business.

Business cards: Councillors will be initially issued 250 business cards, which will be replenished upon request.

Christmas cards: Councillors will be issued a maximum of 100 Christmas cards per year.

Name badges: Councillors will be provided with a name badge.

Filing cabinet: Councillors will be provided with up to two four-drawer filing cabinets, as required. Each filing cabinet is to be returned once the person ceases to be a Councillor.

Meals and refreshments: Council will provide meals at any Council-arranged meeting or meetings associated with Council where attendance is expected outside Council's normal business hours. Light refreshments will be provided at any other Council-arranged meeting or meetings associated with Council, during normal council business hours.

Council will provide up to a maximum of two drinks following Council/Planning Committee meetings and workshops.

Meeting rooms/ Councillor Room: Council will provide meeting room facilities, including telephone, computer network facilities and access to a photocopier in the Administration Centre for the purpose of Councillors' civic functions. The meeting room facilities are available at both the Murwillumbah and Tweed Heads offices, with the specific equipment available at the Murwillumbah office.

Secretarial support: Council will provide Councillors secretarial support, as necessary.

5.2 Additional Mayoral Equipment and Facilities

5.2.1 Other equipment, facilities and services

Other equipment, facilities and services that are to be provided by Council for the use of the Mayor are as follows:

- An experienced person suitably qualified to provide secretarial support to the Mayor.
- Mayoral letterhead, envelopes and stationery.
- Where appropriate, assistance with the organisation of functions, meetings and briefings to which the Mayor is invited to attend.
- Furnished offices at the Council Administration Offices.
- Limited refreshments in the Mayoral Office for entertainment purposes.
- An allotted parking space at the Council Administration Offices for the Mayoral vehicle.
- The availability of any equipment and facilities provided to the Mayor under this Policy is not transferrable to another Councillor without a resolution of the Council

6 Other Matters

6.1 Status of the Policy

The *Councillors - Payment of Expenses and Provision of Facilities for Mayor and Councillors Policy* shall remain valid until revoked or amended by Council.

6.2 Compliance

Office/Division of Local Government Circulars to Councils

Circular 02/34	Unauthorised use of Council resources
Circular 05/08	Legal assistance for Councillors and Council employees
Circular 07/22	Updated Guidelines for the payment of expenses and the provision of facilities to mayors and councillors - Additional annual reporting requirements and other matters.
Circular 08/03	Findings from Review of Councillor Expenses and Facilities Policies
Circular 09/36	Release of Revised Councillors Expenses and Facilities Guidelines
Circular 11/27	Findings from Review of Council Expenses and Facilities Policies
Circular 17/17	Councillor Expenses and Facilities Policy – Better Practice Template

6.3 Forms

Expense Claim Forms

6.4 Review Period

This policy will be reviewed within 12 months of the election of each new Council or more frequently in the event of any legislative changes or change in circumstances.

Attachment - Maximum Reimbursement Limits (limits to be reviewed annually)

Limits exclude GST

Item	Maximum Limit
Mobile phone, home phone & internet	\$250 per month combined
Home office	Council will supply and maintain a home MFD and/or facsimile line and consumables as well as a computer device (laptop/tablet/iPad)
Care related expenses	\$2000 per annum
Non-Council functions/events (Clause 4.2.9)	\$250 per month
Print and on-line media	\$75 per month
Use of private motor vehicle for civic duties: - 2.5 litre engine size or less - More than 2.5 litre engine size	\$0.68 per km \$0.78 per km (as amended by changes to State Award)
Incidentals (Dry cleaning etc)	\$20.00 per month
Taxi fares	From transport destination to accommodation and/or conference/meeting venue
Parking fees	Airport parking when using air travel for official purposes
Meals * - Breakfast - Lunch - Dinner	\$30.00 \$40.00 \$60.00)

[Tweed Shire Council website](#)

7 Version Control:

Version History		
Version #	Summary of changes made	Date changes made
1.0	Adopted by Council	19 December 2006 Minute Nos O327 and 230
1.1	Updated and adopted by Council	13 November 2007 Minute Nos O290 and 179
1.2	Updated and adopted by Council	22 April 2008 Minute Nos O70 and 42
1.3	Updated and adopted by Council	16 December 2008 Minute No 75
1.4	Rebranded, updated and adopted by Council	17 November 2009 Minute No 430
1.5	Updated and adopted by Council	16 November 2010 Minute No 791
1.6	Updated and adopted by Council	13 December 2011 Minute No 767
1.7	Updated and adopted by Council	13 December 2012 Minute No 773
1.8	Reference to newspapers included in Payment of Expenses - General Provisions - Monetary limits for all expenses category. Also an update to the number of filing cabinets to be provided.	Adopted 21 November 2013 Minute No 785.
1.8	Updated and adopted by Council	11 December 2014 Minute No 716
1.9	Updated and adopted by Council	21 May 2015 Minute No 275
2.0	Changes to various sections concerning review of expenses.	17 March 2016 Minute No 133
2.0	Minor amendment to Section 4.1.4	15 December 2016 Minute No 556
2.1	Amendments following changes to legislation	Adopted by Council 26/10/2017 Minute No 556.