

PAYMENT OF EXPENSES AND PROVISION OF FACILITIES TO COUNCILLORS

Responsible Department:	Corporate and Community Services
Responsible Section:	Corporate and Community Services
Responsible Officer:	Director Corporate and Community Services

Objective

In accordance with the provisions of the Local Government Act 1993 ("the Act"), Council is required to adopt a Policy concerning the payment of expenses incurred or to be incurred and the provision of facilities to Councillors in relation to discharging the functions of Civic Office. Additionally, the Act requires Council to review the Policy Within the first 12 months of each term of a council.

Introduction

The objective of this Policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred, or to be incurred by the Mayor and Councillors. The Policy establishes a framework, based on the requirements of the Act, for the payment of expenses and provision of facilities to the Mayor and Councillors. The Policy provides for adequate, fair and equitable payment or reimbursement of expenses and provision of facilities to the Mayor and Councillors to enable efficient discharge of the functions of Civic Office. This Policy applies to all Councillors of Narrabri Shire Council, including the Mayor. In carrying out their civic responsibilities, Councillors are required to attend a variety of functions in their capacity as representatives of Council.

Policy

1. Private Use of Equipment and Facilities

- 1.1. The Model Code of Conduct provides that Council resources must be used ethically, effectively, efficiently and carefully. Council property, including intellectual property, official services and facilities must not be misused by any person or body for private benefit or gain. Councillors must also avoid any action or situation that could create the appearance that Council resources are being used inappropriately.
- 1.2. If a Councillor uses Council resources for their own private use, payment is to be made to Council for such use. It is acknowledged that some minimal use of Council resources may occur from time to time. Such minimal private use is not subject to compensatory payment back to Council.

- 1.3. Under no circumstances will Council permit the use of Council resources, facilities and equipment for the initiation or issue of election material/letters. Such use is highly inappropriate and could represent a breach of Council's Code of Conduct.

2. Payment of Expenses

2.1. General Provisions

- 2.1.1. It is expected that expenses will be incurred in the performance of Mayoral and Councillor civic duties. Accordingly, Council will provide reimbursement of approved expenses incurred in the performance of civic duties for the Mayor and Councillors.
- 2.1.2. No allowances or expenses other than those explicitly contained in this Policy are payable to the Mayor or Councillors.
- 2.1.3. The Mayor and Councillors must not obtain any private benefit under this Policy unless reasonable payment is made.
- 2.1.4. The Mayor and Councillors must not use any Council resource for political purposes.
- 2.1.5. Where it is appropriate for the Mayor or a Councillor to give a gift or benefit (for example, on a Council related business trip or when receiving visitors), these gifts and benefits should be of an appropriate value for the occasion.

2.2. Approval Process

- 2.2.1. Reimbursement of expenses shall only be made upon the production of appropriate receipts and tax invoices and the completion of the required Expense Claim form.
- 2.2.2. Claims for reimbursement of expenses are to be lodged at the conclusion of each month.
- 2.2.3. A claim for reimbursement of expenses must be lodged within thirty (30) days of the end of the previous calendar month, on an Expense Claim form and lodged with the General Manager (or their delegate).
- 2.2.4. All reimbursement or advancement of expenses must be approved by the General Manager (or their delegate).

2.3. Dispute Resolution Process

- 2.3.1. Any dispute relating to the administration of this Policy must be made in writing to the General Manager detailing the grounds for the dispute. Any such disputes will be referred to the next scheduled Ordinary Meeting of Council for determination and resolution.

2.4. Payments in Advance

- 2.4.1. Requests for payment in advance may be made in the anticipation of expenses to be incurred in attending conferences, seminars, professional development opportunities or any service or facility covered by this Policy. Advance payment claims are to be submitted on an Expense Claim form.
- 2.4.2. Following the occurrence of the expense(s) reconciliation is required to be completed on the Expense Claim form including supporting tax invoices/receipts. The form should indicate the advance expense payment less actual expenses and any excess to be repaid or deficit to be reimbursed. Where an excess Payment of Expenses and Provision of Facilities to Councillors Policy - Page 3 of 14 of advance over actual expenses is recorded, cash or cheque repaying the excess advance must accompany the Expense Claim form when it is submitted.

3. Specific Expenses for Councillors

3.1. Attendance at Conferences and Seminars

- 3.1.1. Councillors will nominate, in writing, or will be nominated by Council to attend conferences, seminars or similar functions through resolution duly passed in an open session of a Council Meeting.
- 3.1.2. If notice of a conference is brought to the attention of Council, where registration deadlines will not permit a Councillor(s) nomination to be presented in an open session of a Council Meeting, the Mayor and General Manager may approve the attendance of a Councillor to the nominated conference, seminar or similar function. If the Mayor is the nominated Councillor, then the Deputy Mayor and General Manager may approve the attendance of the Mayor to the nominated conference, seminar or similar function.
- 3.1.3. If approval is given under the above delegated authority, all Councillors will be notified that the authority has been exercised.
- 3.1.4. The Mayor shall not be precluded from nominating a substitute attendee for functions on those occasions where the Mayor is unable to be in attendance.

3.2. What May Be Attended

- 3.2.1. The conferences, seminars and similar functions to which this Policy applies shall generally be confined to:
- Consideration of comments by the Local Police Service;
 - The nature of the event;
 - The proposed number of people attending the event;
 - The security and control measures to be instigated;
 - The timeframe proposed for the suspension of the zone;

- Perceived benefits or otherwise to the broader community interests.
- Traffic Management Plan and Event Management Plan if required by Council.

3.2.2. Any meetings or conferences of organisations or bodies on which a Councillor may be elected, or appointed to.

3.3. Registration

3.3.1. Where the Mayor or a Councillor has been authorised to attend a conference, seminar, professional development opportunity or similar function the Council will pay all normal registration costs which are charged, including those relating to official luncheons, dinners and tours which are relevant to the interests of the Council.

Expense Type	Refund Basis	Limit
Attendance at Conference, Seminar or similar function-Registration	Actual	Nil

3.4. Costs Incurred

3.4.1. Reimbursement of costs incurred shall be subject to the requirements:

- The travel is on Council related business being to and from the conference, seminar or similar function.
- Reasonable and necessary out-of-pocket expenses, on the production of receipts or tax invoices.
- The travel is undertaken economically with all due expedition and by the most direct route.
- Any time occupied in other than Council related business is not included in the calculation of expenses to be paid.
- A claim for reimbursement of expenses must be lodged within thirty (30) days of the end of the previous calendar month, on an Expense Claim form.
- Accommodation will be booked through and by the Executive Assistant to the General Manager and Mayor.
- Where possible, accommodation costs will be paid in advance prior to attendance by the Mayor or Councillor.
- Actual accommodation and sustenance (ATO) Taxation Determination concerning travel allowances and incidental or on the basis of reasonableness, as determined by the Mayor and General Manager.

Expense Type	Refund Basis	Limit
Attendance at Conference, Seminar or similar function-Other costs	Actual	As defined in the relevant ATO Taxation Determination concerning travel allowances and incidentals. (TD 2017/19 Table 3)

3.5. Attendance at Dinners and Other Non-Council Functions

- 3.5.1. Consideration will be given to meeting the cost of Councillors' attendance at dinners and other non Council functions which provide briefings to Councillors from key members of the community, politicians and business.
- 3.5.2. Approval to meet expenses will only be given when the function is relevant to Council's interest and attendance to the function is open to all Councillors.
- 3.5.3. The Mayor and General Manager may approve the attendance of a Councillor to a dinner or non Council function. If the Mayor is the nominated Councillor, then the Deputy Mayor and General Manager may approve the attendance of the Mayor to the dinner or non-Council function.
- 3.5.4. No payment will be reimbursed for any component of the ticket that is additional to the service cost of the function, such as a donation to a political party or candidate electoral fund or some other private benefit.
- 3.5.5. The fundraising activities of political parties, including political fundraising events, are considered to be personal interests. Council will not pay expenses or provide facilities to Councillors in relation to supporting and/or attending such activities or events.

Expense Type	Refund Basis	Limit
Attendance at Dinners and Other Non-Council Functions	Actual	Nil

3.6. Attendance at Professional Development Opportunities

- 3.6.1. Attendance at professional development opportunities by Councillors will be authorised under the Council's Councillor Professional Development Policy.
- 3.6.2. Council will meet expenses incurred by a Councillor in attending an approved professional development opportunity, as detailed in the Cost Incurred section of this Policy.

Expense Type	Refund Basis	Limit
Attendance at Professional Development Opportunities – Other costs	Actual	As defined in the relevant ATO Taxation Determination concerning travel allowances and incidentals. (TD 2017/19 Table 3)

3.7. Reporting Requirements

3.7.1. Councillors will report, in writing, in an open session of a Council Meeting on the outcome of the conference, seminar or similar function attended. The report will be submitted to the General Manager (or their delegate) within one (1) month of the Councillor's attendance at the conference, seminar or similar function.

3.7.2. If a number of Councillors attend the same function, a single report may be submitted on behalf of all Councillors that attended, however the report must be signed by all Councillors that were in attendance.

3.7.3. The report to Council will be in writing and include the following:

- The purpose/subject matter of the conference, including the reason for the attendance of the delegate(s).
- The agenda of the conference.
- Any items of interest to Council discussed at the conference.
- Recommendations for further areas of action or investigation (if applicable).

3.7.4. A Councillor(s) who attend the annual conference of Local Government NSW do not need to provide a written report to Council.

3.8. Travel Arrangements

3.8.1.1. Local Travel Arrangements and Expenses

3.8.1.1.1. Councillors will be entitled to be reimbursed for travel from their home whilst carrying out civic duties at the rate per kilometre as determined in the Local Government (State) Award.

3.8.1.1.2. Civic duties are defined as:

- Councillor workshops, inspections, Council and Committee Meetings.
- Community meetings approved by the Mayor or General Manager.
- Meetings with staff approved by the General Manager.
- Conferences, seminars, professional development opportunities, formal and social functions where representing Council and approved by either the Council or the Mayor and General Manager.
- Meeting with residents in the course of discharging duties as a Councillor.

3.8.1.1.3. Each Councillor is to keep a log of all civic duty kilometres travelled and submit the log at the end of each month (with their applicable Expense Claim form). The log will contain the date, time, venue/location, who was met, reason for the meeting/issue(s) discussed, kilometres travelled and reported outcome.

Expense Type	Refund Basis	Limit
Travel – Use of Private motor vehicle	Rate per kilometre as determined in Local Government (State) Award.	Nil.

3.8.1.1.4 Car-pooling is to be encouraged where a number of Councillors are to attend the same civic function.

3.8.1.1.5 Costs of traffic or parking fines incurred whilst travelling in private or Council vehicle on Council related business are the responsibility of the driver.

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

3.8.2.1 Travel Outside Local Government Area, Including Interstate Travel

3.8.2.1.1 Councillors must obtain approval in advance from the General Manager for any travel outside of the Local Government area, including interstate travel.

3.8.2.1.2 For clarity, a Councillor appointed to a Committee, organisation or body, by Council, will have standing approval, by way of such appointment, to attend any meetings of the Committee, organisation or body outside the local government area provided the method of transport is by road.

3.8.2.1.3 Councillors will be entitled to travel to official engagements at Council's expense by the most practicable and economical method.

3.8.2.1.4 Councillors when travelling by air will travel economy class or as determined by the General Manager.

3.8.2.1.5 Where a Councillor travels in their own vehicle, they will be reimbursed at the appropriate per kilometre rate or airfare, whichever is the lower.

3.8.2.1.6 Upon request by Councillors, vehicles based at the Council Headquarters building will be made available to enable Councillors to attend conferences, seminars, workshops or meetings on Council related business.

- 3.8.2.1.7 Councillors should not obtain any private benefit from any loyalty program or equivalent while on Council related business.

3.8.3.1 Overseas Travel

- 3.8.3.1.1 Councillors while on Council related business shall receive the benefit of insurance cover for:
- Personal Accident (including sickness and journey/travel).
 - Public Liability.
 - Professional Indemnity.
 - Councillor and Officers Liability.

3.8.4.1 Legal Expenses and Obligations

- 3.8.4.1.1 In the event of any enquiry, investigation or hearing by any of the following:
- Independent Commission Against Corruption (ICAC).
 - The Office of the Ombudsman.
 - The Office of Local Government.
 - The Police.
 - The Director of Public Prosecutions.
 - The Local Government Pecuniary Interest and Disciplinary Tribunal into the conduct of a Councillor.
 - The Australia's Securities Commission.
- 3.8.4.1.2 Legal proceedings being taken against a Councillor, arising out of or in connection with the Councillor's performance of civic duties or exercise of functions as a Mayor or Councillor.
- 3.8.4.1.3 Council shall, by resolution, reimburse such Councillor, after the conclusion of the enquiry, investigation, hearing or proceeding, for all legal expenses properly and reasonably incurred, given the nature of the enquiry, investigation, hearing or proceeding, on a solicitor/client basis;

PROVIDED THAT:

1. Approval of the General Manager, in writing, is sought and gained prior to any legal expense being incurred.
2. The amount of such reimbursement shall be reduced by the amount of any monies that may be or are recouped by the Councillor on any basis.
3. The Councillor's performance or exercise of the civic duty or function was in the opinion of Council bona fide and/or proper, and the Councillor acted in good faith as required under section 731 of the Act.

4. The amount of such reimbursement shall be limited to the extent that only fees charged at a rate equivalent to the hourly rate then being charged by Council's Solicitors will be paid (for example, any portion of the expenses representing any hourly charge rate higher than the hourly charge rate of Council's Solicitor will not be reimbursed).
 5. The Council is not the plaintiff in the action.
 6. Any reimbursement shall not include any action by one Councillor against another Councillor.
 7. The enquiry, investigation, hearing or proceeding results in a finding that is not substantially unfavourable to the Mayor or Councillor.
- 3.8.4.1.4 Council will not meet the legal costs of legal proceedings initiated by a Councillor under any circumstance.
- 3.8.4.1.5 Council will not meet the legal costs of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.
- 3.8.4.1.6 Legal costs will not be met for legal proceedings that do not involve a Councillor performing their role as a Councillor.
- 3.8.4.1.7 Where doubt arises in relation to any of these points, Council should seek its own legal advice.

3.8.5.1 Care and Other Related Expenses

- 3.8.5.1.1 Council will reimburse a Councillor's reasonable expenses to cover engagement of a babysitter or carer where required to allow the Councillor to attend any Council, Committee Meeting or Council workshop.
- 3.8.5.1.2 Other than where a carer is required by a Councillor themselves, Council will meet the reasonable expenses for the care of:
- A child of the Councillor; or
 - A dependant of the Councillor requiring full-time care, actually and necessarily incurred by a Councillor whilst attending Council and Committee Meetings, and Council workshops.
- 3.8.5.1.1 Council will not meet the reasonable expenses for the care of a child or a dependant of the Councillor if the care is provided by a relative of the Councillor who ordinarily resides with the Councillor
- 3.8.5.1.2 A Councillor is entitled to make a submission to the General Manager, in writing, for special consideration regarding care, for which a recommendation will be put to Council.

Expense Type	Refund Basis	Limit
Care and Other Related Expenses	Actual	\$20.00 per hour (up to four (4) hours) \$10.00 per hour (more than four (4) hours) \$2,500 Annually

3.8.6.1 Accompanying Person Expenses – Conference, Seminar or Similar Function

- 3.8.6.1.1 Where the Mayor or Councillor is accompanied at a conference, seminar, professional development opportunity or similar function all costs for, or incurred by, the accompanying person, including travel, breakfast, meals, registration and/or participation in any conference programs, are to be borne by the Councillor/accompanying person and not by the Council.

3.8.7.1 Accompanying Person Expenses - Official Council Functions Within Local Government Area

- 3.8.7.1.1 Where the Mayor or a Councillor is accompanied at an official Council function within the local government area all travel and subsistence costs for, or incurred by, the accompanying person, will be met by Council.

Expense Type	Refund Basis	Limit
Accompanying Person Expenses – Official Council Functions Within Local Government Area (Travel and subsistence only)	Actual	As defined in the relevant ATO Taxation Determination concerning travel allowances and incidentals. (TD 2017/19 Table 3)

3.8.8.1 Accompanying Person Expenses - Official Council Functions Outside Local Government Area

- 3.8.8.1.1 Where the Mayor or a Councillor representing the Mayor is accompanied at an official Council function or carrying out an official ceremonial duty outside the local government area (but within the State) the payment of all travel and subsistence costs for, or incurred by, the accompanying person, will be considered by Council.

Expense Type	Refund Basis	Limit
Accompanying Person Expenses - Official Council Functions Outside Local Government Area (Travel and subsistence only)	As determined by Council	As determined by Council

4. Provision of Facilities (and Equipment) for Councillors

4.1. General Provisions

4.1.1. Council will provide facilities and equipment to each Councillor to ensure that they can undertake their civic duties in an appropriate and efficient manner.

4.2. Councillor Corporate Dress

4.2.1. Each Councillor will be supplied with a Council name badge and either a necktie or scarf.

4.3. Business Cards

4.3.1. Councillors will be issued with a reasonable number of business cards (for example 250). Replacements will be provided on written request.

4.4. Meals and Refreshments at Council Meetings

4.4.1. Provision of meals and refreshments associated with Councillor attendance at Council and Committee Meetings and Councillor workshops or at any other time deemed appropriate by the Mayor or General Manager whilst on Council related business.

4.5. Councillor (Meeting) Room

4.5.1. Provision of meeting room facilities, including furnishings, telephone (local and STD access only), appropriate access to internet access, printing and photocopying facilities. These facilities will be made available at the Council Administration Building located in Narrabri for the purposes of Council related business.

4.6. Computer Facilities

4.6.1. Councillors will be provided with computer facilities to assist in undertaking civic duties. Facilities provided will consist of an iPad with accessories (including carry case and keyboard). Council will meet the cost of a wireless internet connection, considered appropriate (for use in direct relation with Council provided computer facilities) for the conduct of Councillor civic duties.

5. Provision of Additional Facilities (and Equipment) for Mayor

5.1. Mayoral Office Accommodation

5.1.1. Council will provide a furnished office at the Council Administration building located in Narrabri to enable the Mayor to undertake civic duties. The office furnishings will include:

- Provision of a desktop computer and associated software packages (with internet connection).
- Provision of a telephone (landline) (including all call costs).

5.2. Executive Assistant Support

5.2.1. Executive assistant support, from a suitably experienced and qualified resource, will be provided during normal office hours to provide assistance and support to the Mayor in the conduct of their civic duties.

5.3. Ceremonial Clothing

5.3.1. The Council will provide the Mayor with Mayoral robes and the Chain of Office.

5.4. Mobile Phone

5.4.1. Council will meet the cost of mobile call costs in direct relation to the conduct of Mayoral civic duties. The Mayor must meet the cost of all non-civic duty calls.

Expense Type	Refund Basis	Limit
Mobile Phone and mobile call costs	Actual	Nil

5.5. Provision of a Motor Vehicle

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

5.5.2. The vehicle is provided on the following basis:

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

5.5.3. Conditions of Use of Motor Vehicle

- The vehicle is to be kept in a clean and tidy condition to ensure that a professional image of the Council is presented at all times, and to retain the capital value of the vehicle.
- The Mayor will ensure the general roadworthiness of the vehicle. This will include for example the checking of oil, fuel, coolant, brake fluid, lights, windscreen washers and wipers, water, battery and tyre tread and pressure, and taking corrective action where necessary as per vehicle specifications/manual.
- The vehicle is to be serviced at required intervals and in accordance with the manufacturer's specifications.
- Smoking is not permitted under any circumstances in the vehicle, at any time, by any person.
- Animals are not permitted in the vehicle at any time, unless in the event of medical emergencies or natural disasters.
- Wherever possible, the vehicle is to be garaged off-street.
- The Mayor and their nominated partner are entitled to drive the vehicle, provided that such a person is competent and a fully licensed driver.
- If the Mayor is present in the vehicle, any competent and fully licensed driver may drive the vehicle. Under no circumstances is an 'L' plate driver to drive the vehicle. Payment of Expenses and Provision of Facilities to Councillors Policy - Page 11 of 14.
- The Mayor will be strictly responsible for all parking, traffic or other fines or infringements arising from the use of the vehicle whilst the vehicle is in their control and/or under the control of a non-Council employee driver authorised by the Mayor.

5.6. Car Parking Space

5.6.1. One (1) car parking space reserved for the Mayor will be provided at the Council Administration building located in Narrabri for use by the Mayor.

5.7. Corporate Credit Card

5.7.1. The Mayor will be provided with a Corporate Credit Card to facilitate payment of incidental expenses in conjunction with discharging the functions of the Mayoral Office.

5.7.2. The credit card will have a limit of \$5,000.

5.7.3. The credit card is to be used for Council-related business expenditure only.

5.7.4. The credit card must not be used for obtaining cash advances.

5.7.5. Upon completion of the Mayoral term, the credit card is to be returned to the General Manager on or prior to the date the term ceases.

5.7.6. On-going use of the credit card by the Mayor will be in accordance with and subject to any other Policy relating to the use of such credit facilities adopted by Council from time to time.

5.8. Photograph

5.8.1. The Mayor will be given an official framed photograph as a memento of their term in Office.

6. Other Matters

6.1. Acquisition and Return of Facilities and Equipment by Councillors

6.1.1. All equipment provided to Councillors under this Policy shall remain the property of the Council and be returned in good condition to the Council upon the Mayor or Councillor ceasing to hold Civic Office.

6.2. Annual Fees Payable to Councillors

6.2.1. Pursuant to section 248 of the Act, Council shall, prior to 30 June each year, set by resolution, the annual fees to be paid to the Councillors for the following year commencing on 1 July provided that such fee shall be within the range for the Council determined annually by the Local Government Remuneration Tribunal. Such payment shall be subject to clause 404 of the Regulation and any specific resolution of the Council under section 254A of the Act.

6.3. Annual Fees Payable to the Mayor

6.3.1. Pursuant to section 249 of the Act, Council shall, prior to 30 June each year, set by resolution, the annual fee to be paid to the Mayor for the following year commencing on 1 July provided that such fee shall be within the range for the Council determined annually by the Local Government Remuneration Tribunal.

6.4. No Deduction under this Policy from Annual (Mayoral or Councillor) Fees

6.4.1. Unless otherwise provided, the payment of, or reimbursement of expenses and the facilities that may be provided under this Policy, shall be provided without reduction from the annual fees payable to the Mayor and Councillors, as determined by the Council under sections 248 to 254 inclusive of the Act.

References

- Local Government Act 1993.
- Local Government (General) Regulation 2005.
- *Office of Local Government Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW (October 2009).*
- 2016 Taxation Determination (TD 2016/13)
- Council's Code of Conduct.
- Expense Claim form.
- Councillor Private Motor Vehicle Use Log form.
- Mayoral Vehicle Private Use Log form.

Definitions

Accompanying Person

Shall mean spouse, partner or a person with a close personal relationship to the Councillor and/or provides carer support to the Councillor.

The Act

Local Government Act 1993.

Councillors

Elected Council representatives, including the Mayor

Expenses

Payments made by the Council to reimburse Councillors for reasonable costs or charges incurred or to be incurred for discharging their civic functions. Expenses are separate and additional to annual fees.

Facilities

Equipment and services that are provided by Council to Councillors to enable them to perform their civic functions with relative ease and at a standard appropriate to their professional role as Councillors.

Summary of Expenses for Councillors

Expense Type	Refund Basis	Limit
Attendance at Conference, Seminar or similar function - Registration	Actual	Nil
Attendance at Conference, Seminar or similar function – Other costs	Actual	As defined in the relevant ATO Taxation Determination concerning travel allowances and incidentals. (TD 2017/19 Table 3)
Attendance at Dinners and other Non Council Functions	Actual	Nil
Attendance at Professional Development Opportunities – Other costs	Actual	As defined in the relevant ATO Taxation Determination concerning travel allowances and incidentals. (TD 2017/19 Table 3)
Travel - use of private motor vehicle	Rate per kilometre as determined in the Local Government (State) Award.	Nil
Travel – Air	Actual	Nil
Travel – Rail	Actual	Nil
Travel – Taxi	Actual	Nil
Travel – Bus	Actual	Nil

Travel – Parking	Actual	Nil; however valet parking prohibited.
Care and Other Related Expenses	Actual	\$20.00 per hour (up to four (4) hours) \$10.00 per hour (more than four (4) hours) \$2,500 Annually
Accompanying Person Expenses - Official Council Functions Within Local Government Area (Travel and subsistence only)	Actual	As defined in the relevant ATO Taxation Determination concerning travel allowances and incidentals. (TD 2017/19 Table 3)
Accompanying Person Expenses - Official Council Functions Outside Local Government Area (Travel and subsistence only)	As determined by Council	As determined by Council

Summary of Expenses for Councillors

Expense Type	Refund Basis	Limit
Mobile Phone and mobile call costs	Actual	Nil

History

Minute Number	Meeting Date	Description of Change
447/95	May 16, 1995	Adopted
413/96	May 21, 1996	Councillor Fee Amended
414/96	May 21, 1996	Mayoral Fee Amended
356/97	May 20, 1997	Councillor Fee Amended
357/97	May 20, 1997	Mayoral Fee Amended
142/98	March 18, 1998	Amended
275/98	May 19, 1998	Councillor Fee Amended
276/98	May 19, 1998	Mayoral Fee Amended
218/99	May 18, 1999	Councillor & Mayoral Fee Amended
205/2000	May 18, 2000	Councillor Fee Amended
206/2000	May 18, 2000	Mayoral Fee Amended
556/2000	December 5, 2000	Amended
70/2001	March 20, 2001	Amended
156/2001	May 15, 2001	Councillor Fee Amended
157/2001	May 15, 2001	Mayoral Fee Amended

211/2002	May 21, 2002	Councillor Fee Amended
212/2002	May 21, 2002	Mayoral Fee Amended
198/2003	May 20, 2003	Councillor Fee Amended
199/2003	May 20, 2003	Mayoral Fee Amended
256/2004	May 18, 2004	Councillor Fee Amended
257/2004	May 18, 2004	Mayoral Fee Amended
932/2004	December 14, 2004	Reviewed
334/2005	May 18, 2005	Councillor Fee Amended
335/2005	May 18, 2005	Mayoral Fee Amended
71/2006	February 21, 2006	Councillor Fee Amended
72/2006	February 21, 2006	Mayoral Fee Amended
425/2006	June 20, 2006	Councillor Fee Amended
426/2006	June 20, 2006	Mayoral Fee Amended
909/2007	December 18, 2007	Reviewed
597/2010	September 21, 2010	Reviewed
781/2011	November 15, 2011	Reviewed
18/2013	February 5, 2013	Reviewed
922/2013	December 3, 2013	Reviewed
669/2014	October 28, 2014	Reviewed
500/2015	September 15, 2015	Reviewed
220/2017	October 24, 2017	Format change, change in respect to : overseas travel, expense limits in line with ATO Tax Rulings
	December 24, 2019	Rebranded