

Councillor Expenses and Facilities Policy

Date policy was adopted:	12 January 2022	CEO Signature and date
Resolution number:	011/22	
Next Policy review date:	September 2024	
Reference number:		
Strategic Pillar	Organisational Capability	
Responsible Branch	Workplace and Governance	13 January 2022

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 expense or facility provided under this policy.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2005* (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 are summarised in the table below. All monetary amounts are exclusive of GST.

Expense or facility	Maximum amount	Frequency
General travel expenses	Reasonable expenses will be reimbursed per Councillor for official business in NSW and ACT. Cap of \$1,000 per Councillor for ancillary costs (see Clause 8.2)	Per year
Interstate, overseas and long-distance intrastate travel expenses	\$10,000 total for all Councillors	Per year
Accommodation and meals	As per the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, adjusted annually	Per meal/night
Professional development, conferences and seminars	\$8,000 per Councillor	Per year
ICT expenses	\$4,000 per Councillor (1 smartphone, 1 laptop per term)	Per term
Carer expenses	\$5,000 per Councillor	Per year
Home office expenses	\$1,000 per Councillor	Per year
Access to facilities in the Councillors' Room	Provided to all Councillors	N/A
Council vehicle and fuel card	Provided to the Mayor	N/A
Reserved parking space at Council's offices	Provided to the Mayor	N/A
Furnished office	Provided to the Mayor	N/A
Number of exclusive staff supporting Mayor and Councillors	One provided to the Mayor and Councillors	N/A

Additional costs incurred by a Councillor in excess of these limits are considered a personal expense that is the responsibility of the Councillor, and may be claimed on their income tax returns.

Councillors must provide claims 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, and their training record will be tabled in open session at a Council meeting every six months and published in full on Council's website. These reports will include expenditure summarised by individual Councillors and as a total for all Councillors.

PART A - INTRODUCTION

1. OUTCOMES

- 1.1 The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Queanbeyan-Palerang Regional Council (QPRC).
- 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 s.241 of the *Local Government Act 1993*, and are reviewed annually. Council must adopt its annual fees within this set range.

2. POLICY OBJECTIVES

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

3. DEFINITIONS

Accompanying person — 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 — food and beverages, excluding alcohol, provided by Council to support Councillors undertaking official business.

Act — the *NSW Local Government Act 1993*.

CEO/General Manager — the Chief Executive Officer/General Manager of Council, and includes their delegate or authorised representative.

Clause — unless stated otherwise, a reference to a clause is a reference to a clause of this policy.

Code of Conduct — the Code of Conduct adopted by Council.

Councillor — a person elected or appointed to civic office as a member of the governing body of Council, who is not suspended, and including the Mayor.

Expenses — payments made by Council to reimburse Councillors for reasonable costs or charges incurred or to be incurred for discharging their civic duties. Expenses may be

reimbursed to a Councillor or paid directly by Council for a cost that is deemed to be a necessary expense to enable Councillors to perform their civic duties.

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.

Incidental personal use — use that is infrequent and brief and does not breach this policy or the Code of Conduct.

Long distance intrastate travel — travel to other parts of New South Wales (NSW) of more than three hours' duration by private vehicle. (*Note:* For the purposes of this policy, the Australian Capital Territory (ACT) is regarded as being within NSW).

Maximum limit — the maximum limit for an expense or facility provided in this policy.

Official business — functions that the Mayor or Councillors are required or invited to attend to fulfill their legislated role and responsibilities for Council, or that 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 for which attendance by a Councillor has been requested or approved by Council.

Professional development — a seminar, conference, training course or other development opportunity relevant to the role of a Councillor or the Mayor.

Regulation — the *NSW Local Government (General) Regulation 2005*.

Year — the financial year, that is, the 12-months' period commencing on 1 July each year.

4. RELATED LEGISLATION, GUIDANCE AND POLICIES

- the *NSW Local Government Act 1993*, Sections 252 and 253
- the *NSW Local Government (General) Regulation 2005*, Clauses 217 and 403
- the Independent Commission Against Corruption's publication "*No Excuse for Misuse*"
- Guidelines for the payments of expenses and the provision of facilities for Mayors and Councillors in NSW 2009
- Local Government Circular 05-08 - Legal assistance for Councillors and Council employees
- the QPRC Code of Conduct

5. COMMITMENT TO 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, under-represented 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 a clear direction on the appropriate use of Council's 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 this 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 and distribution of election material
- use of Council resources and equipment for campaigning
- use of official Council letterhead, publications, websites or services for political benefit
- fundraising activities of political parties or individuals, including political fundraising events.

PART B – EXPENSES

7. GENERAL EXPENSES

- 7.1 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.
- 7.2 Expenses not explicitly addressed in this policy will not be paid or reimbursed.

8. SPECIFIC EXPENSES

General travel arrangements and expenses

- 8.1 All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport, including the use of a Council pool car, if one is available, as the preferred first option.
- 8.2 Each Councillor may be reimbursed reasonable travel expenses incurred while undertaking official business or professional development, or attending approved conferences and seminars within NSW and ACT. Reimbursement for other costs will be capped at \$1,000 per year for each Councillor for:
- public transport and taxi
 - parking costs
 - tolls
 - ride-share programs.
- 8.3 Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the current Local Government (State) Award.
- 8.4 Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.

Interstate, overseas and long distance intrastate travel expenses

- 8.5 Given QPRC's location on the border of the ACT, travel to the ACT will be considered as general travel. Arrangements and expenses for this travel will be governed by Clauses 8.1 – 8.4.
- 8.6 In accordance with Section 6, Council will scrutinise the value and need for Councillors to undertake overseas travel. Councillors should avoid interstate, overseas and long distance intrastate trips unless direct and tangible benefits can be established for the Council and the local community. This includes travel to sister cities and friendship cities.
- 8.7 Total interstate, overseas and long distance intrastate travel expenses for all Councillors will be capped at a maximum of \$10,000 per year. This amount will be set aside in Council's annual budget.
- 8.8 Councillors seeking approval for any interstate and long distance intrastate travel must submit a case to, and obtain the approval of, the CEO prior to travel.
- 8.9 Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full Council meeting prior to travel.

- 8.10 The case should include:
- objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the Councillor's civic duties
 - who is to take part in the travel
 - duration and itinerary of travel
 - a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- 8.11 For interstate and long distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.
- 8.12 For interstate journeys by air of more than three hours, the class of air travel may be premium economy if provided by the airline.
- 8.13 For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.
- 8.14 Bookings for approved air travel are to be made through the CEO's office.
- 8.15 For air travel that is reimbursed as Council business, Councillors will not accrue points from the airline's frequent flyer program as this is considered a private benefit.

Travel expenses not paid by Council

- 8.16 Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

Accommodation and meals

- 8.17 In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the CEO. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the travel involved would exceed one hour.
- 8.18 Council will reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel or professional development outside the ACT region.
- 8.19 The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually (**see Schedule 1**).
- 8.20 The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the CEO.
- 8.21 Where a spouse/partner accompanies a Councillor who is attending a function on official business, all costs incurred for the spouse/partner are to be the responsibility of the Councillor.
- 8.22 Councillors will not be reimbursed for alcoholic beverages.

Refreshments for Council-related meetings

- 8.23 Appropriate refreshments will be available for Council meetings, Council Committee meetings, Councillor briefings, approved meetings and engagements, and official Council functions as approved by the CEO.
- 8.24 As an indicative guide for the standard of refreshments to be provided at Council-related meetings, the CEO must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually (see **Schedule 1**).

Professional Development

- 8.25 Council will set aside \$8,000 per Councillor annually in its budget to facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies, and attendance at approved conferences.
- 8.26 In the first year of a new Council term, Council will provide a comprehensive induction program for all Councillors based on 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.
- 8.27 Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties; the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 8.28 Approval for professional development activities is subject to a prior written request to the CEO, outlining the:
- details of the proposed professional development
 - relevance to Council's priorities and business
 - relevance to the exercise of the Councillor's civic duties.
- 8.29 In assessing a Councillor's request for a professional development activity, the CEO must consider the factors set out in Clause 8.27, as well as the cost of the professional development in relation to the Councillor's remaining budget.

Conferences and seminars

- 8.30 Council is committed to ensuring its Councillors are up-to-date with contemporary issues facing Council, the community, and local government in NSW.
- 8.31 Council will set aside a total amount of \$80,000 annually in its budget to facilitate Councillor attendances at training, conferences and seminars (per Clause 8.25). This allocation is for all Councillors. The CEO will ensure that access to expenses relating to conferences and seminars is distributed equitably.
- 8.32 The Mayor (or Deputy Mayor in their absence) is authorised to attend the LGNSW Annual Conference and the Australian Local Government Association National General Assembly, and be Council's voting delegate for all debating sessions.
- 8.33 For all other conferences and seminars, approval to attend is subject to a written request to the CEO. In assessing a Councillor's request, the CEO must consider factors including the:
- relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties
 - cost of the conference or seminar in relation to the total remaining budget.

- 8.34 Council will meet the reasonable cost of registration fees, transport and accommodation associated with attendance at conferences approved by the CEO/General Manager. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 8.18 – 8.21.

Information and communications technology (ICT) expenses

- 8.35 Council will provide appropriate ICT devices and services to each Councillor. This includes a mobile phone and laptop, mobile phone and laptop services and data, and access to a secure portal.
- 8.36 Training in the use of Microsoft Teams and Microsoft Outlook will be provided for each Councillor.

Special requirement and carer expenses

- 8.37 Council encourages wide participation and interest in civic office. It will seek to ensure that Council's premises and associated facilities are accessible, including provision for sight or hearing impaired Councillors and those with other disabilities.
- 8.38 Transport provisions outlined in this policy will also assist Councillors who may be unable to drive a vehicle.
- 8.39 In addition to the provisions above, the CEO may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.
- 8.40 A Councillor who is the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses up to a maximum of \$5,000 per annum for attendance at official business, plus reasonable travel from their principal place of residence.
- 8.41 Childcare expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 8.42 In the event of caring for an adult person, Councillors will need to provide suitable evidence to the CEO that reimbursement is applicable. This may take the form of advice from a medical practitioner.

Home office expenses

- 8.43 Each Councillor may claim to be reimbursed up to \$1,000 per year for costs associated with the maintenance of a home office, such as minor items of consumable stationery and printer ink cartridges.

9. INSURANCES

- 9.1 In accordance with Section 382 of the *Local Government Act 1993*, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this policy.
- 9.2 Insurance protection is only provided if a claim arises out of, or in connection with, the Councillor's performance of their civic duties, or exercise of their functions as a Councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- 9.3 Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.

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

10. LEGAL ASSISTANCE

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

- a Councillor defending an action arising from the performance in good faith of a function under the *Local Government Act 1993*, provided that the outcome of the legal proceedings is favourable to the Councillor
- a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor
- a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review, and the investigative or review body makes a finding substantially favourable to the Councillor.

10.2 In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the CEO to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor. The Councillor should formally request in writing to the CEO consideration of reimbursement of legal expenses before committing to seek legal advice to enable reimbursement of reasonable expenses, should the finding be favourable to the Councillor.

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

10.4 Council will not meet the legal costs:

- of legal proceedings initiated by a Councillor under any circumstances
- of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
- for legal proceedings that do not involve a Councillor performing their role as a Councillor.

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

PART C – FACILITIES

11. GENERAL FACILITIES FOR ALL COUNCILLORS

Facilities

- 11.1 Council will provide the following facilities to Councillors to assist them to discharge their civic duties effectively:
- a Councillor room appropriately furnished to include telephone, photocopier, shredder, printer, desk, computer terminals, pigeon holes;
 - the CEO's meeting room for meetings between Councillors and constituents. Councillors should book this room in advance through the Executive Assistant to the CEO.
 - a name badge which may be worn at official functions, indicating that the wearer holds the office of a Councillor and/or Mayor or Deputy Mayor.
- 11.2 Councillors may book meeting rooms for official business in a specified Council building at no cost. Rooms may be booked through a specified officer in the Mayor's office or other specified staff member.
- 11.3 The provision of facilities will be of a standard deemed by the CEO to be appropriate for the purpose.

Stationery

- 11.4 Council will provide the following stationery to Councillors each year:
- letterhead, to be used only for correspondence associated with civic duties
 - business cards

Administrative support

- 11.5 Council will provide administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by staff in the Mayor's office or by a member of Council's Governance staff as arranged by the CEO or their delegate.
- 11.6 As per Section 6, Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

12. ADDITIONAL FACILITIES FOR THE MAYOR

- 12.1 Council will provide to the Mayor a maintained vehicle to a similar standard of other Council vehicles, with a fuel card. The vehicle will be supplied for use on business, professional development and attendance at the Mayor's office.
- 12.2 The Mayor must keep a log book setting out the date, distance and purpose of all travel. This must include any travel for private benefit. The log book must be submitted to Council on a monthly basis.
- 12.3 The Mayoral Allowance will be reduced to cover the cost of any private travel recorded in the log book, calculated on a per kilometre basis by the rate set by the Local Government (State) Award.
- 12.4 A parking space at Council's offices will be reserved for the Mayor's Council-issued vehicle for use on official business, professional development and attendance at the Mayor's office.

- 12.5 Council will provide the Mayor with a furnished office incorporating a computer configured to Council's standard operating environment, telephone and meeting space.
- 12.6 In performing their civic duties, the Mayor will be assisted by a small number of staff providing administrative and secretarial support, as determined by the CEO.
- 12.7 The number of exclusive staff provided to support the Mayor and Councillors will not exceed two full-time equivalents.
- 12.8 As per Section 6, staff in the Mayor's office are expected to work on official business only, and not for matters of personal or political interest, including campaigning.

PART D – PROCESSES

13. APPROVAL, PAYMENT AND REIMBURSEMENT ARRANGEMENTS

- 13.1 Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- 13.2 Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 13.3 Approval up to the maximum limits specified in this policy may be sought for the following, after the expense has been incurred:
 - local travel relating to the conduct of official business
 - carer costs.
- 13.4 Claims for reimbursement of travel costs must be made on the prescribed form (see **Schedule 2**). Claims for care-related expenses must be made on the prescribed form (see **Schedule 3**).
- 13.5 Final approval for payments made under this policy will be granted by the CEO or their delegate.

Direct payment

- 13.6 Council may approve and directly pay expenses. Requests for direct payment must be submitted to the Service Manager & Governance for assessment against this policy using the prescribed form (see **Schedule 4**), with sufficient information and time to allow for the claim to be assessed and processed.

Reimbursement

- 13.7 All claims for reimbursement of expenses other than travel incurred must be made on the prescribed form (see **Schedule 5**), supported by appropriate receipts and/or tax invoices and be submitted to the Service Manager Workplace & Governance.
- 13.8 If no receipts are attached to the claim, no reimbursement will be made.

Advance payment

- 13.9 Council may pay a cash advance for Councillors attending approved conferences, seminars or professional development.
- 13.10 The maximum value of a cash advance is \$300 per day of the conference, seminar or professional development to a maximum of \$1,500.

- 13.11 Requests for advance payment must be submitted to the Service Manager Workplace & Governance for assessment against this policy using the prescribed form (see **Schedule 6**) with sufficient information and time to allow for the claim to be assessed and processed.
- 13.12 Councillors must fully reconcile all expenses against the cost of the advance within one month of incurring the cost and/or returning home. The prescribed form must be used (see **Schedule 7**) and should include 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.

Notification

- 13.13 If a claim is approved, Council will make payment directly or reimburse the Councillors through Accounts Payable.
- 13.14 If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

Reimbursement to Council

- 13.15 If Council has incurred an expense on behalf of a Councillor that exceeds a maximum limit, exceeds reasonable incidental private use, or is not provided for in this policy:
- Council will invoice the Councillor for the expense
 - the Councillor will reimburse Council for that expense within 14 days of the invoice date.
- 13.16 If the Councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the CEO. The CEO may elect to deduct the amount from the Councillor's monthly allowance.

Timeframe for reimbursement

- 13.17 Unless otherwise specified in this policy, Councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

14. DISPUTES

- 14.1 If a Councillor disputes a determination under this policy, the Councillor should discuss the matter with the CEO.
- 14.2 If the Councillor and the CEO cannot resolve the dispute, the Councillor may submit a notice of motion to a Council meeting seeking to have the dispute resolved.

15. RETURN OR RETENTION OF FACILITIES

- 15.1 All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.
- 15.2 Should a Councillor wish to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the CEO to purchase any such equipment. The CEO will determine an agreed fair market price or written-down value for the item of equipment.

15.3 The prices for all equipment purchased by Councillors under Clause 15.2 will be recorded in Council's annual report.

16. PUBLICATION

16.1 This policy will be published on Council's website.

17. REPORTING

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

17.2 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 Councillors and as a total for all Councillors.

18. AUDITING

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

19. BREACHES

19.1 Suspected breaches of this policy are to be reported to the CEO.

19.2 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.

Schedule 1

Allowances under the Local Government (State) Award 2018

Meal Allowances	Per Day
Breakfast	\$29.20
Lunch	\$32.85
Dinner	\$56.00
Incidental Expenses	Per Day
	\$20.60
Vehicle Allowances	
Vehicle Size	Per Km
Under 2.5 litre	68 cents
Over 2.5 litre	78 cents

Schedule 2

Prescribed form for reimbursement of travel expenses incurred by Councillors



Please Note: Travel claims may only be made for meetings that are held outside your town of residence.

NAME: *(please print)* _____

DATE	MEETING - TYPE/LOCATION	TRAVEL FROM/TO - FROM/TO	DISTANCE	ENGINE

CERTIFICATION

I hereby certify that in accordance with the provisions of Section 252 of the *Local Government Act 1993* and Council's Policy for the "Payment of Expenses and Provision of Facilities for the Mayor and Councillors" these expenses were incurred in the conduct of approved Council business and are claimed for the dates shown above.

Signed _____

Date/...../.....



Schedule 3



CARE-RELATED EXPENSES REQUEST FORM

1. Councillor's name (please print).....

2. Is the Councillor the subject of the application? Yes No

If yes, does the application relate to a Councillor with a disability as defined under the Federal *Disability Discrimination Act 1992*? Yes No

3. Is the application being made under the NSW *Carer Recognition Act 2010*? Yes No

If yes, are there extenuating circumstances (please tick all that apply)

- unavailability of usual carer
- unscheduled meeting
- short notice period (< 7 days)
- Council-required travel
- other (please specify)

.....
.....

4. What type of meeting/forum does the request relate to? (please tick)

- Council's Ordinary meeting
- Council's extraordinary meeting
- scheduled s.355 or locality committee meeting
- Council's workshop/briefing/site visit
- training
- other (please specify)

.....

5. Is overnight travel of one or more nights required to facilitate attendance? Yes No

6. What was the notice period for this meeting?

7. What is the period for which care is requested?

8. What is the cost incurred or the anticipated future cost? \$.....

9. Please summarise the circumstances and basis for the application

.....
.....

Signed.....

Date/...../.....



Schedule 4

Prescribed form for requesting direct payment by Council of expenses incurred by Councillors



DIRECT PAYMENT REQUEST FORM

Councillor's name (please print).....

Conference/Event.....

.....

To be held at (name of venue and address).....

.....

Date/s of conference.....

Payment due by.....

In accordance with QPRC Councillor Expenses and Facilities Policy under s.252 of the *Local Government Act 1993*, I hereby request Council's direct payment of the following expenses associated with my attendance at the above conference/event:

Registration at conference/dinner: \$.....

Accommodation and parking (if separate from conference registration) at

.....

.....for

the following dates.....

Total amount requested: \$.....

I hereby certify that Council or the CEO has approved my attendance at the conference/event.

Signed.....

Date/...../.....

Schedule 5

Prescribed form for claims for reimbursement of general expenses



Meeting/Conference/Workshop/Training Expenses Claim Form

Please Note: All receipts MUST be attached to this claim form.

COUNCILLOR NAME: *(please print)* _____
EVENT (meeting/conference/workshop/training etc) _____
 held at _____ Date (start/finish) _____

CLAIM	Date/...../.....	Date/...../.....	Date/...../.....	Date/...../.....
Breakfast				
Lunch				
Dinner				
Taxi fare				
Parking				
Road Toll				
Refreshment				
Accommodation at:				
Childcare				
Other (please provide details)				
TOTAL				

CERTIFICATION

I hereby certify that in accordance with the provisions of Section 252 of the *Local Government Act 1993* and Council's Policy for the "Payment of Expenses and Provision of Facilities for the Mayor and Councillors", these expenses were incurred in the conduct of approved Council business and are claimed for the dates shown above. **I accept that, if no receipts are attached for any claim, reimbursement will NOT be made.**

Signed Date/...../.....



Schedule 6

Prescribed form for requesting an advance payment



ADVANCE PAYMENT REQUEST FORM

Councillor's name (please print).....

Conference.....

.....

To be held at.....

Date/s of conference.....

In accordance with QPRC Councillor Expenses and Facilities Policy under s.252 of the *Local Government Act 1993*, I hereby apply for an advance payment of \$..... for expenses likely to be incurred in connection with my attendance at the above conference.

Signed.....

Date/...../.....



Schedule 7

Prescribed form for reconciliation against the cost of the advance payment



RECONCILIATION OF INCIDENTAL EXPENSES PAID IN ADVANCE

Amount received from Council in advance:
 \$.....

Expenses as itemised below with docketts:

Item	Amount

Total amount of items spent: \$.....

Reimbursement due to Council: \$.....

Reimbursement due to Councillor: \$.....

Name (please print).....

Signature.....

Date

