

# ATTACHMENT A

**DRAFT COUNCILLORS' EXPENSES AND  
FACILITIES POLICY 2015/16**





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**2014/15/16**

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## Part 1 – INTRODUCTION

### PURPOSE

Section 252 of the *Local Government Act 1993*, in accordance with clause 403 of the *Local Government (General) Regulation 2005*, requires Councils to adopt a policy for the payment of expenses incurred by, and the provision of facilities to the Lord Mayor, Deputy Lord Mayor and Councillors. The Lord Mayor, Deputy Lord Mayor and Councillors can only be reimbursed for expenses and provided with facilities, in discharging the functions of their civic office and in accordance with this Policy **the City of Sydney's Councillors' Expenses and Facilities Policy (the Policy)**.

Claims by Councillors for resources and expenses not included in this Policy cannot be approved in accordance with clause 403 of the *Local Government (General) Regulation 2005*.

This Policy ensures there is accountability and transparency in the reimbursement of expenses incurred by Councillors which are acceptable to and meet the expectations of the local community.

### STATEMENT OF PRINCIPLES

Councillors elected to the City of Sydney are responsible for Australia's primary global city with **an estimated 1.2 million residents, workers and visitors** ~~over 200,000 residents, about 385,000 workers and approximately 500,000 visitors~~ in our city daily.

With a budget for income from continuing operations of **\$587** million and budgeted capital expenditure of **\$290** million, the City of Sydney is unique within the Local Government environment.

Given the global city status of the City of Sydney, there is an expectation that Councillors will represent the City at many city, state and national business, community, cultural and stakeholder forums. This is in addition to Councillors' responsibilities to residents, workers and visitors in the City.

Councillors are entitled to be provided with the necessary resources and facilities and for expenses to be reimbursed in order to enable them to fully perform the role of a Councillor.

In view of Sydney's role as Australia's leading capital and global city, and at the same time recognising the special role of the Lord Mayor, this Policy also allows for the payment of additional expenses and the provision of additional resources. Additional facilities and resources are also provided for the Deputy Lord Mayor.

Equipment and resources will be compatible with and of the same standard as other Council equipment and resources.

Council's services, as detailed in this Policy, are available to Councillors while carrying out the functions of civic office. These services, unless specified, are not available for use by a spouse, partner or members of a Councillor's family.

Councillors are encouraged to pool or share facilities in order to make the best use of Council's resources. Councillors are also encouraged to limit their use of the expenses and **facilities** ~~resources~~ provided for in this Policy to the minimum required to enable them to effectively and efficiently discharge the functions of their civic office.

Unless otherwise stated in this Policy, all requests for services, facilities or reimbursement are to be directed to the Secretariat Unit.

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Expense limits apply to several categories of expenditure. If an expense limit applies it will be shown against that item. Councillors who exceed an annual limit will be required to reimburse Council. Please note that all expense limits are exclusive of GST.

Facilities supplied to Councillors are not to be converted or modified in any way and may only be used for carrying out the functions of civic office.

This Policy is to be read in conjunction with the City's Code of Conduct.

## Part 2 – PAYMENT OF EXPENSES

### 2.0 RESPONSIBILITY AND ACCOUNTABILITY

- 2.1 Councillors are responsible for providing original receipts to support claims for reimbursement of expenses and to complete any documentation in support of a claim for reimbursement. Only those expenses explicitly covered in this Policy will be reimbursed.
- 2.2 Unless otherwise stated in this Policy, requests for reimbursement must be received within two months of the date of the cost being incurred, or issue date of a periodic statement or billing summary detailing the expenditure incurred by the Councillor. Requests for reimbursement received outside of this time limit may be accepted in exceptional circumstances, subject to the approval of the CEO.
- 2.3 ~~Requests for reimbursement must be only in accordance with the City's Petty Cash Policy.~~
- 2.4 Any advance payment made for the cost of a service associated with a civic duty must be reconciled within two months of receiving such payment.
- 2.5 ~~The Councillors' Expenses Policy~~ must be submitted to the Office of Local Government by 30 November each year or at a time specified by the Office of Local Government.
- 2.6 ~~The Councillors' Expenses Policy~~ is available on the City of Sydney website.
- 2.7 A statement of the total amount expended on the provision of these facilities and resources will be included in the Annual Report. This is a requirement of Section 428 of the Local Government Act 1993.

### 3.0 ADDITIONAL EXPENSES AND FACILITIES FOR THE DEPUTY LORD MAYOR

- 3.1 The Deputy Lord Mayor is entitled to administrative support services equivalent to two full time staff. The provisions of clause 28.2 apply.
- 3.2 A Council vehicle and driver ***is available*** to assist them to carry out the duties of Deputy Lord Mayor for journeys in the Sydney metropolitan region. The Council vehicle and driver may only be used where the purpose of the transport is directly related to the functions of the Council. Such vehicle and driver will be available for other duties when not utilised by the Deputy Lord Mayor.
- 3.3 The Deputy Lord Mayor is entitled to ISD telephone access.
- 3.4 In the event a new Deputy Lord Mayor is elected, both the incoming and outgoing Deputy Lord Mayor shall be entitled to new corporate letterhead, notepaper and business cards.

### 4.0 ADDITIONAL EXPENSES AND FACILITIES FOR THE LORD MAYOR

- 4.1 The Office of the Lord Mayor operates to provide support to the Lord Mayor in carrying out their civic responsibilities. It is allocated a budget by Council on an annual basis and within that budget staff and other resources may be employed as considered appropriate by the Lord Mayor.



## 4.2 Attendance at Conferences, Seminars and Meetings

The Lord Mayor may attend meetings, with Council meeting the cost of travel, accommodation and subsistence, as follows:

- (a) Council of Capital City Lord Mayors (while Council remains a CCCLM member);
- (b) Australian Local Government Association;
- (c) Local Government NSW;
- (d) meetings interstate and intrastate with representatives of the Commonwealth Government, State Governments, capital city local governments and regional local governments, or other bodies on city related issues; and
- (e) other kinds of meetings relevant to the functions of the City of Sydney or the Lord Mayor's functions of office approved from time to time by Council.

Subject to Council approval, the Lord Mayor is entitled to be accompanied on trips overseas by other Councillors and/or relevant staff.

## 4.3 Other Facilities

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

- (a) Council vehicle (Toyota Prius), including a fuel card and driver for local and intrastate journeys (including Canberra) to assist them to carry out the duties of civic office. The vehicle and driver are to be available for other duties when not utilised by the Lord Mayor. The Lord Mayor's vehicle is maintained and replaced in accordance with the City of Sydney Motor Vehicle Policy;
- (b) the Lord Mayor is entitled to ISD telephone access;
- (c) the Lord Mayor has use of the Reception Room and the Lady Mayoress' Room. These rooms may be made available for use by other Councillors, subject to availability and the Lord Mayor's approval (see clause 23.2); and
- (d) from time to time, the Lord Mayor incurs expenses in carrying out the role, e.g., attendance at functions, dry cleaning, entertainment, etc, outside the Town Hall building. For convenience, a corporate credit card is made available, if required, for the Lord Mayor's use while discharging the functions of the Lord Mayor.

## 5.0 ANNUAL FEES

5.1 Council has resolved that:

- (a) having regard to the Local Government Remuneration Tribunal's determination of a fee range for Councillors and the Lord Mayor, Council shall always pay the maximum fees as determined by the Tribunal; and

- (b) the Deputy Lord Mayor's fees, to be deducted from the gross Lord Mayor's fee, shall be equal to 10% of the mayoral fee actually paid to the Lord Mayor.

5.2 Councillors are to be paid monthly in arrears in accordance with the provisions of the Local Government Act 1993.

## 6.0 CARER EXPENSES (\$4,000)

### 6.1 Criteria

An annual limit of \$4,000 **for each Councillor** will apply to Carer Expenses.

A carer is a person who cares for a dependent child or another immediate family member, such as a family member with a disability.

Immediate family members include the carer's current or former spouse or domestic partner. Immediate family also includes a child, parent, grandparent or sibling of either the carer or the carer's spouse or domestic partner.

Aboriginal or Torres Strait Islanders who care for a family member related according to Aboriginal or Torres Strait Islander kinship rules are protected as carers.

Expenses for alternative carer arrangements, including child care expenses and the care of elderly, disabled and/or sick immediate family members of Councillors, are payable when a Councillor attends:

- (a) Council meetings, committee meetings, sub-committee meetings, inspections, formal briefing sessions and civic or ceremonial functions convened by the Lord Mayor or Council;
- (b) meetings scheduled by Council or the Lord Mayor;
- (c) meetings necessary for the Councillor to exercise a delegation given by Council or meetings arising from their official role as chairperson of a standing committee;
- (d) meetings arising as a result of a Councillor being appointed by Council to an outside body or committee;
- (e) a meeting, function or other official role as a representative of the Lord Mayor or Council; and
- (f) functions where the payment of carer expenses has been approved by the Chief Executive Officer.

### 6.2 Fees

Carer expenses may consist of:

- (a) child care centre fees;
- (b) hourly fees;
- (c) agency booking fees (if claimed); and

- (d) reasonable travelling expenses (if claimed by the carer).

Fees are payable per hour (or part of an hour) subject to any minimum period which is part of the care provider's usual terms, to a maximum hourly rate approved by the Chief Executive Officer. An annual limit of \$4,000 applies.

Travelling expenses cover the transport costs of the carer to and from the Councillor's residence or of the person to be cared for to and from the place of care.

Claims must be accompanied by a receipt from the care provider showing the date and time care was provided and details of the reason care was needed on each occasion.

## **7.0 COMMUNICATIONS AND MOBILE DEVICES (\$4,000)**

- 7.1 An annual limit of \$4,000 ***for each Councillor*** will apply to communications and mobile device usage outside the Councillor's Town Hall office.

- 7.2 Those communications may comprise any of the following:

- (a) one mobile electronic communication device, e.g., i-Phone, with approved accessories is available for the use of each Councillor, including monthly service fees;
- (b) one i-Pad (including protective case and keyboard);
- (c) one multi-function device capable of printing and scanning; and
- (d) one 4G mobile broadband device available for the use of each Councillor, including monthly service fee.

- 7.3 Councillors may seek reimbursement for applications on their mobile electronic communication device that are directly related to their duties as a Councillor.

- 7.4 Equipment provided will be Council standard.

- 7.5 Mobile electronic communication device use is to be in accordance with the City's Mobile Device Policy.

## **8.0 CONFERENCES INTERSTATE (\$3,000)**

- 8.1 Councillors may attend conferences or seminars outside New South Wales (including the ACT), at Council expense provided the Chief Executive Officer and the Lord Mayor approve the Councillor's attendance.

### **8.2 Overnight Accommodation**

Council will pay reasonable costs of overnight accommodation for stays outside the Sydney metropolitan region. Expenses are payable for the nights of the conference or seminar and the night before and after where necessary.

These costs are included in the total permitted per annum for reimbursement as identified in Clause 8.4.

## 8.3 Meals

Council will pay for all meals for Councillors attending approved conferences or seminars, where any of those meals are not provided as part of the conference or seminar fee. Council will also pay the reasonable cost of beverages accompanying a meal.

These costs are included in the total permitted per annum for reimbursement as identified in Clause 8.4.

8.4 The annual limit for attending conferences or seminars outside NSW (including the ACT) including registration, travel, accommodation and meal expenses, is \$3,000 **for each Councillor**.

## 9.0 CONFERENCES INTRASTATE (\$2,000)

9.1 Council will pay expenses, including but not limited to registration fees, associated with attending conferences or seminars within New South Wales (excluding the ACT). Payment may be made in advance for any of these expenses. The conference or seminar must be directly relevant to the operations of Council.

9.2 Councillors may attend local conferences and seminars without separate approval and at Council expense provided:

- (a) the all-inclusive cost of the Councillor's attendance at each conference or seminar does not exceed \$200; or
- (b) the Chief Executive Officer and Lord Mayor approve the Councillor's attendance at a conference or seminar where the all-inclusive cost exceeds \$200.

9.3 The annual limit for attending conferences or seminars within NSW (excluding the ACT) is \$2,000 **for each Councillor**.

## 10.0 COUNCIL CONCERTS AND PUBLIC ENTERTAINMENT

10.1 Councillors will be offered tickets to events that the City sponsors where tickets are included in the sponsorship agreement.

## 11.0 COUNCIL REPRESENTATION AT NON-COUNCIL FUNCTIONS (\$1,000)

11.1 The annual limit for attending dinners and other non-council functions which are relevant to Council's interest is \$1,000 **per for each** Councillor.

11.2 The approval of the Chief Executive Officer is required for attendance at non-council functions where the cost exceeds \$200.

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

## 12.0 DOMESTIC TRAVEL

12.1 Council will pay reasonable expenses for domestic travel related to the functions of Council.

~~Notwithstanding clause 8.4 and 9.3, the following standing authorities are deemed to exist as at the date of this Policy:~~

~~(a) the attendance by Council's official delegates at the annual Local Government NSW Conference; and~~

~~(b) the attendance by the Lord Mayor or other Councillors at meetings interstate, including Canberra, explicitly for the discussion of issues related to the functions of the City of Sydney or agreements between Council and the Commonwealth, such attendance to be explicitly approved by the Chief Executive Officer and the Lord Mayor in each case.~~

12.2 Councillors may choose the mode of transport which is most appropriate to the circumstances, subject to overall economy and convenience. All travel should be undertaken by utilising the most direct route and the most practicable and economical mode of transport.

12.3 Airline tickets are not transferable and cannot be used for defraying or offsetting any other costs, including the costs of other persons accompanying the Councillor.

12.4 Prior approval is required (from the Chief Executive Officer and the Lord Mayor) for interstate travel. The application for approval should include full details of the travel, including itinerary, costs and reasons for the travel.

12.5 **In addition to the provisions of clauses 12.1 to 12.4, the following standing authorities are deemed to exist as at the date of this Policy:**

**(a) the attendance by Council's official delegates at the annual Local Government NSW Conference;**

**(b) the attendance by the Lord Mayor or other Councillors at meetings interstate, including Canberra, explicitly for the discussion of issues related to the functions of the City of Sydney or agreements between Council and the Commonwealth, such attendance to be explicitly approved by the Chief Executive Officer and the Lord Mayor in each case; and**

**Costs associated with (a) and (b) above are not to be included within the capped expenditure limits detailed in clauses 8.4 and 9.3.**

## 12.5 **Class of Air Travel**

Unless otherwise specified in a Resolution of Council, the class of air travel to be used by a Councillor is to be:

- (a) for continuous journeys of less than or equal to two hours duration, economy class;
- (b) for continuous journeys exceeding two hours, business class; and
- (c) the Lord Mayor, and other Councillors accompanying the Lord Mayor, may travel Business Class.

A journey which is interrupted by an overnight stop-over is not a continuous journey.

In the case of travel via a non-direct route, travel expenses are payable for the amount which would have been incurred if the most direct route had been available and followed at the same class of travel as was actually used. A claim for expenses must not exceed the amount actually paid.

## 12.6 **Use of Private Car**

Where a Councillor uses their private vehicle, including car share and vehicle rental, to attend an approved conference or seminar outside the Sydney metropolitan region, the total claim for use of the vehicle must not exceed the cost of air travel at the specified class, plus the taxi fares to and from the airports. Reimbursement rates and procedures are the same as for local transport – see clause 17.5.

## 12.7 **Train Travel**

Train travel may be first class, including sleeping berths where necessary.

## 12.8 **Transfers**

Taxis, coaches and other transfer transport expenses, including at the destination point, may be reimbursed for approved travel. (See clause 8.4 for the annual limit on expenses for attending conferences outside NSW (including the ACT) and clause 9.3 for the annual limit on expenses for attending conferences within NSW (excluding the ACT)).

## 13.0 **EXPENSES AND FACILITIES FOR COUNCILLORS WITH DISABILITIES**

- 13.1 For any Councillor with a disability, Council may resolve to provide reasonable additional facilities and expenses, in order to allow that Councillor to perform their civic duties.

## 14.0 **INSURANCE**

- 14.1 Councillors are covered under the following Council insurance policies on a 24 hour basis while discharging the duties of civic office, including attendance at meetings of external bodies as Council's representative:

- (a) Public Liability Insurance;
- (b) Professional Indemnity Insurance;

- (c) Councillors and Officers Liability Insurance;
- (d) Personal Accident Insurance, (accompanying partners are also covered); and
- (e) International and Domestic Travel Insurance.

14.2 Council will pay the insurance policy excess in respect of any claim made against a Councillor arising from Council business where any claim is accepted by Council's insurers.

## **15.0 INTERNATIONAL TRAVEL**

15.1 Detailed proposals for overseas travel, including the benefits to Council, a list of associated costs and anticipated expenses must be included in the Council business papers and approved by a meeting of Council prior to a Councillor undertaking a trip. Travel to be approved on an individual trip basis.

15.2 Airline tickets are not transferable and cannot be used for defraying or offsetting any other costs, including the costs of other persons accompanying the Councillor.

### **15.3 Class of Air Travel**

Unless otherwise specified in a Resolution of Council, the class of international air travel to be used by a Councillor is to be business class.

In the case of travel via a non-direct route, travel expenses are payable for the amount which would have been incurred if the most direct route had been taken.

### **15.4 Reports on Attendance**

For overseas meetings, conferences or seminars, a report or relevant material must be prepared for circulation to the Council and review by the public within six months of the travel undertaken.

## **16.0 LEGAL COSTS**

Councillors are entitled to reimbursement of legal expenses in the circumstances, and to the extent, described in this clause 16.

16.1 In the particular circumstances outlined below, Council may indemnify or reimburse the reasonable legal expenses of:

- (a) a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act (section 731 refers); or
- (b) a Councillor defending an action in defamation provided the statements complained of were made in good faith in the course of exercising a function under the Act; or
- (c) a Councillor for proceedings before the Local Government Pecuniary Interest and Disciplinary Tribunal or an investigative body provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the Tribunal or investigative body makes a finding substantially favourable to the Councillor.

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- 16.2 Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act should be distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. An example of the latter is expenses arising from an investigation as to whether a Councillor acted corruptly by using knowledge of a proposed rezoning for private gain. This latter type of expense will not be reimbursed by Council.
- 16.3 Any reimbursement of legal expenses for a matter before an investigative body will be where the inquiry or investigation has proceeded past an initial assessment phase to a formal investigation or review.
- 16.4 Where possible, prior approval should be sought from the Lord Mayor and Chief Executive Officer before legal expenses are incurred.
- 16.5 A Council may not meet the costs of an action in defamation taken by a Councillor or Council employee as plaintiff in any circumstances.
- 16.6 A Council may not meet the costs of a Councillor or council employee seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.
- 17.0 LOCAL TRANSPORT (\$6,000)**
- 17.1 Councillors may use cab charge vouchers/cards for taxi travel for journeys in the Sydney metropolitan region to assist them to carry out their functions as Councillors.
- 17.2 At the end of each cab charge billing period, each Councillor will receive a statement detailing taxi journeys undertaken during that period. Councillors are required to check the statement, complete a "CabCharge Usage" form by providing the details of, and reasons for, each journey and submit the completed form, and matching receipt for each journey detailed on the statement, to Secretariat within two months of the statement date.
- 17.3 Bus and rail tickets may also be provided.
- 17.4 When available, Council vehicles and drivers may be utilised by Councillors for journeys in the Sydney metropolitan region to assist them to carry out their functions as Councillors. Requests should be directed to the Civic Functions Manager. The costs will be allocated at an hourly rate and will vary depending on whether overtime is applicable. Costs associated with driving Councillors when they are representing the Lord Mayor will not be included in the monetary cap.
- 17.5 Councillors using their private vehicles to travel to and from meetings of Council and Committees of Council, and to carry out their other Council functions, may be reimbursed according to the rates prescribed by the Australian Tax Office. All references to private vehicles also include car share and rental vehicle use.
- 17.6 A record of private vehicle use must be maintained by the Councillor and submitted on a monthly basis using the log book provided. The record shall contain details of the Council business for which the travel was undertaken, dates, destinations, number of kilometres and any tolls, for which receipts must be provided.



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- 17.7 Car parking fees incurred while conducting Council business will be reimbursed on the basis of original receipts and relevant details regarding the purpose, date and time of the meeting or function.
- 17.8 The driver of the vehicle is personally responsible for all traffic or parking fines incurred while travelling in private or Council vehicles on Council business.
- 17.9 Councillors are able to claim reimbursement for any bicycle hireage costs used for transport while on Council business. Secure storage space is provided for Councillors in the car park of Town Hall House, 456 Kent Street.
- 17.10 The annual limit for all local transport expenses indicated above is \$6,000 **for each Councillor.**

## **18.0 NAME BADGE**

- 18.1 Each Councillor is entitled to two standard name badges.

## **19.0 NEWSPAPERS**

- 19.1 Each Councillor is entitled to have two daily newspapers delivered to their home or Town Hall office each day, or on-line subscriptions to those newspapers to the same value.
- 19.2 Councillors are responsible for arranging the delivery of newspapers to their home, or on-line subscriptions and seeking reimbursement.

## **20.0 POSTAGE (\$1,500)**

- 20.1 Each Councillor will be entitled to post, in Council supplied envelopes, 200 standard mail items or equivalent per month cumulative within each financial year, up to a value of \$1,500 per year.
- 20.2 In addition to the \$1,500 capped allowance, Councillors will also be supplied with up to 600 corporate Christmas Cards or other cards specific to similar cultural festivals and envelopes of standard size, with the cost of postage not to be included in the entitlement of 200 standard mail items per month.
- 20.3 The limitation on mail items does not apply to the Lord Mayor.

## **21.0 PUBLICATIONS**

- 21.1 Councillors are entitled to one copy, for their own use, of any historical or other books published by or for Council. Additional copies can be obtained, with the Lord Mayor's approval, for use as official gifts or presentation items.
- 21.2 Councillors are entitled to be reasonably supplied with journals, magazines and other publications of their choice relevant to their civic duties.

## **22.0 REFRESHMENTS FOR COUNCIL RELATED MEETINGS (\$3,000)**

- 22.1 Food and beverages will be **available** ~~provided~~ for Council meetings, Council Committee meetings, Central Sydney Planning Committee meetings, other official Council Committees, Councillor briefings, and approved meetings or engagements, and official Council functions as approved by the Lord Mayor and Chief Executive Officer.

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- 22.2 Councillors will be reimbursed reasonable out-of-pocket expenses incurred whilst entertaining visiting dignitaries on behalf of Council. The Lord Mayor and Chief Executive Officer must give prior approval to any such entertainment.
- 22.3 Food and beverages can be arranged for Councillors through Civic Functions **and/or other providers as nominated by the CEO.** ~~the café in Town Hall House.~~
- 22.4 Councillors' office refrigerators will contain beverages for the use of Councillors and their guests in relation to Council business.
- 22.5 The annual combined limit for Clauses 22.3 and 22.4 is \$3,000 **for each Councillor.**

## 23.0 ROOM USE

### Sydney Town Hall

- 23.1 The VIP Boardroom, Finance Room, Treasury Room and Council Chamber may be booked at no cost for meetings in the exercise of the Councillor's civic duty.
- 23.2 Councillors may use other Civic Rooms within the Sydney Town Hall at no cost for meetings of up to approximately 50 people, subject to availability and the approval of the Lord Mayor.
- 23.3 Bookings may be made through the Civic Functions Manager.

### Other Venues

- 23.4 Meeting rooms in other City of Sydney venues, such as Town Halls, Town Hall House and community centres, may be booked at no cost for meetings of up to approximately 50 people, subject to availability, in the exercise of the Councillor's civic duty.
- 23.5 Booking requests are to be made through the Executive Manager Office of the CEO who will then seek the approval of the Chief Executive Officer in consultation with the Lord Mayor.
- 23.6 All Councillors are to be invited to the meeting.
- 23.7 Meetings which may be perceived to be of a political nature will not be approved for free use. Venue usage in those circumstances would be charged at the current community rate.

## 24.0 SPOUSE/PARTNER/ACCOMPANYING PERSON (\$600)

- 24.1 The cost of a spouse, partner or accompanying person attending official Council functions of a formal and ceremonial nature is appropriate when accompanying a Councillor:
- (a) within the local government area;
  - (b) outside the Council's area but within the State when representing the Lord Mayor; and
  - (c) at the annual conference of Local Government NSW with costs limited to the cost of registration and official conference dinners.

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- 24.2 Official Council functions include, but are not limited to, Australia Day award ceremonies, citizenship ceremonies, civic receptions and charitable functions for charities formally supported by Council.
- 24.3 The payment of expenses, up to an annual limit of \$600 ***for each Councillor***, for spouses, partners or accompanying persons is appropriate for attendance at community and charity functions held within or contributing to the local government area.
- 24.4 The payment of expenses for spouses, partners or accompanying persons attending appropriate functions shall be limited specifically to the ticket and meal. Other expenses such as grooming, special clothing and transport will not be reimbursed.

## **25.0 STATIONERY**

- 25.1 Councillors will be supplied with corporate standard Councillors' letterhead, note paper, envelopes and business cards. The letterhead will display one Councillor's name only. Groups and affiliations are not to be displayed on Councillors' letterhead.
- 25.2 Council stationery is not to be converted or modified in any way and may only be used for carrying out the functions of civic office.

## **26.0 TABLE PURCHASING FOR CHARITY AND FUNDRAISING EVENTS**

- 26.1 Under the Guidelines for Purchasing Tables at Charity and Fundraising Events, adopted by Council on 7 May 2007, the Chief Executive Officer is authorised to make the decision on the purchase of tables at fundraising or charity events, in consultation with the Lord Mayor.
- 26.2 The following guidelines apply when determining whether a table should be purchased for a charity or fundraising event.

Priority will be given to purchasing tables for events/functions which:

- (a) contribute toward a coordinated approach to service delivery and the development of responses to emerging social, community, cultural or economic issues;
- (b) strengthen formal and informal support networks, reduce isolation and increase community participation and opportunities;
- (c) increase access to and the achievement of basic rights for people with the greatest need;
- (d) promote a balanced debate aimed at achieving social harmony;
- (e) raise funds for a cause or organisation which is in keeping with the City's interests or experiencing exceptional circumstances involving genuine hardship; and
- (f) events linked to the corporate and strategic objectives of the City.

## **27.0 TRAINING, EDUCATIONAL AND PROFESSIONAL BODY MEMBERSHIP EXPENSES (\$20,000 total for all Councillors)**

- 27.1 Council will allocate up to \$20,000 per year for training and development courses, conferences and attendances at seminars and briefings and professional body membership expenses that are directly related to the Councillor's civic functions and responsibilities. However, Council may agree to allocate additional funding in specific cases where it decides there is a benefit to Council from the attendance or membership. This allocation is for all Councillors and the Chief Executive Officer will ensure that access to training and education courses and expenses relating to professional body membership is distributed equitably.
- 27.2 Approval to attend training and education courses and professional body membership is subject to a written request to the Chief Executive Officer outlining the details of the proposed training or education or professional body membership, the benefits for Council and how it relates to the Councillor's civic functions and responsibilities.
- 27.3 Corporate training, such as training in the Codes of Conduct and Meeting Procedure, will be met from provisions in the corporate budget.

## Part 3 – PROVISION OF FACILITIES

### 28.0 SUPPORT SERVICES

- 28.1 Each Councillor will be provided with support services equivalent to one full time staff. Any hours worked in excess of this entitlement will only be paid as a result of these staff attending Council and Council Committee meetings after 5.00pm or as approved in advance by the Executive Manager, Office of the CEO. Such staff will be recruited by the Chief Executive Officer, in consultation with the relevant Councillor(s). (See clauses 4.0 and 3.0 for Administrative Services for the Lord Mayor and Deputy Lord Mayor).
- 28.2 A generic position description for these positions is to be approved by the Chief Executive Officer.
- 28.3 Councillors' staff will be provided with a workstation or equivalent, a personal computer connected to Council's network, a printer, land line phone and iPad.
- 28.4 Services available to Councillors in their Town Hall office will include access to the following:
- (a) a multi-function device;
  - (b) paper shredder;
  - (c) dictaphone;
  - (d) a multi-function headset capable of integration with a desk phone, mobile phone and internet phone; and
  - (e) day-to-day stationery and other minor office equipment.

In each case the equipment will be Council standard.

### 29.0 BUILDING ACCESS AND PARKING

- 29.1 Each Councillor will receive one security card and one key fob, allowing them 24 hour access to appropriate areas within the Town Hall and Town Hall House.
- 29.2 Each Councillor is entitled to the use of one parking space accessible on a 24 hour basis in the Town Hall House car park.

### 30.0 HOME/WORKPLACE FACILITIES

- 30.1 Each Councillor is entitled to any equipment, deemed essential for the Councillor to discharge the functions of their civic office as approved by the Lord Mayor and Chief Executive Officer.
- 30.2 Councillors should not obtain private benefit from the provision of equipment and facilities. It is acknowledged, however, that incidental use of Council equipment and facilities may occur from time to time. If substantial private use of Council equipment does occur, Councillors will be charged at the market rate.
- 30.3 Council facilities, equipment and services are only to be used for Councillors' civic duties.

# ATTACHMENT A

30.4 All equipment and facilities remain the property of Council. On cessation or expiration of a Councillor's term of office, use of equipment and facilities must cease immediately. Equipment and facilities must be returned to Council no later than 14 days from the date of cessation or expiration of a Councillor's term of office, or such other time period as may be specified by the Chief Executive Officer for the return of equipment and facilities.

## 31.0 OFFICES

31.1 Councillors will be provided with office accommodation in the Sydney Town Hall. The location of the office, the standard of accommodation, and expenditure on furniture and fit out are to be approved by the Chief Executive Officer. The standard will be such as to enable Councillors to satisfactorily carry out their civic duties.

31.2 Councillors will be entitled to a personal computer in their Town Hall office. In lieu of a personal computer, Councillors may ask for a lap-top computer for use at their home, non-Council workplace and Town Hall office.

31.3 A standard Council printer will be provided in each individual Town Hall office.

31.4 Computer usage is subject to City policy (including Internet and Email Policy) and is to be used only in the execution of the Councillors' civic responsibilities.

31.5 Computer training in the use of the computer systems provided by Council will be available at Council's expense.

31.6 Maintenance, telephone line rental, fax and call costs for telephones in Councillors' Town Hall offices (including STD calls on Council business only) **will be at Council's expense.** Town Hall office phones will be connected to voicemail.

# ATTACHMENT A

Authority: Sections 252-254 Local Government Act 1993  
Resolution of Council ~~18 November 2013~~

Review Date: By 30 November each year.

File Reference: S048524

Related policies and  
other documents:

- Code of Conduct
- Internet and Email Policy
- Petty Cash Policy
- Mobile Device Policy
- Motor Vehicle Policy

This Policy supersedes any previous policies concerning the provision of expenses and facilities to Councillors.