

Policy/Procedure title	Councillor Expenses, Professional Development and Facilities Policy
Responsible manager(s)	Corporate Manager Governance and Risk
Contact officer(s)	Corporate Manager Governance and Risk
Directorate	Finance and Corporate Services
Approval date	
Outcome area	5. Our engaged community with progressive leadership
Strategy	5.2 Proactive, responsive and strategic leadership
Delivery Program	5.2.2 Implement effective governance and long-term planning
Operational Plan	5.2.2.2 Implement effective governance processes including strategic approach for policy review

Purpose

The purpose of this policy is:

- To enable 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. 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 2021 (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 the maximum amounts council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.
- To demonstrate Eurobodalla Shire Council's (Council) commitment to ensuring that the mayor and councillors have access to induction and ongoing professional development that will assist them to develop and maintain the skills and knowledge required to effectively perform their civic role and responsibilities under the *Local Government Act 1993*.

Policy aims

The policy is designed to ensure:

- Accountability and transparency in the reimbursement of expenses incurred or to be incurred by councillors.
- That the facilities provided to assist councillors carry out their civic duties are reasonable.
- Compliance with, and awareness of, legislative requirements under the *Local Government Act 1993* in respect to councillors' expenses and facilities.
- Consistency and fairness in the manner in which the Council deals with councillors' expenses and facilities.
- That Council's policies and requirements are readily accessible and understandable to the public.

Policy application

This policy applies to the mayor and councillors of Council and to Council staff involved in the provision of councillors expenses and facilities.

The Local Government Remuneration Tribunal has adopted the principle that expenses reasonably incurred by councillors are outside provisions made under the annual fee determination. Councillor fees are not covered within this policy and must be separately adopted by Council subject to the maximum amounts allowed by determination of the remuneration tribunal.

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

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

Table 1.0 Councillor Expense Limits

<i>Councillor expense</i>	<i>Summary of details</i>
Conferences and Seminars *	\$3,750 per councillor, \$4,000 for the mayor, annually. This excludes the cost of travel, accommodation and food.
Professional Development *	\$2,500 per councillor, annually. This excludes the costs of travel, accommodation and food. Excludes Company Directors Course per below. Excludes in-house group training sessions.
Company Directors Course	If a councillor has not already completed the course through the Australian Institute of Company Directors, Council will cover the costs of this course during the first 18 months as councillor
Childcare	Council will meet the cost of childcare expenses, supplied by a registered childcare provider, whilst councillors attend Council or committee meetings to a maximum of \$500 per annum.
Mobile phone and internet	Unlimited phone calls, text messages and data on devices provided by or approved by Council.
Fuel reimbursement for travel on Council business	Based on Australian Taxation Office guidelines, currently \$0.88 per kilometre.
Accommodation for conferences, seminars, meetings and professional development	Based on Australian Taxation Office guidelines for Sydney region, subject to general manager's discretion. Currently up to \$198 per night maximum.
Food for conferences, seminars, meetings and professional development	Based on Australian Taxation Office guidelines, subject to general manager's discretion. Currently: Breakfast up to \$33.90 Lunch up to \$38.10 Dinner up to \$64.95

*Note that the general manager has discretion to approve offsets between conference and professional development budgets, subject to combined limit.

Table 1.1 Councillor Facilities Provided

Below is a summary table of facilities provided to the mayor and councillors.

<i>Councillor facility</i>	<i>Summary of details</i>
Councillor common room	Provided to all councillors at main administration building in Moruya.
Administrative support staff	Council's Executive Services office are available for administration and secretarial duties for the mayor and councillors in relation to their civic duties only.
IT equipment	Mobile phone and iPad or laptop provided to all councillors. Councillors are also provided with a security fob for access to the Council building.
Stationery	Councillors are provided with business cards, yearly diaries and items such as pens/paper/notebooks as required.
Mail	Councillors are permitted to post mail relating to their civic duties via the Executive Services office.
Uniform and protective clothing	Councillors are provided with a name tag on commencement. Upon request, councillors can be issued with two shirts from the corporate uniform collection. Councillors will be provided with protective clothing, such as vests or headwear, when required for site visits and the like.
Council vehicle	Provided to the mayor only (leaseback arrangement)
Reserved parking space at main administration building in Moruya	Provided to the mayor only.
Furnished office	Provided to the mayor only.
Credit card	Provided to the mayor only.

Table 1.2 Professional Development Provided

<i>Professional Development</i>	<i>Summary of details</i>
Induction/Orientation	A comprehensive and compulsory induction/orientation program will be provided to all councillors at the beginning of the new Council term.
Company Directors Course	If a councillor has not already completed the course through the Australian Institute of Company Directors, Council will cover the costs of this course during the term as councillor.
Ongoing professional development	Included within the annual limits shown in Table 1.0 In-house group training sessions provided do not form part of councillors' budget allocations.

Relevant legislation and guidance

- Local Government Act 1993, Sections 252 and 253
- Local Government (General) Regulation 2005, Clauses 217 and 403
- 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.
- Council Code of Conduct policy

Policy Details

	Part A – Introduction
1.	Introduction <ul style="list-style-type: none"> • The provision of expenses and facilities enables councillors to fulfil their civic duties as the elected representatives of Council. • The community is entitled to know the extent of expenses paid to councillors, as well as the facilities provided. • 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. • Council staff are empowered to question or refuse a request for payment from a councillor when it does not accord with this policy – subject to discretion of the general manager. • 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 The objectives of this policy are to: <ul style="list-style-type: none"> • 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 the council's statutory responsibilities.
3.	Principles <ul style="list-style-type: none"> • Council commits to the following principles: • Proper conduct: councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions

	<ul style="list-style-type: none"> • 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.	<p>Private or political benefit</p> <ul style="list-style-type: none"> • Councillors must not obtain private or political benefit from any expense or facility provided under this policy. • 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. • 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. • 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: <ul style="list-style-type: none"> - 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.	<p>General Expenses</p> <p>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.</p>
6.	Specific Expenses
6.1	<p>Conferences and seminars</p> <p>All travel by councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.</p> <p>Each councillor may be reimbursed up to a total of \$3,750 per year, and the mayor may be reimbursed up to a total of \$4,000 per year, for expenses incurred attending conferences and seminars, excluding the cost of travel, accommodation and food.</p>

	<p>Allowances for the use of a private vehicle will be reimbursed by kilometre, in line with the Australian Taxation Office guidelines. Councillors seeking to be reimbursed for use of a private vehicle must keep a logbook recording the date, distance and purpose of travel being claimed. Copies of the relevant logbook contents must be provided with the claim.</p> <p>Approval to attend a conference or seminar is subject to a written request to the general manager. In assessing a councillor request, the general manager must consider factors including the:</p> <ul style="list-style-type: none"> • 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. <p>Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the general manager, as outlined in table 1.0 of this policy. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to table 1.0 of this Policy.</p>
<p>6.2</p>	<p>Travel outside the Local Government Area (LGA) including interstate and overseas travel</p> <p>In accordance with Section 4, Council will scrutinise the value and need for councillors to undertake overseas travel. Council should avoid interstate, overseas and long distance intrastate trips unless direct and tangible benefits can be established for Council and the local community. This includes travel to sister and friendship cities.</p> <p>Councillors seeking approval for any interstate and long distance intrastate travel must submit a case to and obtain the approval of the general manager prior to travel.</p> <p>Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full council meeting prior to travel.</p> <p>The case should include:</p> <ul style="list-style-type: none"> • 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 who is to take part in the travel. • Duration and itinerary of travel. • A detailed budget including a statement of any amounts expected to be reimbursed by the participant/s. • For interstate and long distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class. • For interstate journeys by air of more than three hours, the class of air travel may be premium economy. • For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.

	<ul style="list-style-type: none"> • Bookings for approved air travel are to be made through the general manager's office. • For air travel that is reimbursed as council business, councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.
6.3	<p>Travel expenses not paid by Council</p> <p>Council will not pay any traffic or parking fines or administrative charges for road toll accounts.</p>
6.4	<p>Accommodation and meals</p> <p>In circumstances where it would introduce undue risk for a councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the general manager. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the councillor lives more than 50 kilometres from the meeting location.</p> <p>Council will reimburse costs for accommodation and meals while councillors are undertaking prior approved travel or professional development outside of the Eurobodalla Shire. The daily limits for accommodation and meal expenses within Australia are based on the Australian Taxation guidelines for reasonable travel and meal allowances.</p> <p>The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the general manager.</p> <p>Councillors will not be reimbursed for alcoholic beverages.</p>
6.5	<p>Refreshments for council related meetings</p> <p>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.</p>
6.6	<p>Professional development</p> <p>Council will set aside \$2,500 per councillor annually in its budget to facilitate professional development of councillors through programs, training, education courses and membership of professional bodies.</p> <p>Council is committed to ensuring its councillors are up to date with contemporary issues facing council and the community, and local government in NSW. As such, a structured ongoing professional development program for councillors will be developed by staff in line with the <i>Councillor Induction and Professional Development Guidelines</i> issued under section 23A of the <i>Local Government Act 1993</i>. In-house group training sessions arranged by staff will be provided in addition to this budget.</p> <p>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</p>

	<p>Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.</p> <p>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.</p> <p>Approval for professional development activities is subject to a prior written request to the general manager outlining the:</p> <ul style="list-style-type: none"> • details of the proposed professional development • relevance to Council priorities and business • relevance to the exercise of the councillor's civic duties.
6.7	<p>Information and communications technology (ICT) expenses</p> <p>Both the mobile phone and the iPad/tablet provided to councillors will have an unlimited data allowance and will be connected to Council's telecommunication account.</p> <p>Councillors must declare any private benefits that are more substantial than merely 'incidental' and these will be charged back to the councillor.</p> <p>Additional costs may be permitted in extenuating circumstances, subject to the general manager's approval.</p>
6.8	<p>Care and Other Related Expenses</p> <p>Council encourages wide participation and interest in civic office.</p> <p>Council will meet the cost of childcare expenses, supplied by a registered childcare provider, whilst councillors attend Council or committee meetings to a maximum of \$500 per annum.</p> <p>Consideration will be given to any other extenuating carer circumstances that might warrant reimbursement subject to the resolution of Council.</p> <p>Consideration will be given to any special requirements of councillors such as disability and access needs based on particular merits subject to discretion of the General Manager.</p>
6.9	<p>Insurance Expenses</p> <p>Council will provide, at its cost, insurance to protect the interest and welfare of all councillors in carrying out the duties of civic office (and acting in good faith). Council currently provides the following (protection is limited to the terms and exclusions of the relevant policies):</p> <ul style="list-style-type: none"> • Councillors and Officer Liability. Provides indemnity to any person who was, is presently, or in the future becomes an elected Member of Council, or a Committee Member of a legally constituted committee under the

	<p><i>Local Government Act 1993</i>, in the event of personal litigation being instigated against them for any action arising whilst that person was exercising their duty.</p> <ul style="list-style-type: none"> • Public Liability Insurance. Provides cover for a councillors legal liability to pay compensation for personal injury to another person, damage to property owned or controlled by someone else which is caused by an occurrence in connection with their civic duties as a councillor. • Professional Indemnity. Provides indemnity to an individual against litigation resulting from the exercise of their official professional duties. • Statutory Liability. Provides indemnity for fines and penalties arising out of the conduct of the business of Council. • Personal Accident. Provides for the payment of non-medical expenses and compensation towards the loss of wages resulting from an accident whilst on official business for Council and a capital payment if the accident resulted in death. This cover extends to councillors and their partners whilst on official business of Council. •
6.10	<p>Legal Assistance</p> <p>Council may, if requested, indemnify or reimburse the reasonable legal expenses of:</p> <ul style="list-style-type: none"> • a councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the councillor • 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 and the outcome of the legal proceedings is favourable to the councillor • 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. <p>Council will not meet the legal costs:</p> <ul style="list-style-type: none"> • 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. <p>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</p>
	<p>Part C - Facilities</p>
7.0	<p>Councillor facilities</p> <p>Facilities, equipment and services appropriate to support the mayor and councillors in undertaking their role as elected members of Council will be</p>

	<p>provided. Incidental private usage of facilities and equipment is not subject to a compensatory payment by the councillor. Where more substantial private use has occurred, compensation is required, unless otherwise stated, this is to be based on the assessed degree of private usage applied to the actual cost. Councillors are required to declare any private benefits that are more substantial than minor and/or incidental. The provision of facilities will be of a standard deemed appropriate for the purpose by the general manager.</p> <p>Table 1.1 lists the facilities provided by Council to the mayor and councillors.</p>
7.1	<p>Private use of equipment and facilities</p> <p>Councillors must use Council resources ethically, effectively, efficiently and carefully in the course of their official duties. Councillors must not use them for private purposes unless this use is lawfully authorised and proper payment is made where appropriate. Council facilities, equipment and services are not to be used to produce election material or for any other political purpose.</p>
7.2	<p>Councillors' room</p> <p>A furnished room will be made available for councillors to conduct Council related business. The room will be equipped with a secured compartment for each councillor, communal desks, general stationery and access to the internet. Access to the councillors' room will be available during office hours.</p> <p>Whilst a hard copy of current consultancy reports, studies, industry management journals, publications and selected readings will be provided, councillors will be encouraged to use the internet for access to documents.</p> <p>In addition to the councillors' room, councillors are also permitted to book available meeting rooms for Council-related business, at Council's Moruya administration building at no cost.</p>
7.3	<p>Administrative support staff</p> <p>Upon request, administrative support will be provided by the Executive Services officer, or by another member of Council's administrative staff as arranged by the general manager or their delegate.</p> <p>Council staff will provide administrative support to councillors to assist them with their civic duties only. Staff are not permitted to assist with matters of personal or political interest, including campaigning.</p>
7.4	<p>IT equipment</p> <p>Council will supply each councillor with a mobile phone, iPad or laptop and any other equipment/technology that the general manager deems suitable at the time. The mobile phone and iPad or laptop will have both 4G and WiFi connectivity. The devices will be connected to Council's telecommunication account.</p> <p>Councillors are provided with a security fob for access to the executive services area and garage of the Moruya administration building.</p>

7.5	<p>Stationery</p> <p>At the beginning of each Council term, councillors are provided with 500 business cards to use as part of their civic duties. Councillors are also provided with a diary each year and pens/paper/envelopes/notebooks as required.</p>
7.6	<p>Mail</p> <p>All mail addressed to councillors that is received by Council will be placed in the respective secure compartment in the Councillors' room.</p> <p>Councillors are permitted to post mail relating to their civic duties via the executive services office. No stamp is required. Councillor mail will be included as part of Council's daily mail collection by Council's postal provider.</p>
7.7	<p>Uniform and protective clothing</p> <p>Councillors are provided with a name tag on commencement which may be worn at official functions, indicating the wearing holds the office of Mayor or Councillor. Upon request, councillors can be issued with two shirts from the corporate uniform collection during their term. Councillors will be provided with appropriate personal protective equipment, such as fluorescent vests and hard hats, for site visits or inspections when required.</p>
7.8	<p>Provision of additional equipment and facilities for the Mayor</p> <ul style="list-style-type: none"> • Council vehicle The mayor will be provided with a motor vehicle (under luxury car tax threshold) to discharge the function of civic office and the performance of Council business. In accordance with the Division of Local Government Guidelines, incidental private usage is permitted. The vehicle will be made available to the mayor for private usage, if required, subject to an annual contribution payment. For 2025/26 this will be \$4,400, for 2026/27 this will increase to \$4,800 and for 2027/28 \$5,200. Thereafter the contribution will be indexed with the CPI annually. There is a reserved car parking space in the garage at the Moruya administration building for the mayor's Council vehicle. • Mayoral office The mayor is to be provided with appropriate, separate and fully furnished office facilities and administrative support for undertaking civic duties only. • Credit card Council will supply the mayor with a credit card to be used in accordance with the provisions of this policy. The provision of a card is also subject to the mayor agreeing to, signing and adhering to the current code of conduct and code of practice for the use of credit cards.
7.9	<p>Acquisition and returning of facilities and equipment by Councillors</p> <p>Councillors will be provided with an opportunity to purchase any equipment or other facilities provided to them for use in relation to their councillor duties after completion of their term in office, or at cessation of their duties. The general manager may sell such items to councillors at written down/book value or fair/market value. Any items not purchased must be returned within one week.</p>

	Part D – Professional Development
8.1	<p>Councillors will be provided with a comprehensive face-to-face orientation and induction to Council. This will include:</p> <ul style="list-style-type: none"> • Induction and orientation program • Delivery Program and Operational Plan planning day <p>It is compulsory for councillors to attend all of these sessions. The general manager can grant an exemption if there are extenuating circumstances prohibiting a councillors attendance.</p>
8.2	<p>Induction</p> <p>This includes an induction to Council where councillors are provided with the following:</p> <ul style="list-style-type: none"> • Mobile devices • Contact details of key staff • Building access information • Facilities provided to councillors <p>This session will be run by Council staff and is the first time that councillors will attend the Council building. The session aims to provide councillors with the tools required to undertake their duties effectively.</p> <p>Councillors will be provided with documentation on this day that is required to be completed and returned to Council within one week. Corporate photographs will also be taken on this day.</p>
8.3	<p>Orientation</p> <p>This session will be an opportunity for councillors to gain an understanding of Council services, policies, procedures and corporate documents. This session will be facilitated by an external facilitator and supported by the Executive Leadership Team, Divisional/Corporate Managers and other key Council staff. Councillors will be provided copies of key Council documents such as the Delivery Program and Operational Plan, Community Strategic Plan, Annual Report and strategic documents.</p>
8.4	<p>Delivery Program Operational Plan planning day</p> <p>The Delivery Program and Operational Plan planning day is an opportunity for councillors to have an in-depth look into the program and plan and make suggestions on what should be included for future years. This session will be conducted by an external facilitator.</p>
8.5	<p>Company Directors Course</p> <p>If a councillor has not already completed the Australian Institute of Company Directors Course, Council will cover the costs to complete this course. This may be either face-to-face or online, depending on course availability and councillor preference.</p> <p>There is an expectation that councillors will complete the course once registered, including the final assessment and exam. The cost of this course will not contribute to the \$2,500 Councillor Professional Development budget. If a councillor commences the course but does not complete the course (including the exam and assessments), the councillor will be required to pay 50% of the course fees back to Council.</p>

	This course should be completed within the first 18 months of a councillor being elected.
8.6	<p>Ongoing Professional Development</p> <p>Ongoing professional development will be provided to councillors to the value of \$2,500 per year as per table 1.0. This excludes the costs of travel, accommodation, and food.</p> <p>Professional development must be approved by the general manager.</p>
	Part E – Approvals and Processes
9.1	<p>General</p> <p>Expenses should only be incurred by councillors in accordance with the provisions of this policy.</p>
9.2	<p>Allowances and Expenditure</p> <p>Where any costs are already covered from any other source whatsoever, they should not be claimed again from the Council</p>
9.3	<p>Reimbursement and Reconciliation of Expenses</p> <p>All reimbursements are to be based on actual and reasonable costs. Therefore, requests for reimbursement must provide adequate supporting documentation including suppliers' tax invoices and receipts etc. Councillors must ensure that costs are reasonable.</p>
9.4	<p>Payment in Advance</p> <p>Councillors may request payment in advance in anticipation of expenses to be incurred in attending conferences, seminars and training away from home. However, councillors must fully reconcile all expenses against the cost of the advance when they return within 30 days of the event and any amounts not properly supported, eg. by receipts/ tax invoices, will be required to be refunded to Council.</p> <p>All requests for advanced payments must be provided on the Councillor's Expense Claim Form as attached to this policy (Appendix 1).</p>
9.5	<p>Submitting Claims</p> <p>All requests for reimbursement of travel expenses should be provided to the Executive Services team using the form shown in this policy, within 30 days of the event and expenses are reported quarterly in Council's Quarterly Budget Review Statement. A tax invoice must accompany the expense claim or payment will not be made.</p>
9.6	<p>Reimbursement to Council</p> <p>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:</p> <ul style="list-style-type: none"> • Council will invoice the councillor for the expense. • The councillor will reimburse Council for that expense within 14 days of the invoice date.

	If the councillor cannot reimburse council within 14 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.
9.7	Timeframe for reimbursement 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.
9.8	Disputes If a councillor disputes a determination under this policy, the councillor should discuss the matter with the general manager. 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.
9.9	Return or retention of facilities 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. 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. The prices for all equipment purchased by councillors under this clause will be recorded in Council's annual report.
9.10	Reporting Council will report on the provision of expenses and facilities to councillors as required in the Act and Regulations. Information on the provision of expenses and facilities to councillors will be publicly reported in Council's Quarterly Budget Review Statements and published in full on Council's website. These reports will include expenditure summarised by individual councillor and as a total for all councillors.
9.11	Breaches Suspected breaches of this policy are to be reported to the general manager. 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.

Appendix 1 – Councillor expense claim form

(Please attach relevant supporting documentation as per Clause 9.3)

Councillor Name:	
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Date	Council Meeting/Briefing or Committee Meeting	KMs travelled	Internal only		
			Project	Activity	Natural Account
Mileage Total					
Total					

Date	Training/Conference costs	Amount	Internal only		
			Project	Activity	Natural Account
Total					

Date	Other Expenses	Amount	Internal only		
			Project	Activity	Natural Account
Total					

Grand Total				
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Please note that travel is calculated at km rate determined by the Australian Taxation Office, currently \$0.88/km.

I certify that the above is true and accurate claim in accordance with the Councillor's Professional Development, Expenses and Facilities Policy and Section 29A (a), (b), (c) of the *Local Government Act 1993*.

Signature of councillor: _____ Date: _____

Authorised: _____ Date: _____

Review

This policy will be automatically revoked at the expiration of twelve months after the declaration of the poll for the next general NSW Local Government election, unless Council revokes it sooner.

Note: Automatic revocation of the policy is provided for by section 165(4) of the Local Government Act 1993.

This policy may also be reviewed and updated as necessary when legislation required it; or Council's functions, structure or activities change; or when technological advances or new systems change the way that Council manages councillor expenses, facilities, professional development or inductions.

Reviews of the effectiveness of this policy could include the following:

Performance indicator	Data source
Complaints	Council records
Budget is not exceeded	Financial data
Internal audit/legal requirements are met	Audit

Definitions

Word/Term	Definition
ICAC	Independent Commission Against Corruption
LGA	Local Government Area represented by the Council, in this case, Eurobodalla Shire.
OLG	Office of Local Government
Substantial amendment	Substantial amendments could include large changes to monetary limits and/or major changes to the standard of provision of professional development, equipment and facilities, any category of expenses, facilities and equipment to be included in the policy.

Governance

This policy and appendices should be read in conjunction with any related legislation, codes of practice, relevant internal policies and guidelines.

Related legislation and policies

Name	Link
Related policies or code of conduct	https://www.esc.nsw.gov.au/inside-council/council/council-policies
Local Government Act 1993	https://www.legislation.nsw.gov.au/view/html/inforce/current/act-1993-030
Local Government Regulation (General) 2005	https://www.legislation.nsw.gov.au/view/html/inforce/current/sl-2005-0487

Related external references

Name	Link
Office of Local Government (OLG)	www.olg.nsw.gov.au
Independent Commission Against Corruption (ICAC)	www.icac.nsw.gov.au

Change History

Version	Approval Date	Approved by	Min no	File No	Change
1	7 Jan 2011	Council	11/172	E08.2108	Policy commenced
2	27 Sep 2012	Council	12/219	E08.2108	Updated to new template, updated review date
3	28 Feb 2017	Council	17/31	E08.2108	Reviewed at start of Council term with minor updates made for currency.
4	13 July 2021	Council	21/114	E08.2108	Policy updated
5	14 June 2022	Council	22/138	E08.2108	Reviewed at start of Council term. Report GMR22/063
6	TBA	Council			

Internal use

Responsible officer	General Manager		Approved by	Council	
Minute	22/138	Report	GMR22/063	Effective date	14 June 2022
File	E08.2108	Review date	Mar 2022	Pages	25