

## Councillor Expenses and Facilities Policy

---

<b>MINUTE NUMBER</b>	325/2020
<b>DATE APPROVED</b>	15 October 2020
<b>EFFECTIVE</b>	15 October 2020
<b>AUTHORITY</b>	Council
<b>CONTACT OFFICER</b>	Director Corporate Services

---

## 1 PURPOSE

1.1 Section 252 of the *Local Government Act 1993* (the Act) requires Council to adopt a policy concerning the payment of expenses incurred by, and the provision of facilities to, the Mayor and Councillors in relation to discharging the functions of civic office. In accordance with s. 252(3) of the Act, Council must not pay expenses or provided facilities to Councillors, including the Mayor, if they are not identified in this Policy. Additional costs incurred by a Councillor in excess of these limits are considered a personal expense and are the responsibility of the Councillor.

1.2 The purpose of this Policy is to:

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

## 2 SCOPE

2.1 This Policy applies to all Council Officials.

## 3 DEFINITIONS

3.1 For the purposes of this policy, the following definitions apply:

Term	Definition
Act	<i>Local Government Act 1993 (NSW)</i>
Council	Council
The Policy	Means the Forbes Shire Council Councillor Expenses and Facilities Policy

## 4 POLICY STATEMENT

4.1 Council commits to the following principles:

- i. **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions;
- ii. **Reasonable expenses:** providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor;
- iii. **Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor;

- iv. **Equity:** there must be equitable access to expenses and facilities for all Councillors;
- v. **Appropriate use of resources:** providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations; and
- vi. **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to Councillors.

## 4.2 Private or Political Benefit

- 4.2.1 Councillors must not obtain private or political benefit from any expense or facility provided under this Policy and in accordance with Council's Model Code of Conduct.
- 4.2.2 Private use of Council equipment and facilities by councillors may occur from time to time. For example, telephoning home to advise that a Council meeting will run later than expected.
- 4.2.3 Such incidental private use does not require a compensatory payment back to Council.
- 4.2.4 Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, councillors must reimburse Council.
- 4.2.5 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:
  - i. production of election material;
  - ii. use of Council resources and equipment for campaigning;
  - iii. use of official Council letterhead, publications, websites or services for political benefit; and
  - iv. fundraising activities of political parties or individuals, including political fundraising events.

## 4.3 Payment of Expenses

### 4.3.1 General Expenses

- 4.3.1.1 All expenses provided under this Policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted in accordance with cl. 403(b) of the *Local Government (General) Regulation 2005*.
- 4.3.1.2 Expenses not explicitly addressed in this Policy will not be paid or reimbursed.

### 4.3.2 Specific Expenses

#### 4.3.2.1 Monetary Limits for all Expenses:

*Please note: all expenses and allowances provided under this Policy are summarised in Appendix 1.*

- i. **Budget Allocation**  
Payment of Councillor Expenses is limited to the adopted annual budget allocation.
- ii. **Meals**  
The maximum claimable amount for each meal is in accordance with Australian Tax Office (ATO) taxation determination on reasonable travel and meal allowances and expenses.
- iii. **Incidental Expenses**

The maximum claimable amount for incidental expenses is in accordance with ATO taxation determination on reasonable travel and meal allowances and expenses.

#### 4.3.2.2 Expenses for Attending Meeting, Conference, Training and Education Forums, Seminars and Engagements within Australia:

- i. Councillors may attend conferences, seminars, congresses, forums, workshops, courses, meetings, deputations, information and training sessions, events etc related to Council business and where the Mayor and/or Councillor(s) have been appropriately authorised to attend as a participant delegate or observer.
- ii. Council specifically encourages Councillor participation in the Local Government NSW supported accredited training program 'Executive Certificate for Elected Members' (ECEM) provided in partnership with University of Technology (Centre of Local Government) and TAFE NSW.
- iii. Requests for attending conferences should generally be in writing outlining the benefits for Council. Approval for attending conference or discretionary trips should be approved by a full meeting of Council. If this is not possible or expedient, the Mayor and General Manager should jointly give approval. If the matter concerns the Mayor, approval should be given jointly by the General Manager and Deputy Mayor.
- iv. After returning from the conference, Councillors or a member of Council staff accompanying the Councillor(s) should provide a written report to Council on the aspects of the conference relevant to council business and/or the local community. No written report is required for the Annual Conferences of Local Government NSW.
- v. Council will pay all normal registration costs for delegates attending conferences, seminars or training sessions including the costs of related council luncheons, dinners and tours which are relevant to the interests of Council or assist Councillors to discharge the functions of their civic office.
- vi. Council will determine an annual budget allocation to fund attendance at conferences, seminars, workshops and similar functions. Council may agree to allocate additional funds in specific cases where it is decided that there is a benefit to Council from the attendance.

#### 4.3.2.3 Overnight Accommodation

- i. Council will pay actual reasonable costs of overnight accommodation for stays outside the Forbes Local Government Area (LGA). Expenses are payable for the nights of the meeting, conference, seminar or engagement and the night before and after where necessary on the production of a receipt submitted to the General Manager.
- ii. Any room charges such as mini bar charges and in house movies are to be settled directly by the Councillor and are not claimable by reimbursement.
- iii. Where Councillors choose to stay additional nights these charges are to be settled by the Councillor at the time directly with the hotel.

#### 4.3.2.4 Meals

- i. Council will pay for all meals for Councillors attending meetings, conferences, seminars or engagements approved by Council, where any of those meals are not provided as part of the meeting, conference, seminar or engagement fee. Council will also pay the reasonable

cost of drinks accompanying a meal on the production of a receipt submitted to the General Manager.

### 4.3.2.5 Out of Pocket or Incidental Expenses

- i. Incidental expenses could reasonably include telephone facsimile calls, refreshments, internet charges, laundry and dry cleaning, taxi fares and parking fees. In addition the costs of meals not included in the registration fees for conferences or similar functions may be reimbursed after reconciliation, except in the instance where allowances have been provided.

### 4.3.2.6 Local Travel Arrangements

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

- i. Councillors who reside within the town limits can either:
  - a. Catch a taxi and have the fare reimbursed by Council on receipt of a tax invoice;
  - b. Use their own private vehicle and claim the rate per kilometre as set out in the Australian Tax Office (ATO) taxation determination for work related car expenses. Rates are set out in Appendix 1.
  - c. Have a Council vehicle pick them up, only if a Council vehicle is available and prior arrangement has been made with a senior member of staff.
- ii. Councillors who reside outside the town limits and/or LGA can:
  - a. Use their own private vehicles and claim the rate per kilometre as set out in the Australian Tax Office (ATO) taxation determination for work related car expenses. Rates are set out in Appendix 1.
- iii. Council cannot insure vehicles owned, or leased, by Councillors. Therefore, Councillors using their private vehicles for Council related travel must supply Council on an annual basis with a copy of their comprehensive motor vehicle insurance. If a Councillor does not have comprehensive motor vehicle insurance an undertaking, in writing, must be given to the General Manager indemnifying Council against any loss or damage or claims arising out of the use of their private vehicle on Council business.
- iv. Council vehicles may be utilised by Councillors for journeys in the region to assist them carry out their functions as Councillors and every effort will be made to ensure a vehicle is provided.
- v. Council vehicles may only be used where the purpose of the transport is directly related to the functions of Council. Use of a Councillor's private vehicle where a Council vehicle is not available or a Councillor chooses not to use a Council vehicle, must be approved by the Mayor and General Manager.

### 4.3.2.7 Travel outside the LGA Including Interstate Travel

- i. Council will pay reasonable expenses of the Councillor actually incurred or to be incurred for domestic travel related to the functions of Council. This includes Councillors attending to private study and/or work commitments outside the Forbes LGA who may be required to travel to attend to Council business and who may use their own private vehicle.

In this instance Councillors may claim the rate per kilometre as set out in the ATO taxation determination for work related car expenses from the Forbes LGA boundary.

- ii. Councillors may choose the mode of transport which is most appropriate to the circumstances, subject to overall economy and convenience. Every effort will be made to provide a Council vehicle where travel by car is the appropriate mode. Carpooling is also encouraged.
- iii. Airline tickets are not transferable and cannot be used for defraying or offsetting any other costs including the costs of other persons accompanying the Councillor.
- iv. Subject to this policy, the Mayor or General Manager has delegated authority to approve the travel of all Councillors, including the Mayor, as well as associated costs and expenses, for travel related to the functions of Council.
- v. Use of Private Car: Use of a private vehicle should only be considered where a Council vehicle is unable to be provided. In the instance where a Councillor chooses to use his/her car to attend an approved meeting, conference, seminar or engagement and an overnight stay including car parking, tolls and associated expenses, as opposed to same day return flights approval must be sought from the Mayor and General Manager and where given the reimbursable amount of the total claim is to be capped at \$300.

#### 4.3.2.8 Air Travel

- i. Unless otherwise specified in a resolution of Council authorising the travel, the class of air travel to be used by a Councillor is to be for continuous journeys of less than or equal to two hours duration, economy class.
- ii. Transfers: Taxis, coaches and other transfer transport expenses, including at the destination point, may be reimbursed where the travel has been approved by Council on the production of a receipt submitted to the General Manager. Cab charge vouchers will also be made available.

#### 4.3.2.9 Telecommunications

- i. Council will pay telephone calls from a Councillor to his/her family or place of work in Forbes, and to Council during the period of an approved meeting, conference, seminar or engagement outside Forbes, subject to any limits set by Resolution of Council.
- ii. Council will pay all councillors, excluding the Mayor a monthly phone allowance of \$30 (*Resolution: 634/2013*).

#### 4.3.2.10 Care and other Related Expenses

- i. Council will reimburse child care expenses for a Councillor who is also a child carer, when the child/children require placement with a registered child care provider so that a Councillor may discharge their civic responsibilities. The value of reimbursement will be the subsidised daily casual rate of the registered child care provider. The reimbursement may be applied to each child place in child care.

- ii. Council will reimburse care expenses for a Councillor who is also a primary carer of an immediate family member, when a third party care provider is required so that a Councillor may discharge their civic responsibilities. The value of reimbursement will be the subsidised daily casual rate of the registered care provider.
- iii. Reimbursement of carer expenses is limited to Council meeting days, however may include other occasions with the General Manager or Mayor's consent.
- iv. Carer expenses reimbursed by Council must be recorded in Council's annual report, in accordance with Clause 217 (1)(a1) Local Government (General) Regulation 2005.

#### 4.3.2.11 Spouse and Partner Expenses

- i. Councillor's partners may attend with Councillors, conferences, courses or the like subject to any additional travel, accommodation and sustenance costs and the like being met by the Councillor concerned for his/her partner, with the exception of the Local Government NSW Conference dinner.

#### 4.3.3 Miscellaneous Expenses

- 4.3.3.1 Miscellaneous expenses not identified in this policy and not approved beforehand by a Resolution of Council approving a Councillor's attendance at a meeting, conference, seminar or engagement may be approved for payment by Council subject to the approval arrangements set out in this policy.

### 4.4 **General Facilities**

- 4.4.1 Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:

- i. Access to a telephone, photocopier, printer, pigeon holes and appropriate refreshments;
- ii. Electronic equipment of an appropriate capacity, such as an iPad, will be issued to Councillors;
- iii. personal protective equipment for use during site visits; and
- iv. corporate clothing, which satisfies the ATO Corporate Uniform Guideline, this is set at a maximum level of \$400 for the elected term of four (4) years.

- 4.4.2 Councillors may book meeting rooms for official business in any of Council's buildings.

- 4.4.3 The provision of facilities will be of a standard deemed by the General Manager as appropriate for the purpose.

#### 4.4.4 Catering

- 4.4.4.1 A meal and drinks will be provided prior to or after Council meetings, Councillor briefings, approved meetings, conferences, seminars and engagements and official Council functions as approved by the Mayor.

4.4.4.2 Councillors will be reimbursed reasonable out-of-pocket expenses incurred while entertaining visiting dignitaries on behalf of Council on the production of a receipt submitted to the General Manager. The Mayor must give prior approval to any such entertainment.

#### 4.4.5 Name Badges, Stationery and Business Cards

4.4.5.1 Each Councillor is entitled to one standard name badge and appropriate access to other stationery consumables to enable effective discharge of their elected responsibility.

4.4.5.2 Council will provide the following stationery to Councillors each year:

- i. Letterheads, to be used only for correspondence associated with civic duties; and
- ii. Business cards.

#### 4.4.6 Administrative Support

4.4.6.1 Council will provide administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by a member of Council's administrative staff as arranged by the General Manager in accordance with Council's *Councillors Access to Information and Interaction with Staff Policy*.

4.4.6.2 Council staff, as authorised by the General Manager, will assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

#### 4.4.7 Return or Retention of Facilities (v14 cl. 3.1)

4.4.7.1 All unexpended facilities or equipment supplied under this Policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.

4.4.7.2 Should a Councillor desire to keep any equipment allocated by Council, then this Policy enables the Councillor to make application to the General Manager to purchase any such equipment. Should Council not require the equipment for operational use then the General Manager can determine an agreed fair market price or written down value for the item of equipment.

4.4.7.3 The prices for all equipment purchased by Councillors under cl. 7.4.2 will be recorded in Council's annual report.

### 4.5 **Provision of Additional Mayor Entitlements (v14 cl. 2.3)**

4.5.1 The Mayor may be provided with other necessary assistance to enable the Mayor to carry out the duties of civic office. Such assistance may include but is not limited to the following:

- i. A Council vehicle, including a fuel card, designated to the Mayor to assist him/her to carry out the duties of civic office. The vehicle is to be available to Councillors when not utilised by the Mayor. The Mayor, or Councillor utilising the vehicle, must keep a log booking setting out the date, distance and purpose of all travel, including private. From time to time the Mayor may use the Council vehicle for private use; as compensation a \$50 deduction will be taken from the Mayor's monthly allowance.



- ii. The Mayor is entitled to a mobile phone.
- iii. From time to time, the Mayor incurs expenses in carrying out the role such as, attendance at functions, entertainment, outside the Town Hall building. For convenience a corporate credit card is made available for the Mayor's use while discharging the functions.
- iv. A laptop, printer and fax.
- v. Council will pay the annual membership fee for the REX Lounge Program.
- vi. Council will pay all reasonable costs of the Mayors partner where they attend civic engagements/functions with the Mayor. Where the Mayor arranges for alternative Councillor representation in his/her capacity this benefit will be extended to the Councillors partner.

4.5.2 Where the Mayor chooses not to take up any of these additional entitlements the Deputy Mayor is free to utilise them.

### **4.6 Legal Assistance**

4.6.1 Council may, if requested, indemnify or reimburse the reasonable legal expenses of:

- i. 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.
- ii. 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.
- iii. 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.

4.6.2 In the case of a code of conduct complaint made against a councillor, legal costs will only be made available where the matter has been referred by the general manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the councillor.

4.6.3 Legal expenses incurred in relation to proceedings arising out of the performance by a councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a councillor acted corruptly would not be covered by this section.

4.6.4 Council will not meet the legal costs:

- i. of legal proceedings initiated by a councillor under any circumstances.
- ii. of a councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.

iii. for legal proceedings that do not involve a councillor performing their role as a councillor.

4.6.5 Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a council meeting prior to costs being incurred.

## **4.7 Insurance**

4.7.1 In accordance with s. 382 of the Act, Council is insured against public liability and professional indemnity claims. In addition, Councillors and officers liability, personal accident, international and domestic travel and motor vehicle insurances are also held.

4.7.2 Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of his or her civic duties, or exercise of his or her functions as a Councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.

4.7.3 Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.

4.7.4 Appropriate travel insurances will be provided for any Councillors travelling on approved interstate and overseas travel on Council business.

## **4.8 Approval, Payment and Reimbursement Arrangements**

### **4.8.1 Approval and Dispute Resolution Processes**

4.8.1.1 Except where an approval process is otherwise specified in this Policy, all other claims will be determined by the General Manager and the Mayor. If the matter concerns the Mayor, approval should be given jointly by the General Manager and Deputy Mayor.

4.8.1.2 Should a dispute arise about the provision of expenses and facilities, or when an expense claim is not approved by the Mayor or General Manager, then the disputed decision should be reviewed by Council's Audit, Risk and Improvement Committee.

### **4.8.2 Reimbursement and Reconciliation of Expenses**

4.8.2.1 Reimbursement of costs and expenses to Councillors should only be made upon the production of appropriate receipts and tax invoices. Expenses and costs incurred must be in accordance with the requirements of this Policy.

4.8.2.2 All claims for reimbursement of expenses must be made within four (4) weeks of incurrance of the actual cost.

### **4.8.3 Payment in Advance**

4.8.3.1 Payments in advance are available upon application to the General Manager and should detail appropriate expenditure anticipated.

4.8.3.2 In the event of approval being given, a full reconciliation of the funds expended is to be submitted to the General Manager following the conclusion of the course/conference or the like.

## 4.9 Reporting

- 4.9.1 Council will report on the provision of expenses and facilities to Councillors as required in accordance with s. 428 of the Act and cl. 217 of the Regulations.
- 4.9.2 Detailed reports on the provision of expenses and facilities to councillors will be publicly tabled at Council meeting every six (6) months ([May and November](#)) and published in full on Council's website. These reports will include expenditure summarised by individual councillor and as a total for all councillors.

## 4.10 Auditing

- 4.10.1 The operation of this policy, including claims made under the policy, will be included in Council's audit program and an audit undertaken at least every two (2) years.

## 4.11 Breaches

- 4.11.1 Suspected breaches of this Policy are to be reported to the General Manager.
- 4.11.2 Alleged breaches of this Policy shall be dealt with by following the processes outlined for breaches of Council's Model Code of Conduct.

## 5 VARIATION

- 5.1 Council reserves the right to vary the terms and conditions of this policy subject to a report Council.

## 6 APPENDICES

- 6.1 This policy is supported by the following appendices:

Appendix No.	Description
1	Summary of Expenses

## Appendix 1 SUMMARY OF EXPENSES

Expense or facility	Maximum amount (ext GST)	Frequency
<b><u>2022/23 Budget Allocation (cl 4.3.2.1(i))</u></b>		
<u>Delegates Expenses</u>	<u>\$10,000</u>	<u>Per annum</u>
<u>Member Training Costs</u>	<u>\$10,000</u>	<u>Per annum</u>
<u>Councillor – Members Travel &amp; Sustenance</u>	<u>\$35,000</u>	<u>Per annum</u>
<u>Mayor – Civic Functions</u>	<u>\$4,999</u>	<u>Per annum</u>
<u>Mayor – Councillor Operational Expenses</u>	<u>\$7,000</u>	<u>Per annum</u>
<b>Australian Taxation Office</b>		
<b>Taxation Determination – (Sydney) (<del>TD2021/6</del>TD 2022/10)</b>		
<u>Meals:</u>		Per meal
Breakfast	<del>\$29.20</del> <u>\$29.90</u>	
Lunch	<del>\$32.85</del> <u>\$33.65</u>	
Dinner	<del>\$56.00</del> <u>\$57.30</u>	
(cl 4.3.2.1(ii))		
Accommodation	\$198	Per night
(cl 4.3.2.1(ii))	<i>*excluding peak times</i>	
Incidentals (relevant to travel)	<del>\$20.60</del> <u>\$21.30</u>	Per day
(cl 4.3.2.1(iii))		
<b>Work Related Car Expenses <del>2021/22</del>2022/23 (Cents per kilometre method)</b>		
Private Vehicle Use	<del>\$0.72</del> <u>78</u>	Per kilometre
(cl 4.3.2.6(i)(b))		
<b>Corporate Uniform Guideline</b>		
Corporate Clothing	\$400.00	Per elected term
(cl. 4.4.1(iv))		
<b>Additional</b>		
Private Vehicle Use – Costs Associated	\$300.00	Per instance
(cl. 4.3.2.7(v.))		
Phone allowance (Excluding the Mayor)	\$30.00	Per month
(cl 4.3.2.9(ii))		

## Revision History

Version	Adoption Date	Authorised by	Approved by	Revision Date
V1	21/04/2005	Acting General Manager	Council	21/04/2005
V2	05/12/2006	Acting General Manager	Council	13/12/2006
V3	26/07/2006	Director Corporate Services	Council	19/06/2008
V4	15/10/2009	Director Corporate Services	Council	15/10/2009
V5	16/12/2010	Director Corporate Services	Council	16/12/2010
V6	19/05/2011	Director Corporate Services	Council	19/05/2011
V7	05/09/2011	Acting Director Corporate Services	Council	15/09/2012
V8	18/10/2012	Director Corporate Services	Council	18/10/2013
V9	21/11/2013	Director Corporate Services	Council	21/11/2014
V10	20/11/2014	Acting Director Corporate Services	Council	21/11/2015
V11	19/03/2015	Director Corporate Services	Council	19/02/2016
V12	19/11/2015	Director Corporate Services	Council	19/11/2016
V13	21/04/2016	Director Corporate Services	Council	18/02/2017
V14	29/09/2016	Director Corporate Services	Council	29/09/2017
V15	16/05/2019	Manager Corporate Business	Council	20/06/2020
V16	02/10/2020	Director Corporate Services	Council	02/10/2021
V17	xxxx	Director Corporate Services	Council	xxx

## Change History

Version	Change Details
V1	Initial Policy
V2	Annual Review of Policy
V3	Amendment as per Dept Local Government Circular No: 06/57
V4	Amendment as per the Director Corporate Services
V5	Amendment as per the Director Corporate Services Report to Council dated 15/10/09
V6	Review of Policy in accordance with revised Division of Local Government guidelines (Circular No: 09/36)
V7	Amendment to include Private Use of Mayoral vehicle
V8	Updated Appendix 1 – (Min No: 422/2011)
V9	Review of policy in accordance with Division of Local Government Circular No: 11/27 (Findings from review of Councillors Expenses & Facilities Policies): amendments made to clauses 2.2(iii) 2.16(2.2.1, 2.2.5, 2.2.10; new clauses added being 1.8 & 2.2.13: updated Appendix 1.
V10	Addition of clause 2.2.11(i).
V11	Annual Review – no changes (Minute No: 974/2014)

---

V12	Amendment of Clause 2.2.6 Travel outside the LGA (Minute No: 309/2015)
V13	Amendment to Appendix 1 and 2 (Minute No: 975/2015)
V14	Amendment to Clause 2.2.5 Local Travel Arrangements and Clause 2.2.6 Travel outside the LGA including interstate travel ( Minutes No: 272/2016)
V15	Amendment to format in line with Policy Development and Review Policy and the NSW Office of Local Government's Councillor Expenses and Facilities Policy (Suggested Template). Addition of Clause 5 Facilities and amendment to Clause 7 Legal Assistance (formerly 2.2.9).
V16	Annual Review - Amendment to Appendix 1 and style rebranding to Policy, amendment of cl. 4.3.2.10 to include provision for reimbursement of care costs.
V17	Annual Review – Amendment to Clause 4.9.2 and Appendix 1

---

## Related Documents

---

### Title

Model Code of Conduct

Vehicle Policy

NSW Office of Local Government's *Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW*

Councillors Access to Information and Interaction with Staff Policy

Determination of the Local Government Remuneration Tribunal

---