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Councillor Expenses and Facilities Policy

xx 2025

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2.0	XXXXXXX	Executive Services and Governance	Review of the Policy subsequent to the Local Government Election 2024

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Policy Summary

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

It ensures accountability and transparency and seeks to align Councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expenses 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.

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

Expense or Facility	**Maximum Amount**	**Frequency**
Accommodation	As outlined in Section 9.5 of the policy	
Professional Development	$4,000 per Councillor	Per year
Conferences and Seminars (Clause 9.2)	$30,400 total for all Councillors Additional $2,380 for the Mayor $100 per day – up to three meals per day	Per year
Attendance at dinners and functions (Clause 9.10)	$500	Per year
Communications expenses	$300 per month per Councillor, $3,600 per year per Councillor, Additional $250 per month for the Mayor	Per month/year
Carer expenses (Clause 9.11)	$4,000 per Councillor	Per year
Special needs (Councillors refer 9.11 (4), (5) and (6))	$4,000 per Councillor	Per year
Expenses for spouses, partners and accompanying persons (directly related to the role of the Councillor in performance of the duties in the Ryde local government area) Clause 9.12)	$300	Per year

Expense or Facility	Maximum Amount	Frequency
Business cards (Clause 12.1)	500 business cards per Councillor, 1000 business cards for the Mayor	Per year
Stationery and other items (Clause 12.1)	Letterhead, to be used only for correspondence associated with civic duties a reasonable supply of plain white A4 paper 500 plain white DLE envelopes per Councillor 50 Christmas or festive cards per Councillor	Per year
Information Technology (IT) Equipment (Clause 12.2)	Councillors will be provided with the following equipment of a non-corporate standard by Council's Information Technology department: • Laptop with a four (4) year warranty • Mobile phone • Headset • Reasonable consumables Councillors will be provided a high-quality laptop with appropriate software configuration. The device will have virus security and device protections but allowing software suitable for Councillors to discharge their civic duties. Alternatively, a set allowance up to a maximum of $5,000 per Councillor to purchase their own IT equipment for the primary purpose of conducting Council related business. If required, a printer/scanner suitable for home office use can be purchased by Council or the Councillor and reimbursed up to a reasonable limit and is self-	Per term

Expense or Facility	Maximum Amount	Frequency
	supported with warranty by manufacturer and/or retailer.	
Christmas or festive cards (Clause 13.5)	200 for the Mayor	Per year
The maximum value of cash in advance (Clause 8.4)	$500 (reconcile within 1 week)	Not relevant
Incidental expenses when attending conferences seminars or training courses (Clause 9.6)	$20	Per day
Access to facilities in a Councillor common room	Provided to all Councillors	Not relevant
Council vehicle and fuel card	Provided to the Mayor	Not relevant
Reserved parking space at Council offices	Provided to the Mayor	Not relevant
Furnished office	Provided to the Mayor	Not relevant

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

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

Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled to a Council meeting every six (6) months and published in full on Council's website. These reports will include expenditure summaries by individual Councillor and as a total for all Councillors.

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Part A – Introduction

1. INTRODUCTION

1.1 The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of City of Ryde Council.

1.2 The community is entitled to know the extent of expenses paid to Councillors, as well as the facilities provided.

1.3 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.

1.4 Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this Policy.

1.5 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.

1.6 In addition to 1.5 Council will make superannuation contribution payments to a superannuation account nominated by the Councillor equivalent in amount to superannuation guarantee payments

2. SCOPE

2.1 This Policy, and associated procedures and guidelines, may be cited as the Councillor Expenses and Facilities Policy, and is effective from XXXXXXX.

2.2 In this Policy, and associated procedures and guidelines, unless otherwise stated, the expression "Councillor" refers to all Councillors of the City of Ryde, including the Mayor and Deputy Mayor.

3. PURPOSE

3.1 This Policy ensures that Councillors have adequate access to the facilities and support required to fulfil their civic duties as elected representatives. It also aims to ensure that the facilities provided to Councillors to carry out their civic functions are equitable and in keeping with legislative requirements.

3.2 In addition, the purpose of this Policy, and associated procedures and guidelines, is to ensure that there is accountability and transparency in the payment and reimbursement of expenses incurred or to be incurred by the Councillors while undertaking their civic duties.

3.3 Council may disburse money only if the disbursement is authorised by the Local Government Act, either expressly or because it is supplemental, incidental to or consequential upon the exercise of its functions.

4. POLICY OBJECTIVES

4.1 The objectives of this Policy are to:-

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

5. PRINCIPLES

5.1 Council commits to the following principles:-

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

6. PRIVATE OR POLITICAL BENEFIT

6.1 Councillors must not obtain private or political benefit from any expense or facility provided under the Policy.

6.2 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.

6.3 Such incidental private use does not require a compensatory payment back to Council.

6.4 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 the Council.

6.5 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:-

- 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.

7. REVIEW PROCESS AND ENDORSEMENT

7.1 Council is required, under Section 252 (1) of the Local Government Act (the Act), to adopt a policy on the payment of expenses and the provision of facilities to the Mayor and other Councillors within the first 12 months of each term of a Council.

7.2 Section 253 (1) of the Act requires that Council give public notice of at least 28 days of its intention to adopt or amend this policy, even if there is no proposed change to the policy.

7.3 Council may amend and adopt the policy at other times of the year without public notice, if Council is of the opinion that the amendments are “not substantial” (Section 253 (3) of the Act).

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Part B – Expenses

8. General Expenses

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

(2) Expenses not explicitly addressed in this Policy will not be paid or reimbursed.

(3) For the purposes of the Policy, annual expenses are calculated over a financial year (01 July – 30 June). A pro-rata allowance for expenses or facilities will be paid where periods are less than a full financial year.

(4) Councils adopted budget will provide necessary funds in order to facilitate the implementation of this Policy.

8.1 Monetary Limits

(1) Monetary limits are stated in this Policy against each expense category as required. These monetary limits set out the maximum amount payable in respect of any facility or expense. Any additional cost incurred by a Councillor in excess of any limit set shall be considered a personal expense that is the responsibility of the Councillor. All monetary amounts stated are exclusive of GST.

(2) Where expense limits are specified in this Policy, these given limits and requirements apply whether the item is purchased via direct payment by Council or reimbursement to the Councillor.

(3) For the purposes of transparency and accountability, monetary limits are highlighted throughout this document where appropriate and also summarised in the table in the 'Policy Summary' section of this Policy.

8.2 Time Limits

(1) Reimbursement of costs and expenses to Councillors must be made within three (3) months of the cost or expense being incurred. Claims submitted after three (3) months will not be paid.

8.3.1 Payment of Councillor Fees

(1) An annual fee is paid to each Councillor by the Council. The fee is the amount fixed by the Council under Division 5 of Part 2 of Chapter 9 of the Act in accordance with the appropriate determination of the Local Government Remuneration Tribunal.

(2) Unless otherwise provided for in this Policy, the annual fee paid to each Councillor is intended to offset the costs involved in discharging the functions of civic office including, but not limited to, all incidental and out-of-pocket expenses relating to transport, clothing, home office, home telephone and postage costs.

(3) All fees payable under this policy shall be paid monthly in arrears for each month (or part of a month) for which the Councillor holds office.

(4) Unless otherwise stated, no entitlement under this Policy shall be treated as being a private benefit that requires a reduction in a Councillor's Fee.

8.4 PAYMENTS IN ADVANCE

(1) Councillors may request an advance payment for the cost of any service or facility covered by the Policy.

(2) Councillors may request payment in advance in anticipation of expenses to be incurred in attending conferences, seminars and training away from home.

(3) Councillors must fully reconcile all expenses against the cost of the advance within one (1) week of their return, with receipts and/or tax invoices, and submit these details to the Chief Executive Officer or his/her delegated employee for verification. Any unspent money is required to be returned at this time.

(4) The maximum value of a cash advance is $500.

Timeframe	Maximum amount
Reconcile within 1 week	$500.00

9. SPECIFIC EXPENSES

9.1 TRAINING AND EDUCATION EXPENSES

(1) An induction program shall be conducted by the Chief Executive Officer for Councillors upon election to Council and every subsequent re-election. This program may include the provision of resources and the attendance at training courses.

(2) Provision for other training and education for Councillors will be made separately in Council's budget via the adopted Delivery Plan. All Councillors will be offered the same access to the same training in accordance with the budget allocated.

9.2 ATTENDANCE AT SEMINARS AND CONFERENCES

(1) Prior Council approval is required for Councillors to attend seminars or conferences on behalf of the Council. A report must be included in the Council business papers and should give the purpose of the seminar, conference and training course, expected total costs, expected benefits for Councillors to attend and the names of Councillors who have indicated an interest to attend. For other professional development opportunities, refer to Section 9.3 of this Policy.

(2) When determining attendance at conferences and seminars, consideration will be given to the Councillor Attendance at Conference Guidelines.

(3) Where a Councillor is no longer able to attend a conference or seminar for which endorsement has been given, they must advise the Chief Executive Officer as soon as practicable, to facilitate the attendance of an alternate Councillor or appropriate staff representative.

(4) Where a Councillor provides less than 24 hours' notice with regard to clause (3) above, and where no sufficiently substantial reason is provided, the Councillor may be liable, by way of Council resolution, for any related costs Council is unable to recover.

(5) After returning from the seminar, conference or training course, the Councillor/s, or accompanying member of Council staff, shall provide a written report to Council on the aspects of the event relevant to Council business and/or the local community within two (2) months of the event. This report will be included in the Councillors' Information Bulletin.

(6) No written report is required for the annual Local Government NSW Conference, the Australian Local Government Association Conference or for compulsory training courses or seminars required by any Government agency.

(7) Council will pay the seminar, conference or training course registration fees charged by the organisers including the costs of related official meals and associated tours where they are relevant to the business and interests of Council. Any time and costs incurred in undertaking activities not related to attendance at the event shall not be included in the expenses paid by Council.

(8) Council will also meet the cost of meals (and reasonable cost of drinks) when they are not otherwise included in the training, conference or seminar fees. Each Councillor is entitled to seek reimbursement for up to three (3) meals per day to a maximum of $100 a day. Official receipts will be required for reimbursement under this clause.

Quantity	**Maximum amount**
Up to 3 meals per day	$100 per day

(9) No payment shall be reimbursed for any component of a ticket that is additional to the cost of the function, such as a donation to a political party, candidate's electoral fund or some other private benefit.

(10) Council will meet the reasonable cost of transportation associated with attendance at the seminar, conference or training course.

(10) Councillors cannot incur accommodation-related expenses. There is no scope for Council to pay or reimburse any costs related to accommodation, except in accordance with clause 9.5(2).

(11) Council shall provide Councillors with taxi vouchers for travel to a seminar, conference or training course. Councillors must ensure that any unused vouchers and the receipts of used vouchers are returned to Council within seven (7) days of the event.

(12) Council will meet the actual costs for public transport, taxis or hire-cars for travel on Council related business.

(13) Council shall reimburse transport expenses incurred by a Councillor while using their own private vehicle for Council related business.

This will be by way of a reimbursement for each kilometre travelled for the specific journey, plus any road tolls and parking fees necessarily incurred. The rate of reimbursement for kilometres travelled shall be equivalent to the rates prescribed in the relevant legislation or policies applicable to employees of the Council.

(14) Council is not liable and will not pay for any traffic, parking or transport fines, administrative charges for road toll accounts, or costs of petrol, oil, depreciation, repair, maintenance, insurance or registration incurred by Councillors while using their private vehicles on Council related business.

9.2.1 ATTENDANCE AT CONFERENCES – SUPPLEMENTARY CITY OF RYDE PROVISION

(15) Council acknowledges the value of Councillor attendance at conferences to enable them to be both knowledgeable and current on issues affecting the City of Ryde. In order to ensure that attendance at conferences is equitable, transparent and consistent, attendance will be limited as follows:-

(a) Local Government NSW Annual Conference – the number of voting delegates plus one (to a maximum of eight Councillors). Details of the delegates and attendee are to be determined by resolution of Council.

(b) Australian Local Government Association Conference.

(c) Subject to part (e) and in addition to (a) and (b) above, every Councillor is entitled to attend one conference in either NSW, Canberra, metropolitan Brisbane or metropolitan Melbourne. The conference must directly relate to the business of Council. More than one Councillor may attend the same conference if Council resolves that this will be beneficial for both Council and the Councillors concerned.

(d) Within two (2) months following the conference the attending Councillor must report to Council on the proceedings of the conference. That report will be included in the Councillors' Information Bulletin. This action is not required for the Local Government NSW Annual Conference or the Australian Local Government Association Conference.

(e) No Councillor can attend a conference at Council's expense without the prior approval of Council, subject to the provisions of Part B Section 9.2. Reports to Council are to include details of the conference and an estimate of the associated costs including registration and transport.

(f) Council may resolve that a Councillor can attend more than one (1) conference per year, but this determination will be dependent on budgetary constraints and with an emphasis on ensuring that all Councillors have equal access to conferences.

9.3 PROFESSIONAL DEVELOPMENT

(1) Council will set aside $4,000.00 per Councillor annually in its budget to facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies. Staff will consult with Councillors, through an Information Report, prior to incurring costs associated with professional development, except for Councillors' attendance at seminars and conferences on behalf of Council as these events are subject to the requirements in Section 9.2(1).

(2) Where a Councillor does not expend the entirety of the funds allocated to them, these funds may be utilised by other Councillors for professional development requirements.

(3) In the first year of a new Council term, Council will provide a comprehensive induction program for all Councillors which considers any Guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.

(4) 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 cost of membership is likely to be fully offset by savings from attending events as a member.

(5) Approval for professional development activities is subject to a prior written request to the Chief Executive Officer outlining the:-

- Details of the proposed professional development.
- Relevance to Council priorities and business.
- Relevance to the exercise of the Councillor's civic duties.

(6) In assessing a Councillor request for a professional development activity, the Chief Executive Officer or delegated employee must consider the factors set out in Clause (4) above, as well as the cost of the professional development in relation to the Councillor's remaining budget.

9.4 TRAVEL

9.4.1 LOCAL TRAVEL ARRANGEMENTS AND EXPENSES

(1) Council shall reimburse travel expenses incurred by Councillors for travel on Council related business (noting the restrictions of Part B Section 9.2).

(2) Under normal circumstances, Councillors are expected to provide their own transport to and from the Council Offices and the Councillor's home and/or place of work for the purpose of undertaking Council business.

(3) Transport to and from the Council Offices and a Councillor's home and/or place of work may be provided by Council at the discretion of the Chief Executive Officer having regard to the circumstances, if it is not practicable for a Councillor to use his or her normal method of transport.

(4) Travel expenses include use of private vehicle, use of public transport, taxis, ride share, hire cars, travel using a Council vehicle and associated costs such as parking and road

tolls. Private vehicle expenses will be reimbursed using the kilometre rate prescribed in the relevant legislation or policies applicable to employees of the Council. Actual costs will be reimbursed for other travel expenses.

(5) Council is not liable and will not pay for any traffic, parking or transport fines, administrative charges for road toll accounts, or costs of petrol, oil, depreciation, repair, maintenance, insurance or registration incurred by Councillors while travelling on Council related business.

(6) A Council vehicle (with or without a driver), a hire car, ride share or a taxi voucher may be provided to a Councillor for the purpose of attending any Council related event at the discretion of the Chief Executive Officer having regard to the circumstances.

(7) Nothing in this Policy prevents a Councillor from travelling in a Council vehicle with a staff member who is also attending any Council related event.

9.4.2 INTRASTATE TRAVEL

(1) Council shall reimburse Council business related travel expenses by a Councillor while using their own private vehicle, by way of a reimbursement for each kilometre travelled for the specific journey, plus any road tolls and parking fees necessarily incurred (noting the restrictions of Part B Section 9.2*)*. The rate of reimbursement for kilometres travelled shall be equivalent to the rates prescribed in the relevant legislation or policies applicable to employees of the Council.

(2) Council is not liable and will not pay for any traffic, parking or transport fines, administrative charges for road toll accounts, or costs of petrol, oil, depreciation, repair, maintenance, insurance or registration incurred by Councillors while using their private vehicles on Council related business.

(3) Councillors travelling into country NSW may choose the mode of transport that is most suitable, considering economy and convenience. Air travel will require prior approval.

9.4.3 INTERSTATE TRAVEL (INCLUDING ACT)

(1) Prior Council approval is required for interstate travel for which reimbursement or payment is sought by Councillors (noting the restrictions of Part B Section 9.2). Any proposal for Councillors to travel interstate is to be included in the non-confidential business papers of Council, for which due public notice has been given. Such a proposal cannot be considered in a late report or Mayoral Minute.

(2) Applications for interstate travel must be made in writing, giving full details of the travel including: itinerary, expected total costs, reasons for the travel and expected benefits. Council does not allow the retrospective approval of reimbursement of such travel expenses; therefore all expenses must be approved in advance.

(3) Upon return from interstate travel, the Councillor, or an accompanying member of Council staff, shall provide a written report to Council on the aspects of the trip relevant to Council business and/or the local community, within two (2) months of the trip. This report will be included in the Councillors' Information Bulletin.

(4) Economy class air travel will be provided as standard for travel within Australia. The cost of any upgrade shall be the responsibility of the Councillor. Councillors are not entitled to

receive private benefits relating to travel bonuses such as frequent flyer schemes and other loyalty programs.

(5) Where trains are used, first class train travel will be provided, with the exception of sleeping berths.

(6) Council shall meet the cost of any transfers between a Councillor's residence and a transport interchange (i.e.: airport) and between the transport interchange and hotel or venue. These costs are not to exceed the cost of taxi fares.

9.4.4 OVERSEAS TRAVEL

(1) Council approval is required for overseas travel for which reimbursement is sought by Councillors or where the Councillor attends an event as a representative of the Council. Any travel proposals for Councillors to travel overseas are to be included in the non-confidential business papers of Council for which due public notice has been given. Such proposals cannot be considered in a late report or Mayoral Minute.

(2) Applications for overseas travel must be made in writing, giving full details of the travel including itinerary, expected total costs, reasons for the travel and expected benefits. Council does not allow the retrospective reimbursement of such travel expenses therefore expenses must be approved in advance.

(3) Upon return from overseas travel, the Councillor, or an accompanying member of Council staff, shall provide a written report to Council on the aspects of the trip relevant to Council business and/or the local community, within two (2) months of the trip. This report will be included in the Councillors' Information Bulletin.

(4) Economy air class will be provided for approved overseas travel. Councillors are not entitled to receive private benefits relating to travel bonuses such as frequent flyer schemes and other loyalty programs.

(5) Council shall meet the cost of any transfers between a Councillor's residence and the airport and between the airport and hotel or venue. These costs are not to exceed the cost of taxi fares.

(6) Independently funded travel - Council officials who travel to cities that have a Friendship or Partnership relationship with the City of Ryde, are only able to present themselves as representing Council, if this representation has been endorsed by Council prior to the visit.

9.5 ACCOMMODATION COSTS

(1) Councillors cannot incur accommodation-related expenses. There is no scope for Council to pay or reimburse any costs related to accommodation, except in accordance with clause 9.5(2).

(2) For approved Council related seminars and conferences that require overnight accommodation, Council will source accommodation at a reasonable cost at Councils expense. Council will not pay or reimburse any additional costs associated with the accommodation. If a Councillor opt to obtain their own accommodation, Council will not subsidise or reimburse their costs or any associated charges.

9.6 INCIDENTAL EXPENSES

(1) With the exception of the LGNSW Conference, the National General Assembly of Local Government Conference and the Australian Council of Local Government, Council shall reimburse reasonable out of pocket or incidental expenses associated with attending conferences, seminars or training courses, and other prior approved travel, incurred by Councillors.

(2) Each Councillor is entitled to seek reimbursement up to $50 per day for the purposes of Clause 9.6 (1).

Timeframe	Maximum amount
Per day	$50

9.7 LEGAL ASSISTANCE PROVISIONS AND EXPENSES

(1) Council or its insurer may, if requested, indemnify or reimburse the reasonable legal expenses of:-

(a) a Councillor defending an action arising from the performance in good faith of a function under the Act provided that the outcome of the legal proceedings is favourable to the Councillor.

(b) 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.

(c) 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 investigative or review body makes a finding substantially favourable to the Councillor.

Clause (c) applies only when the subject of the inquiry, investigation or hearing arises from the performance in good faith of a Councillor's functions under the Act and the matter before the investigative or review body has proceeded past any initial assessment phase to a formal investigation or review.

(2) In the case of a conduct complaint made against a Councillor, legal costs may with the discretion of the Chief Executive Officer be made available where:-

(a) the matter has been referred by the Chief Executive Officer to a conduct reviewer to make formal enquiries into that matter in accordance with Council's Code of Conduct; and

(b) the conduct reviewer makes a finding substantially favourable to the Councillor.

(3) In the case of a pecuniary interest or misbehaviour matter, legal costs will only be made available where a formal investigation has been commenced by the Office of Local Government.

(4) 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.

(5) Council will not meet the costs of an action in defamation taken by a Councillor as plaintiff in any circumstances and 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.

(6) Council will not meet the legal costs of legal proceedings initiated by a Councillor under any circumstance.

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

9.8 INSURANCE

(1) In accordance with Section 382 of the *Local Government Act*, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this Policy.

(2) Councillors are provided additional liability protection by way of the Councillors and Officers Liability Policy, and personal injury protection by way of the Personal Accident Policy.

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

9.9 COMMUNICATION EXPENSES

(1) Councillors are entitled to seek reimbursement for communications costs and expenses covering the areas of email, internet, telephone (both fixed and mobile), website and postage.

(2) Each Councillor is entitled to seek reimbursement up to $300 per month ($3,600 per annum) for the purposes of this clause.

(3) Where the communication costs include the provision of a communication device, Council shall reimburse the costs associated with the plan, including email, internet and telephone access and usage. Communication costs also include expenses incurred by a Councillor for the proportion of leasing or renting or repayment costs associated with any communication device used by a Councillor in undertaking their role as a Councillor.

(4) Council may provide Councillors with a mobile phone and call plan in lieu of the individual Councillor seeking reimbursement for mobile telephone costs. It is noted that there may be a small proportion of incidental private/personal use.

(5) Reimbursement of costs and expenses to Councillors under 'Communication costs' will only be made upon the production of appropriate receipts, tax invoices, credit card statements or receipt numbers in the name of the Councillor, and the completion of the "Request for Councillor Reimbursement" form. The Chief Executive Officer will approve the content of all Council funded communication material to ensure it meets the requirements of Council policies.

(6) Councillors are not entitled to claim any communication costs associated with the production or dissemination of personalised pamphlets, newsletters and the like.

Timeframe	Maximum amount
Per annum	$3,600
example average (per month)	$300

9.10 ATTENDANCE AT DINNERS AND OTHER NON-COUNCIL FUNCTIONS

(1) Councillors are entitled to seek reimbursement for attendance at dinners and other non-Council functions that provide briefings to Councillors from key members of the community, politicians and business.

(2) Approval for reimbursement in accordance with the above should be sought prior to the event and be done in writing to the Chief Executive Officer.

(3) Each Councillor is entitled to seek reimbursement up to $500 per annum for the purpose of this section. Official receipts are required to claim reimbursement under this clause.

(4) No payment shall be reimbursed for any component of a ticket that is additional to the cost of the function, such as a donation to a political party, candidate's electoral fund or some other private benefit.

Timeframe	Maximum amount
Per annum	$500

(5) Councillors who are Executive Members of an organisation of interest to Council as indicated in a Council resolution, shall be entitled to seek reimbursement and support for their attendance at the Executive Meetings held by the organisation.

Council will meet the cost of the Councillor's transportation expenses, including the cost of meals. The support provided to Councillors in their capacity as an Executive Member of an organisation shall only be valid for the period they hold such a position.

9.11 CARE AND OTHER RELATED EXPENSES

(1) Where a Councillor has responsibilities for the care and support of any relative, the Council may reimburse the actual cost incurred by the Councillor to engage professional care for the relative whenever considered necessary by the Councillor in order for the Councillor to discharge the functions of civic office.

(2) In this clause, *relative* shall have the same meaning as set out in the Dictionary in the Act.

Relative, in relation to a person, means any of the following:

(a) the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or of the person's spouse;
(b) the spouse or de facto partner of the person or of a person referred to in paragraph (a)

(3) The total amount paid to a Councillor under sub-clause (1) shall not exceed $4,000.00 per annum. Official receipts are required to claim reimbursement under this clause.

Timeframe	Maximum amount
Per annum	$4,000.00

(4) Council encourages wide participation and interest in civic office. It will seek to ensure council premises and associated facilities are accessible, including provision for sight or hearing-impaired Councillors and those with other disabilities.

(5) Where a Councillor has a special requirement, such as disability and access needs, Council shall meet reasonable costs and expenses required in order for that Councillor to discharge the functions of civic office.

(6) The total amount paid to a Councillor under sub-clause (5) shall not exceed $4,000.00 per annum. Official receipts are required to claim reimbursement under this clause. It should be noted however, that Council can approve additional expenditure in extenuating circumstances.

Timeframe	Maximum amount
Per annum	$4,000.00

(7) Each application for care and support of a relative or for meeting the special requirements of a Councillor is to be made in writing to the Chief Executive Officer or his/her delegated officer and will be assessed on its merits. The Chief Executive Officer may use his/her discretion to refer the matter to Council for determination.

9.12 EXPENSES FOR SPOUSES, PARTNERS AND ACCOMPANYING PERSONS

(1) In limited circumstances and by resolution of Council, Council shall meet certain costs incurred by a Councillor on behalf of their spouse, partner or accompanying person that are properly and directly related to the role of the Councillor in the performance of his or her duties, in the Ryde local government area. For example, attendance at official Council functions that are of a formal and ceremonial nature when accompanying Councillors.

(2) Costs and expenses incurred by the Councillor on behalf of their spouse, partner or accompanying person will be met if the cost or expense relates specifically to the ticket, meal and/or direct cost of attending the function referred to in clause (1) above, including carer costs. Peripheral expenses such as grooming, special clothing and transport are not considered reimbursable expenses.

(3) In recognition of the importance of a good work and family balance, spouses, partners or accompanying persons are welcome to join Councillors while attending events away from

home. In such circumstances, Council will not require reimbursement of costs if no additional travel expenses are incurred over and above what would have been expended by the individual Councillor. For example, if the person travels as a passenger in the Councillor's vehicle, it will be considered that no additional cost has been incurred by Council.

(4) Each Councillor is entitled to seek reimbursement of up to $300 per annum total under this clause. Official receipts are required to claim reimbursement under this clause.

Timeframe	Maximum amount
Per annum	$300

10. ADDITIONAL EXPENSES FOR THE MAYOR

10.1 MAYORAL FEE

(1) An annual fee is paid to the Mayor by the Council. The fee is the amount fixed by the Council under Division 5 of the Act in accordance with the appropriate determination of the Local Government Remuneration Tribunal.

(2) Unless otherwise provided for in this Policy, the annual fee paid to the Mayor is intended to offset the additional costs involved in discharging the functions of the Mayoral Office over and above the costs incurred by other Councillors.

(3) In the event that the Council resolves to pay a fee to the Deputy Mayor to undertake the roles and responsibilities of the office of the Mayor, the amount of such fee shall be deducted from the amount determined to be paid to the Mayor on a pro rata basis for the relevant period.

(4) All fees payable under this Policy shall be paid in arrears for each month (or part of a month) for which the Mayor holds office.

(5) Unless otherwise stated, no entitlement under this Policy shall be treated as being a private benefit that requires a reduction in the Mayoral Fee.

10.2 CIVIC EXPENSES

(1) Council shall meet the cost of providing refreshments and associated expenses for civic functions, civic receptions and any other formal event hosted by the Mayor, subject to adequate funds being allocated and available in the Council's adopted Delivery Plan.

10.3 COMMUNICATION COSTS AND EXPENSES

(1) Council shall reimburse up to an additional $250 per month ($3,000 per annum) for communication costs and expenses for the Mayor, over and above the monthly expenditure limit prescribed in clause 9.9 – Communication Expenses.

Timeframe	Maximum amount
Per annum	$3,000
(Per month)	($250)

Part C – Facilities

11. General facilities, equipment and services for all Councillors

(1) Facilities, equipment and services shall be provided to Councillors to support them in undertaking their role as elected members of the Council.

(2) The equipment supplied under sub-clause (1) shall be of adequate capacity and functionality to generally undertake the role of Councillor.

(3) Unless otherwise resolved by the Council, or subject to the discretion of the Chief Executive Officer, the equipment shall be provided to a Councillor only once during the term of each Council. Council remains in ownership of the equipment and all equipment is required to be returned at the end of the term of each Councillor. At the conclusion of their term, Councillors shall be offered the option to purchase the equipment that they have been in possession of, at current market value. Unless stated otherwise, the Councillor shall be responsible for all other costs of operating this equipment.

(4) Part 7 of the Code of Conduct describes the responsibilities and obligations of Council officials when using Council resources, particularly in terms of misuse and private use.

(5) Councillors, where their allocated equipment is damaged, lost or destroyed, are required to report this to Council urgently. I The equipment to be repaired or replaced, may be at the Councillors cost.

11.1 Private use of facilities, equipment and services

(1) Council facilities, equipment and services are not to be used for private purposes unless the use is incidental, unavoidable and of a minor nature.

(2) Should a Councillor obtain substantial private benefit, the Councillor is required to advise the Chief Executive Officer in writing detailing the extent of the private benefit. Council will determine the value of the benefit that is to be invoiced to the Councillor in a non-confidential session of a Council Meeting. The Councillor shall then repay Council the value within four (4) weeks of the determination.

(3) Council facilities, equipment and services are not to be used to produce election material or for any other political purposes.

(4) Unless otherwise stated, no entitlement under this Policy shall be treated as being a private benefit that requires a reduction in the Mayoral or Councillor fees.

12. SPECIFIC PROVISION OF FACILITIES, EQUIPMENT AND SERVICES FOR ALL COUNCILLORS

12.1 STATIONERY AND OTHER ITEMS

(1) Each Councillor may receive:-

(a) letterhead, to be used only for correspondence associated with civic duties.

(b) a reasonable supply of plain white A4 paper per year.

(c) 500 plain white DLE envelopes per year.

(d) 500 standard business cards per year.

(e) 50 Christmas or festive cards per year.

the year commencing from the date of election to Council and each subsequent anniversary.

Additional supplies of the above stationery items may be provided by the Chief Executive Officer if considered warranted having regard to the particular needs of any Councillor.

(2) Each Councillor may be issued from time to time with name badges, security access cards, ties/scarves and other corporate apparel or accessories for personal use. Security access cards are required to be returned when the Councillor ceases to hold office.

(3) Stationery is not to be used to produce election material or for any other political purpose.

Timeframe	Maximum amount
Per annum	a reasonable supply of plain white A4 paper
Per annum	500 plain white DLE envelopes
Per annum	500 standard business cards
Per annum	50 Christmas or festive cards

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12.2 INFORMATION TECHNOLOGY (IT) EQUIPMENT

(1) Each Councillor will receive a set allowance per term (currently set at a maximum of $5,000.00) to purchase their own IT equipment for the primary purpose of conducting Council related business, or

(2) Alternatively, Councillors will be provided with the following equipment of a non-corporate standard by Council's Information Technology department:

- Laptop with a four (4) year warranty
- Mobile phone
- Headset
- Reasonable consumables

(3) Councillors will be provided a high-quality laptop with appropriate software configuration. The device will have virus security and device protections but allowing software suitable for Councillors to discharge their civic duties.

(4) If required, a printer/scanner suitable for home office use can be purchased by Council or the Councillor and reimbursed up to a reasonable limit and is self-supported with warranty by manufacturer and/or retailer.

(5) Council's IT will provide limited hardware and software support on equipment provided with the exception of support for Council emails, Board Vantage, Zoom and MS Teams.

(6) Council staff will not attend Councillors residential homes for maintenance, troubleshooting problems and upgrades to IT equipment.

(7) All requests for IT support should be submitted via the Councillors Helpdesk, dhelp@ryde.nsw.gov.au with the exception of Cyber Security matters, please call the IT Service Desk on 02 9952 8456 immediately.

(8) Councillors using a device to access Council systems must abide by the relevant Council Policies e.g.: Cyber Security, Data Breach

12.3 PARKING

(1) Councillors shall be provided with allocated parking at the Council offices for attendance at meetings and functions in the performance of their role as a Councillor and be provided with a parking permit sticker for use when parking in the North Ryde Office Car Park. Council will not indemnify Councillors for any damage to their vehicles while utilising this facility.

(2) No other parking concessions within the City of Ryde will be granted.

12.4 SECRETARIAL SUPPORT

(1) Secretarial support may be provided at the discretion of the Chief Executive Officer for each Councillor at the Pope Street, Ryde and/or North Ryde Offices. This may include typing,

photocopying or use of a telephone. All expenses incurred, including the cost of staff, shall be met by the Council.

12.5 POLICY SUPPORT

(1) The Mayor and Councillors will be provided with policy support, equivalent to 1 full time staff member. Any hours worked in excess of this entitlement will only be paid as a result of this staff member attending work-related meetings after 5pm and approved in advance by the Director, Office of the Mayor and CEO to whom this position reports.

(2) A position description for this position is to be approved by the Director, Office of the Mayor and CEO, in consultation with the Mayor.

(3) The policy support staff member will be recruited by the Director, Office of the Mayor and CEO, in consultation with the Mayor.

(4) The policy support staff member will be provided with a workstation or equivalent, a computer connected to Council's network, landline phone and mobile device.

12.6 DELIVERY OF MATERIAL

(1) At least once each week, each Councillor may receive a delivery of material from Council including business papers, correspondence, newspapers etc. delivered to one property address within the City of Ryde nominated by the Councillor.

12.7 COUNCIL MEETING CHAMBER AND LIBRARY MEETING ROOMS

(1) Councillors may use the Council Meeting Chamber or access the meeting rooms at the library as available and in accordance with the relevant booking process, for the purposes of meeting with the public during operating hours and free of charge. The nature of the meeting must relate to Council business.

(2) Council facilities are not to be used for any political purpose.

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13. ADDITIONAL PROVISIONS FOR THE MAYOR

13.1 MAYORAL OFFICE

(1) A furnished Mayoral Office shall be provided by the Council at the Pope Street, Ryde and North Ryde Offices, including a computer with office and related software (including access to email and internet).

13.2 SECRETARIAL SUPPORT

Secretarial support shall be provided by the Council. Necessary staff, office equipment, furnishings, printing, stationery, postage and other general office expenses shall be met by the Council, subject to adequate funds being available in the Council's adopted Delivery Plan.

13.3 MOTOR VEHICLE AND OTHER TRAVEL FACILITIES

(1) An appropriate vehicle shall be provided in accordance with Council's available list and shall be fully maintained for use by the Mayor for Council related business. The vehicle may be used for incidental private purposes by the Mayor.

(2) Should substantial private use occur, the Mayor is to reimburse to Council the cost of this private use, which will be calculated using the mileage rates prescribed in the relevant legislation, policies or calculations applicable to employees of Council.

(3) A car parking space shall be allocated at the Pope Street Top Ryde and North Ryde office for the Mayoral vehicle.

(4) Should the Mayor elect not to make use of the vehicle for the length of their term, it will be disposed of appropriately. The Mayor will be entitled to reimbursement for all Council related travel expenses in accordance with the mileage rates prescribed in the relevant legislation or policies applicable to employees of Council.

(5) Reimbursements will be made upon the production of an appropriate vehicle mileage log and the completion of a "Request for Councillor Reimbursement" form.

(6) Additionally, the Mayor is entitled to a Cabcharge card for travel on Council related business. The card is not to be used for private travel and the card is not to be used to provide gratuities to drivers.

The Cabcharge card is to be used in accordance with the City of Ryde Credit Card policy. Cabcharge receipts are to be collected and submitted to Council for reconciliation against monthly statements, and the cardholder is required to immediately inform Council should the card be lost or stolen.

13.4 CEREMONIAL CLOTHING

(1) The Mayor shall be supplied with a suitable robe and chains of office.

13.5 OTHER EQUIPMENT AND FACILITIES

(1) In addition to equipment and facilities already provided to the Mayor as a Councillor, the Mayor shall be entitled to the following equipment and facilities:-

(a) an additional 500 standard business cards per year of term,
(b) 200 Christmas Cards per year of term, corporate attire and presentation gifts for use in connection with civic and ceremonial functions for example: tie, scarfs, mementos

(2) The Mayor may request the Chief Executive Officer to present Council with options and costings regarding further equipment and facilities, not otherwise specified in this Policy, subject to funding being made available in the adopted Delivery Plan, and that the provision of such equipment or facilities is reasonable for the efficient and effective performance of the Office of the Mayor. Approval of additional expenses for the Mayor requires a resolution of Council.

Timeframe	Maximum amount
Per annum	200 Christmas cards
Per annum	Additional 500 standard business cards

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Part D – Processes

14. APPROVAL, PAYMENT AND REIMBURSEMENT ARRANGEMENTS

(1) All expenses and costs incurred must be in accordance with the provisions of this Policy.

(2) Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expenses is incurred as set out in this Policy.

(3) Reimbursement of costs and expenses to Councillors will only be made upon the production of appropriate receipts and tax invoices, and the completion of the "Request for Councillor Reimbursement" form ***[Appendix III].***

(4) If receipts and tax invoices are not able to be submitted, a Councillor shall be required to sign a Statutory Declaration to confirm that the expense was incurred. If a Statutory Declaration is provided in lieu of receipts and tax invoices, Councillors are required to personally retain any supporting documentation for audit purposes and shall be required to produce this documentation to Council upon request. Councillors are advised that Council is unable to claim the GST on the purchase if a tax invoice is not submitted, thus increasing the real cost of the item.

(5) Claims for reimbursement of "Communication costs" and "Information Technology" will only be made upon the production of appropriate receipts, tax invoices, credit card statements or receipt numbers, in the name of the Councillor – a Statutory Declaration is not appropriate.

(6) Payments made to Councillors by way of reimbursement in accordance with this Policy will only be made to personal accounts on which the Councillor is a named account holder and not to third parties.

(7) The Chief Executive Officer or a delegated employee shall assess all such claims and if considered to be reasonable and to be legitimately payable under this Policy, shall approve the claim for payment and payment shall be made within seven (7) days.

(8) Should the Chief Executive Officer or delegated employee decide that the claim should not be paid, the Chief Executive Officer shall explain such decision to the Councillor and should the Councillor still consider that the claim should be paid, it shall be considered that a dispute exists and the provisions of clause 15 shall apply.

(9) Council may pay a cash advance for Councillors attending approved conferences, seminars or professional development. The maximum value of cash advance is $500 which should be reconciled within one (1) week of incurring the cost and/or returning home. This includes providing to Council:-

- A full reconciliation of all expenses including appropriate receipts and/or tax invoices.
- Reimbursement of any amount of the advance payment not spent in attending to official business or professional development.

(10) If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

15. DISPUTES

(1) Should any Councillor consider that a dispute exists at any time regarding this Policy, the parties to the dispute shall provide a written report on the nature of the dispute and the Chief Executive Officer shall submit such reports to the next meeting of the Council to have the dispute determined by a resolution of the Council having regard to this Policy, the Act and any other relevant law. The decision of the Council shall be binding on all of the parties.

16. ACQUISITION AND RETURN OF EQUIPMENT AND FACILITIES BY COUNCILLORS

(1) Prior to the conclusion of a Council term, or if a Councillor leaves civic office prior to the expiration of the term of Council, Councillors will be invited to indicate if they wish to purchase any IT equipment utilised during the term.

(2) Councillors will be advised of the written down value of each item prior to seeking the above indication.

(3) Where possible, payment for any items a Councillor wishes to purchase will be deducted from the Councillor's fee. Where this is not possible, an invoice will be prepared for the Councillor to make the appropriate payment.

(4) Councillors no longer holding a position as Councillor will be required to return all equipment not purchased within one (1) week of the declaration of the polls to the Chief Executive Officer or delegated employee at Council's North Ryde Office.

17. PUBLICATION

(1) This policy will be published on Council's website.

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18. REPORTING

(1) Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.

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

19. AUDITING

(1) The operation of this Policy, including claims made under the Policy, will be included in Council's audit program and an internal audit will be undertaken once every two years.

(2) The outcomes of the internal audit reviews are reported to the Council's Audit, Risk and Improvement Committee.

20. BREACHES

(1) Suspected breaches of this Policy are to be reported to the Chief Executive Officer.

(2) Alleged breaches of this Policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

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PART E – Appendices

APPENDIX I: RELATED LEGISLATION, GUIDANCE AND POLICIES

Relevant legislation and guidance:

- Local Government Act 1993, Sections 252 and 253
- Local Government (General) Regulation 2021, Sections 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 17-17 Councillor Expenses and Facilities Policy – Better Practice Template
- Local Government Circular 05-08 legal assistance for Councillors and Council Employees.

Related Council policies:

- City of Ryde *Code of Conduct.*
- City of Ryde *Gifts and Benefits Policy*.
- City of Ryde *Code of Meeting Practice*.
- City of Ryde *Corporate Credit Card Policy.*

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APPENDIX II: DEFINITIONS

The following definitions apply throughout this policy:-

Term	Definition
Accompanying Person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a Councillor
Appropriate Refreshments	Means food and beverages, provided by council to support Councillors undertaking official business
Act	Means the Local Government Act 1993 (NSW)
Clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct adopted by Council or the Model Code if none is adopted
Councillor	Means a person elected or appointed to civic office as a member of the governing body of council who is not suspended, including the Mayor
Chief Executive Officer	Means the Chief Executive Officer of Council and includes their delegate or authorised representative
Incidental Personal Use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
Long Distance Intrastate Travel	Means travel to other parts of NSW of more than three hours duration by private vehicle
Maximum Limit	Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1
Official Business	Means functions that the Mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for council or result in a direct benefit for council and/or for the local government area, and includes:- • meetings of council and committees of the whole • meetings of committees facilitated by council • civic receptions hosted or sponsored by council • meetings, functions, workshops and other events to which attendance by a Councillor has been requested or approved by council
Professional Development	Means a seminar, conference, training course or other development opportunity relevant to the role of a Councillor or the Mayor
Regulation	Means the Local Government (General) Regulation 2021 (NSW)
Year	Means the financial year, that is the 12-month period commencing on 1 July each year

APPENDIX III: COUNCILLOR REIMBURSEMENT FORM

City of Ryde
Lifestyle and opportunity @ your doorstep

COUNCILLOR REIMBURSEMENT

About this form

This form is used to make a claim for reimbursement for expenses as a Councillor of the City of Ryde.

Policy Requirements

Section 252 of the *Local Government Act 1993* authorises payment or reimbursement of actual expenses incurred by Councillors in carrying out their civic duties.

Claims must be made in accordance with Council's **Councillors Expenses and Facilities Policy** and must be made within 3 months of the date of the expenditure. All receipts/tax invoices must be attached.

Councillor Helpdesk
Riverview Business Park, Building 0, Level 1,
3 Richardson Place, North Ryde
Locked Bag 2069, North Ryde NSW 1670
Email helpdesk@ryde.nsw.gov.au
Phone 9952 8200 **Fax** 9952 8070

PART 1: COUNCILLOR DETAILS

Councillor Name*

Claim Period* to

Address*

PART 2: SUMMARY OF CLAIMS

Date	Claim Description	Amount	OFFICE USE ONLY
		$	
		$	
		$	
		$	
		$	
		$	
	Total claim amount*	$	

PART 3: DECLARATION

I certify that the details provided in relation to the above claims are correct and the expenses were reasonably incurred.

Signature* Date*

Form | Civic Services | Councillor Reimbursement Form | CM Reference # D23/49292 | February 2023 Page 1 of 2

PART 4: SUMMARY OF CLAUSES AND CLAIM LIMITS

Clause 8.2	Time limit to claim reimbursement - 3 months
Clause 8.5	Payment advance - maximum $500 - Time limit to reconcile 1 week
Clause 9.2 (7)	Meals not otherwise provided at training/seminars - $100 per day maximum
Clause 9.2 (13)	Private Vehicle – rate per kilometre
Clause 9.4	Travel
Clause 9.4.3 (4)	Travel – Economy class provided as standard
Clause 9.4.3 (6)	Transfers – costs not to exceed cost of taxi fares
Clause 9.6	Incidental Expenses - $20 per day
Clause 9.9 (2)	Communication costs and expenses - maximum $3,600 per annum - $300 per month
Clause 9.10	Attendance at dinners and other non-Council functions - $300 per annum
Clause 9.11 (1-3)	Care and other related expenses - $4,000 per annum
Clause 9.11 (4-7)	Special needs - $4,000 per annum
Clause 9.12	Expenses for spouses, partners and accompanying persons - $300 per annum
Clause 10.3	Communication costs and expenses for the Mayor - additional $3,000 per annum - $250 per month

PART 5: DETAILS OF TRAVEL (CAR)

Date	Meeting / Conference	Location	Kms

Total Travelling Expenses ____ kms x $0.68 (< 2.5 ltr) or $0.78 (=> 2.5 ltr)* ____

PART 6: OTHER EXPENSES

Date	Description	Cost

Total Other Expenses $ ____

*Note: Please copy total to Summary of claims table.

Form I Civic Services I Councillor Reimbursement Form I CM Reference # D23/49292 I February 2023 Page 2 of 2