



COUNCILLOR EXPENSES AND FACILITIES POLICY

Dungog Shire Council

2022

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BACKGROUND

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 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.

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

1 INTRODUCTION

- 1.1 The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Dungog Shire 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.

2 POLICY OBJECTIVES

- 2.1 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 the Council's statutory responsibilities.

3 PRINCIPLES

3.1 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.

4 PRIVATE OR POLITICAL BENEFIT

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

4.2 Private use of Council equipment and facilities by Councillors may occur from time to time. For example, telephoning home to report that a Council meeting will run later than expected.

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

4.4 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.

4.5 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.

EXPENSES

5 GENERAL EXPENSES

- 5.1 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.
- 5.2 Expenses not explicitly addressed in this Policy will not be paid or reimbursed.
- 5.3 Councillors may invite their spouse or partner to accompany them on a business trip, however, accommodation, travel, meals and usual daily expenses incurred by a spouse or partner will not be met by Council.
- 5.4 Reasonable costs of spouses and partners for attendance at official Council functions that are of a formal and ceremonial nature is considered appropriate when accompanying Councillors within Dungog Shire. Such functions would be those that a Councillor's spouse, partner or accompanying person could be reasonably expected to attend. Examples could include but not be limited to Australia Day Award ceremonies, Citizenship ceremonies, Civic receptions and charitable functions for charities formally supported by Council.

6 SPECIFIC EXPENSES

General travel arrangements and expenses

- 6.1 All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport. A Council vehicle will be made available wherever possible but if that is not possible. A travel allowance as outlined in the following clauses is paid if a Councillor provides their own private transport.
- 6.2 Each Councillor may be reimbursed up to a total of \$1,500 per year, and the Mayor may be reimbursed up to a total of \$3,000 per year, for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement:
 - for public transport fares
 - for the use of a private vehicle or hire car
 - for parking costs for Council and other meetings
 - for tolls
 - by Cabcharge card or equivalent
 - for documented ride-share programs, such as Uber, where tax invoices can be issued.

This reimbursement of reasonable out of pocket expenses for conveyance, sustenance, travelling and accommodation can also include:

- a) Meetings of Council, or meetings of any Committee of the Council

- b) Attendance at site inspections as authorised by Council resolution
- c) Attendance on business of Council outside the area as authorised by Council resolution
- d) Attendance at the annual or specially convened conferences of LGNSW
- e) Attendance at the annual conference of the Australian Local Government Association
- f) Attendance at any district associations of Councils or to and from any meeting of any Regional Council or of any Regional Development Committee
- g) Attendance at any meeting, conference or function on behalf of the Council or the Mayor when such attendance is authorised by the Mayor and General Manager.

6.3 Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.

6.4 Councillors seeking to be reimbursed for use of a private vehicle must keep a log book that records the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim. Where a Councillor lives outside the Council area, Council will pay an allowance from the Council boundary to the Council related activity along the most direct route from the Councillor's place of residence.

Interstate, overseas and long distance intrastate travel expenses

6.5 In accordance with Section 4, Council will scrutinise the value and need for Councillors to undertake overseas travel. Councils 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 and friendship cities.

6.6 Councillors seeking approval for any interstate and long distance intrastate travel must submit a case to, and obtain the approval of a full Council Meeting prior to travel.

6.7 Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full Council meeting prior to travel.

6.8 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.

6.9 For interstate and long distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.

6.10 For interstate journeys by air of more than three hours, the class of air travel may be premium economy.

6.11 For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.

6.12 Bookings for approved air travel are to be made through the General Manager's office.

6.13 For air travel that is reimbursed as Council business, Councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

Travel expenses not paid by Council

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

Accommodation and meals

6.15 In circumstances where it would introduce undue risk for a Councillor to travel to or from official business (includes conferences and seminars) in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the General Manager. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the Councillor lives more than 50 kilometres from the meeting location.

6.16 Council will reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel or professional development outside the Shire.

6.17 Council will pay reasonable accommodation costs up to but not exceeding a standard equivalent to that of a 4 Star Hotel /Motel classification or a level negotiated through specific conference organisers or a level appropriate to the area in which the conference or seminar is being held

6.18 Councillors will not be reimbursed for alcoholic beverages.

Refreshments for Council related meetings

6.19 Appropriate refreshments will be available for Council meetings, Council committee meetings, Councillor briefings, approved meetings and engagements, and official Council functions as approved by the General Manager.

Professional development

6.20 Council will set aside \$10,000 annually in its budget to facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies.

6.21 In the first year of a new Council term, Council will provide a comprehensive induction program for all Councillors which consider 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.

6.22 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.

6.23 Approval for professional development activities is subject to a prior written request to the General Manager outlining the:

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

6.24 In assessing a Councillor request for a professional development activity, the General Manager must consider the factors set out in Clause 6.23, as well as the cost of the professional development in relation to the Councillor's remaining budget.

Conferences and seminars

6.25 Council is committed to ensuring its Councillors are up to date with contemporary issues facing Council and the community, and local government in NSW.

6.26 Council will set aside a total amount of \$ 11,000 annually in its budget to facilitate Councillor attendance at conferences and seminars. This allocation is for all Councillors. The General Manager will ensure that access to expenses relating to conferences and seminars is distributed equitably.

6.27 Approval to attend a conference or seminar or discretionary trip is subject to a written request to the General Manager who shall submit a report to Council. A full meeting of Council will consider the request and make a determination. In assessing a Councillor request, the Council 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 and
- the cost of the conference or seminar in relation to the total remaining budget.

If it is not possible to have the matter determined at a full meeting of Council, then any decision should be made jointly by the Mayor and General Manager.

If the Mayor requires approval to travel outside of Council meetings it should be given jointly by the Deputy Mayor (if there is one) or another Councillor (if there is not a Deputy Mayor) and the General Manager.

6.28 Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the 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 6.17-6.19.

6.29 Council will meet reasonable out of pocket expenses associated with Councillors attending conferences, seminars or training courses. Reimbursement of these expenses up to an amount of \$100 per day or such amount as negotiated with the General Manager is conditional upon it being demonstrated that the expenses were actually incurred and upon completion of a claim form.

Information and communications technology (ICT) expenses

6.30 Council does not currently provide computers, telephones or other communication devices to Councillors, therefore Internet and telephone costs are not met by Council.

Special requirement and carer expenses

6.31 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.

6.32 Transportation provisions outlined in this Policy will also assist Councillors who may be unable to drive a vehicle.

6.33 In addition to the provisions above, the General Manager may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.

6.34 Councillors who are 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 \$ 1,000 per annum for attendance at Council meetings. The reimbursement is subject to the carer not being an immediate family member, spouse or partner and will apply for the period one hour before the advertised commencement time and up to one hour after the Council meeting closes.

6.35 Reimbursement of carer expenses is also conditional upon the prescribed form being completed and the production of appropriate

documentation /receipts. Child care expenses will be reimbursed at a rate equal to or less than the current rates charged by a reputable agency such as Tilley's on a per child basis.

6.36 In the event of caring for an adult person, Councillors will need to provide suitable evidence to the General Manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

Home office expenses

6.37 Council does not currently provide reimbursement of costs associated with the maintenance of a home office, such as minor items of consumable stationery and printer ink cartridges.

7 INSURANCES

7.1 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. Personal Accident insurance applies for any personal injury to Councillors obtained while engaged in or on any activity related to their official Council duties including to and from these activities.

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

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

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

7.5 Councillor and Officer Liability Insurance covers Councillors against claims made against them for any alleged wrongful acts in the course of their duties.

8 LEGAL ASSISTANCE

8.1 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 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.
- 8.2 In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the General Manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.
- 8.3 Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.
- 8.4 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.
- 8.5 Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

9 SUPERANNUATION

- 9.1 Council may make superannuation contribution payments for Councillors, in addition to the annual fees, with the amount of the payment to be the amount the Council would have been required to contribute under the Commonwealth Superannuation Guarantee (Administration) Act 1992 as superannuation if the Councillors were employees of the Council.
- 9.2 To receive a superannuation contribution payment, each councillor must first nominate a superannuation account for the payment before the end of the month to which the payment relates. The superannuation account nominated by councillors must be an account for superannuation or retirement benefits from a scheme or fund to

which the Commonwealth Superannuation Guarantee (Administration) Act applies.

- 9.3 Individual councillors may opt out of receiving superannuation contribution payments or opt to receive reduced payments. Councillors must do so in writing.

FACILITIES

10 GENERAL FACILITIES FOR ALL COUNCILLORS

Facilities

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

- personal protective equipment for use during site visits
- 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.

Administrative support

10.2 Council may provide administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by a member of Council's administrative staff as arranged by the General Manager or their delegate.

10.3 As per Section 4, Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

11 ADDITIONAL FACILITIES FOR THE MAYOR

11.1 Council may provide the Mayor with a furnished office incorporating a computer configured to Council's standard operating environment, telephone, a photocopier either within the Mayoral office or shared with the Administration and meeting space.

11.2 In performing his or her civic duties, the Mayor may be provided with administrative and secretarial support, as determined by the General Manager including word processing, photocopying, printing, postage, facsimile and telephone facilities.

11.3 The Mayor will be provided with Mayoral letterhead, envelopes, business cards, Christmas cards and general stationary.

11.4 The Mayor is entitled to a mobile phone, of a type specified by the General Manager, and Council will meet all Council business related

costs associated with the use of such telephone to a maximum value of \$60 per month.

11.5 The Mayor will be provided with a name badge indicating that the wearer holds the office of Mayor.

PROCESSES

12 APPROVAL, PAYMENT AND REIMBURSEMENT ARRANGEMENTS

12.1 Expenses should only be incurred by Councillors in accordance with the provisions of this Policy.

12.2 Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.

12.3 Up to the maximum limits specified in this Policy, approval for the following may be sought after the expense is incurred:

- local travel relating to the conduct of official business
- carer costs.

12.4 Final approval for payments made under this Policy will be granted by the General Manager or their delegate.

Direct payment

12.5 The General Manager may approve and directly pay expenses. Requests for direct payment must be submitted to the General Manager for assessment against this Policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

Reimbursement

12.6 All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the General Manager. Claims should not be general in nature and be clearly identifiable.

Advance payment

12.7 Council may pay a cash advance for Councillors attending approved conferences, seminars or professional development.

12.8 The maximum value of a cash advance is \$100 per day of the conference, seminar or professional development to a maximum of \$ 300.

12.9 Requests for advance payment must be submitted to the General Manager for assessment against this Policy using the prescribed form

with sufficient information and time to allow for the claim to be assessed and processed.

12.10 Councillors must fully reconcile all expenses against the cost of the advance within one month 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.

Notification

12.11 If a claim is approved, Council will make payment directly or reimburse the Councillor through accounts payable.

12.12 If a claim is refused, the General Manager will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

Reimbursement to Council

12.13. If Council has incurred an expense on behalf of a Councillor that exceeds a maximum limit, 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.

12.14 If the Councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the General Manager. The General Manager may elect to deduct the amount from the Councillor's allowance.

Timeframe for reimbursement

12.15 Unless otherwise specified in this Policy, Councillors must provide all claims for reimbursement within three months of an expense being incurred. Any claim submitted outside this period will need to be reported to Council.

13 DISPUTES

13.1 If a Councillor disputes a determination under this Policy, the Councillor should discuss the matter with the General Manager and seek a review. If the matter remains disputed, an independent person should be consulted and if no resolution is reached, the matter should be considered by a full Council meeting.

13.2 Notwithstanding Clause 13.1, the Councillor may submit a notice of motion to a Council meeting seeking to have the dispute resolved.

14 RETURN OR RETENTION OF FACILITIES

14.1 All equipment issued to Councillors during their Councillor term remains the property of Council and is returnable to Council within 21

days of Councillors completing their term of office, extended leave of absence or at the cessation of their civic duties.

15 PUBLICATION

15.1 This Policy will be published on Council's website.

16 REPORTING

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

Those matters that must be reported in the Annual Report include the following:

- a) details of the total cost during the year of the payment of the expenses of, and the provision of facilities to, Councillors in relation to their civic functions (as paid by the Council, reimbursed to the councillor or reconciled with the councillor), including separate details on the total cost of each of the following:
 - i. the provision during the year of dedicated office equipment allocated to councillors on a personal basis, such as laptop computers, mobile telephones and landline telephones and facsimile machines installed in councillors' homes (including equipment and line rental costs and internet access costs but not including call costs),
 - ii. telephone calls made by councillors, including calls made from mobile telephones provided by the council and from landline telephones and facsimile services installed in Councillors' homes,
 - iii. the attendance of Councillors at conferences and seminars,
 - iv. the training of Councillors and the provision of skill development for councillors,
 - v. interstate visits undertaken during the year by Councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses,
 - vi. overseas visits undertaken during the year by Councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses,
 - vii. the expenses of any spouse, partner (whether of the same or the opposite sex) or other person who accompanied a Councillor in the performance of his or her civic functions, being expenses payable in accordance with the Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors for Local Councils in NSW prepared by the Director-General from time to time,
 - viii. expenses involved in the provision of care for a child of, or an immediate family member of, a Councillor, to allow the councillor to undertake his or her civic functions,

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

17 AUDITING

17.1 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.

18 BREACHES

18.1 Suspected breaches of this Policy are to be reported to the General Manager.

18.2 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.

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, excluding alcohol, provided by Council to support Councillors undertaking official business
Act	Means the <i>Local Government Act 1993 (NSW)</i>
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
General Manager	Means the General Manager 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
NSW	New South Wales
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: <ul style="list-style-type: none"> • meetings of Council and committees of the whole • meetings of committees facilitated by Council • civic receptions hosted or sponsored by Council

	<ul style="list-style-type: none"> 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 2005 (NSW)
Year	Means the financial year, that is the 12 month period commencing on 1 July each year

19 POLICY ADMINISTRATION

Responsible Officer: Council or Management:	Governance and Risk Officer Council
Adoption date:	Date the latest version of the Policy was adopted by Council or General Manager
Next review date:	When the Policy is due for next review
TRIM ID:	
Version history	Version 1: Date, Trim ID Version 2: Date, Trim ID
Relevant legislation:	Local Government Act 1993 (NSW) s. 252 & 253 Local Government (General) Regulation 2005 (NSW) cl. 217 & 403 Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009



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