

POLICY NAME

Councillor Expenses and Facilities Policy

NEXT REVIEW DATE

1 September 2029

POLICY TYPE

Council Policy

DATE ADOPTED

25 August 2025

COUNCIL MINUTE NUMBER

226

RESPONSIBLE DEPARTMENT

Governance

RELATED DOCUMENTS

- Local Government Act 1993, ss.252 & 253
- Local Government (General) Regulations 2021, ss.217 & 403
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009 (issued under section 23A of the Local Government Act 1993)
- OLG Circular 11-27 'Findings from review of councillor expenses and facilities policies'
- Code of Conduct

Purpose

This policy enables the reasonable and appropriate expenses, 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.

Policy statement

Councillors are provided access to facilities and expenses as set out in this Policy to enable them to carry out their civic duties. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

Scope

This policy applies to Councillors and where applicable would apply to NSW council administrators.

Definitions

The following definitions apply throughout this policy.

Term	Definition
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
The Act	Unless otherwise stated, refers to the Local Government Act 1993 (NSW)
Appropriate refreshments	Food and beverages, excluding alcohol, provided by council to support councillors undertaking official business
Clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Refers to the Code of Conduct adopted by Council or the Model Code if none is adopted
Council	Penrith City Council
Councillor	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	The General Manager of Council and includes their delegate or authorised representative
Incidental personal use	Use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
Long distance intrastate travel	Travel to other parts of NSW of more than three hours duration by private vehicle
Maximum limit	The maximum for an expense or facility provided in this Policy
Official business	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, including: <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• meetings, functions, workshops and other events to 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	Unless otherwise stated, refers to the Local Government (General) Regulation 2021 (NSW)
Year	Unless otherwise stated, refers to the financial year commencing on 1 July each year

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Policy Summary

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.

The policy sets out the maximum amounts/provisions Council will pay or provide 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/Provision	Frequency
General travel expenses	Reimbursed by kilometre at the rate contained in the <i>Local Government (State) Award</i> and other expenses provided as per clauses 6.1 – 6.4	Per occasion
Interstate, overseas and long-distance intrastate travel expenses	Overseas (as determined by Council resolution) Interstate (as determined by Council resolution, or by the General Manager) Long distance intrastate (as determined by Council resolution or by the General Manager)	Per occasion
Accommodation and meals	As per clauses 6.14 – 6.17 where applicable	Per occasion
Professional development	\$20,000 per councillor (based on an average of \$5,000 per councillor per year). A Director's course is separate to this amount	Per term
Conferences and seminars	\$300,000 in total for all councillors (based on an average of \$5,000 per councillor per year) This amount includes expenses relating to conferences and seminars such as registration, accommodation, meals and travel. Annual national and state Local Government conferences are separate to this amount and reported in the annual councillor expenses disclosure.	Per term
Council representation at charitable/not-for-profit local community events	Up to \$800 for each councillor for meal/tickets for charitable and/or not-for-profit local community events in line with civic duties.	Per year

Expense or Facility	Maximum Amount/Provision	Frequency
ICT expenses	Provision and maintenance of standard contemporary devices, a headset, mobile data provided as per clauses 6.36 – 6.39. This includes mobile phone related expenses up to a maximum of \$150 per councillor per month.	Per Term
Carer (including childcare) expenses	\$5,000	Per year
Medical expenses	\$5,000	Per occasion
Council-branded attire	\$400 per councillor, \$600 for the Mayor	Twice per term
Home office expenses	\$600 per councillor	Per year
Councillor common room/office	Provided as per clauses 9.1 – 9.3	Per term
Councillor meeting room	One meeting room is available for the shared use of councillors	Per term
Council vehicle and fuel card	Provided to the Mayor as per clauses 10.1 – 10.2	Per Mayoral term
Reserved parking space at Council offices	Provided to the Mayor	Per Mayoral term
Furnished office and meeting room (Mayor)	One office for the Mayor's exclusive use and access to an additional meeting room	Per Mayoral term

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

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

As prescribed under the Local Government (General) Regulation 2021, details and total costs of councillor expenses and provision of facilities will be included in Council's Annual Report.

PART A INTRODUCTION

1. Introduction

- 1.1. The provision of expenses and facilities enables councillors to fulfil their civic duties as elected representatives.
- 1.2. The community is entitled to know the extent of expenses paid to councillors, as well as the facilities provided.
- 1.3. This policy states the expenses, facilities and support 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 in this policy are additional to fees paid to councillors. 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. Council also allows superannuation payments to the Mayor and councillors as prescribed under the Local Government Act.

2. Policy objectives

- 2.1. The objectives of this policy are to:
 - enable the reasonable and appropriate payment and/or 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 payment and/or 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 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, reasonable private use of a mobile phone.
- 4.3. Incidental private use as described at 4.2 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 a political interest. The following are examples of what is considered a political interest during a re-election campaign:

- production of election material
- use of council resources and equipment for campaigning
- use of council letterhead, publications, websites or services for political benefit
- fundraising activities of political parties or individuals, including political fundraising events.

PART B 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.

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.
- 6.2. Councillors may be reimbursed for reasonable travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement of:
- public transport fares
 - use of a private vehicle or hire car (with prior approval)
 - parking costs for Council and other meetings
 - tolls
 - Cabcharge card or equivalent
 - documented ride-share programs, such as Uber, where tax invoices can be issued.
- 6.3. Use of a private vehicle will be reimbursed by kilometre at the rate contained in the *Local Government (State) Award*.
- 6.4. Councillors seeking reimbursement for use of a private vehicle must keep a logbook recording the date, distance and purpose of travel being claimed. Completed claim forms and copies of the relevant logbook contents must be provided with the claim.

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 Council and the local community. This includes travel to sister and friendship cities.
- 6.6. The process for approving travel expenses is as follows:
- Overseas – by Council resolution
 - Interstate – by Council resolution, or by the General Manager in time sensitive situations and with suitable evidence
 - Long distance intrastate – by Council resolution or by the General Manager and with suitable evidence

- 6.7. Councillors seeking a Council resolution for travel must submit a case to an Ordinary Meeting of Council to obtain approval prior to travel. This would generally be in the form of a report prepared by Council officers, and would include a recommendation for Council resolution. 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.
- 6.8. For interstate and long-distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.
- 6.9. For interstate journeys by air of more than three hours, the class of air travel may be premium economy.
- 6.10. For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.
- 6.11. Bookings for approved air travel will be made through the Executive Office.
- 6.12. 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

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

Accommodation and meals

- 6.14. Council will cover the costs of accommodation and meals while councillors are undertaking prior approved travel or professional development outside the local government area. Costs of accommodation and meals associated with Local Government industry conferences within the local government area may also be covered.
- 6.15. The costs covered under this clause are those that are reasonable costs associated with accommodation and meals in Australia.
- 6.16. The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the General Manager, being mindful of Clause 6.15.
- 6.17. Councillors will not be reimbursed for alcoholic beverages.

Meals, refreshments for council related meetings and other functions

- 6.18. Appropriate refreshments will be available for Council meetings, committee meetings, councillor briefings, and meetings, as approved by the General Manager.
- 6.19. As an indicative guide for the standard of refreshments to be provided at council related meetings, the General Manager must be mindful of what would be considered reasonable and appropriate for the occasion.
- 6.20. Meals and/or beverages commensurate with the occasion will be provided at workshops and official functions as approved by the General Manager.

Professional development

- 6.21. Council is committed to providing councillors with up-to-date training and development activities to assist councillors to effectively perform the duties of their roles. This could include training in use of equipment such as regular cyber security training for devices, professional development activities, conferences, seminars and professional membership. Council will allocate funds as specified in the Policy Summary in its annual budget to facilitate this training and development.
- 6.22. In the first year of a new council term, Council will provide a comprehensive induction program for all councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.
- 6.23. Annual membership of professional bodies will 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.
- 6.24. 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.
- 6.25. In assessing a councillor request for a professional development activity, the General Manager or delegate must consider the factors set out in Clause 6.24, as well as the cost of the professional development in relation to the councillor's remaining budget.

Conferences and seminars

- 6.26. Council is committed to ensuring its councillors are up to date with contemporary issues facing council and the community, and local government in NSW.
- 6.27. Council will set aside a total amount as specified in the Policy Summary 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.
- 6.28. Approval for Council-funded attendance at a conference or seminar is subject to a written request to the General Manager including factors such as:
- 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.
- 6.29. 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 6.14–6.20.

Council representation at charitable/not-for-profit local community events

- 6.30. Council will meet the cost of a meal and/or ticket for councillors to represent Council at charitable and/or not for profit local community events which are in line with civic duties,

up to \$800 per year for each councillor. These bookings should be made through the Executive Office.

Accompanying persons expenses

- 6.31. Council will meet the reasonable costs of an accompanying person in the following circumstances:
- 6.32. Attendance at official Council functions within the state where councillors are invited to attend, and functions are of such a nature that the councillor's accompanying person would normally be expected to accompany the councillor.
- 6.33. Conference (partner) registration and the official conference dinner for the LGNSW Annual Conference.
- 6.34. The payment of expenses for attending functions as permitted above will be limited to the ticket and meal. Peripheral expenses incurred by accompanying persons such as travel expenses, grooming, and special clothing are not covered.
- 6.35. The General Manager may approve payment of reasonable costs associated with an accompanying person in response to an unforeseen medical event involving a councillor.

Information and communications technology (ICT) expenses

- 6.36. Council will provide or reimburse councillors for expenses associated with appropriate ICT equipment and services including:
 - mobile phone and mobile data, or an allowance for a mobile phone up to \$150 per councillor per month
 - laptop and carry bag
 - headset.
- 6.37. This equipment will remain in the possession of the councillor and will be maintained and/or upgraded by Council as required. Equipment remains the property of Council and must be returned in good operational order at the end of the council term or upon ceasing to be a councillor unless otherwise arranged as per clause 13.2.
- 6.38. Council will provide and maintain all necessary software and consumables to enable councillors to undertake their duties. Councillors will also be provided with any necessary training in the use of equipment supplied.
- 6.39. To comply with Council's Cyber Security Policy, all devices issued by Council will be enrolled to Council's device management system, enabling the Information and Communication Technology Team to provide remote troubleshooting support when necessary.

Special requirements and carer expenses

- 6.40. Council encourages wide participation and interest in civic office. It will seek to ensure council premises and facilities are accessible, including reasonable adjustments for councillors living with disability.
- 6.41. Transportation provisions outlined in this policy will also assist councillors who may be unable to drive a vehicle.
- 6.42. 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.

6.43. Councillors who are the principal carer of a child or adult immediate family member will be entitled to reimbursement of carer's expenses up to a maximum \$5,000 per annum for attendance at official business, plus reasonable travel from the principal place of residence.

6.44. Childcare expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative, in accordance with 6.43.

6.45. Where a councillor requests expenses for caring for a person 16 years or older, suitable evidence to the General Manager such as advice from a medical practitioner may be required.

Home office expenses

6.46. Councillors may be reimbursed or request consumable home office items up to \$600 per year for costs associated with the maintenance of a home office. Councillors can request consumable items via the Executive Office.

Medical expenses

6.47. The General Manager may authorise for Council to pay up to \$5,000 for out-of-pocket medical expenses for councillors injured while on Council business where these are not covered by Medicare, private health or other insurance.

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.
- 7.2. Council will affect and maintain insurance to cover any loss or damage to Council property in the possession or control of councillors, as well as councillor property.
- 7.3. Insurance protection is only provided if a claim arises out of or in connection with the councillor's performance of civic duties, or exercise of functions as a councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- 7.4. Council shall pay the insurance policy excess in respect of any claim accepted by council's insurers, whether defended or not.
- 7.5. Appropriate travel insurances will be provided for any councillors travelling on approved travel on council business.
- 7.6. Medical expenses relating to approved overseas travel may be claimable under the policy. Clause 6.47 allows for out of pocket medical expenses not covered by insurance.
- 7.7. Claims for medical expenses relating to approved travel in Australia which are covered in part or whole by Medicare are not covered due to a restriction imposed on General Insurers by the Health Insurance Act 1973(Cth).

8. Legal assistance

- 8.1. Council may, if requested, resolve to 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, where possible, prior to costs being incurred.

Part C – Facilities

9. General facilities for all councillors

Facilities

- 9.1. Council will provide the following facilities to councillors to assist them to effectively discharge their civic duties:
- a furnished councillor common room/office with appropriate refreshments
 - a meeting room
 - pigeonholes for easy storage and dissemination of items and documents
 - access to consumable home office supplies and reasonable printing (on request) via the Executive Office
 - parking stickers to enable parking at the Civic Centre
 - six parking spaces allocated in the basement car park at the Civic Centre
 - personal protective equipment for use during site visits
 - Council-branded attire to wear when representing Council at functions and events, up to the value of \$400 for councillors and \$600 for the Mayor twice per term
 - a name badge which may be worn at official functions.

- 9.2. Councillors may book meeting rooms for official business in a specified council building at no cost. Rooms may be booked through the Executive Office.
- 9.3. The provision of facilities will be of a standard deemed by the General Manager as appropriate for the purpose.

Stationery

- 9.4. Council will provide the following stationery to councillors:
- a personalised digital letterhead template, to be used in line with the Code of Conduct and Media Policy for correspondence associated with civic duties such as congratulating people in the community on achievements, responding to residents, or using for pro-active communication
 - business cards
 - a diary.
- 9.5. As per Section 4, stationery shall only be used to support a councillor's civic duties and must not be used for any political or private gain by any Councillor.

Administrative and other support

- 9.6. Council will provide administrative support to councillors to assist them with their civic duties. Administrative support may be provided by staff from the Executive Office.
- 9.7. Council staff assist councillors with civic duties only and not with matters of personal or political interest, including campaigning.
- 9.8. Councillors have access to Council's Employee Assistance Program (EAP) which provides free counselling and other support.

10. Additional facilities for the Mayor

- 10.1. Council will provide to the Mayor a vehicle to a similar standard of other council vehicles, with a toll tag and fuel card. The vehicle will be supplied to assist the Mayor in carrying out all duties of their civic office and allows for reasonable personal use.
- 10.2. Where personal use exceeds reasonable personal use, such as personal interstate travel, the cost of that travel such as fuel and parking expenses may be paid upfront by the Mayor, or reimbursed or deducted from the Mayoral fee. It is expected the Mayor would keep a record of such travel to allow costs to be recovered.
- 10.3. A parking space at the Civic Centre will be reserved for the Mayor's council-issued vehicle.
- 10.4. The Mayor will have exclusive use of a furnished office equipped with ICT equipment and appropriate refreshments, and priority access to a suitably equipped meeting room with refreshments.
- 10.5. Subscription for online access to the Sydney Morning Herald and/or The Daily Telegraph, electronically.
- 10.6. In performing civic duties, the Mayor will be assisted with access to a small number of staff providing executive support, as determined by the General Manager. Staff assisting the Mayor are expected to work on official business only, and not matters of personal or political interest, including campaigning.
- 10.7. Mayoral chains, robes and other insignia of Office will be provided to the Mayor to be worn at civic functions.

Part D – Processes

11. Approval, payment and reimbursement arrangements

- 11.1. Expenses covered by Council should only be incurred by councillors in accordance with the provisions of this policy.
- 11.2. Where possible, approval for expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 11.3. Approval for the following, as specified in this policy, may be sought after the expense is incurred:
 - local travel relating to the conduct of official business
 - carer costs
 - ICT expenditure.
- 11.4. Approval for payments made under this policy will be granted by the General Manager or delegate.

Direct payment

- 11.5. Council may approve and directly pay expenses. Requests for direct payment must be submitted to the Head of Governance for assessment against this policy, with sufficient information and time to allow for the claim to be assessed and processed.

Reimbursement

- 11.6. 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 Head of Governance.

Advance payment

- 11.7. In limited circumstances, Council may pay a cash advance for councillors attending approved conferences, seminars or professional development.
- 11.8. Requests for advance payment must be submitted to the Head of Governance for assessment against this policy using the prescribed form with sufficient information and time to allow for the claim to be assessed and processed.
- 11.9. 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

- 11.10. If a claim is approved, council will make payment directly or reimburse the councillor through accounts payable.
- 11.11. 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

- 11.12. 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.
- 11.13. 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

- 11.14. Unless otherwise specified in this policy, councillors must provide all claims for reimbursement within three months of an expense being incurred and completing the required form. Claims made after this time cannot be approved.

12. Disputes

- 12.1. If a councillor disputes a determination under this policy, the councillor should discuss the matter with the General Manager.
- 12.2. If the councillor and the General Manager cannot resolve the dispute, the councillor may submit a notice of motion to a council meeting seeking to have the dispute resolved.

13. Return or retention of facilities

- 13.1. All unexpended facilities or equipment (including Council branded attire) 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.
- 13.2. Should a councillor desire to keep any equipment allocated by council, this Policy enables the councillor to make application to the General Manager to purchase any such equipment. The General Manager will determine an agreed fair market price or written down value for the item of equipment.
- 13.3. The prices for all equipment purchased by councillors under Clause 13.2 will be recorded in Council's annual report.

14. Publication

- 14.1. This policy will be published on Council's website.

15. Reporting

- 15.1. Council will report on the provision of expenses and facilities to councillors as required in the Act and Regulations.

16. Auditing

- 16.1. The operation of this policy, including claims made under the policy, will be included in council's internal audit program.

17. Breaches

- 17.1. Suspected breaches of this policy are to be reported to the General Manager.
- 17.2. 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.

Document Control

Policy History	Approving Authority	Date
Council Resolution (420)	Council	30 November 2011
Council Resolution (372)	Council	19 November 2012
Council Resolution (372)	Council	25 November 2013
Council Resolution (390)	Council	24 November 2014
Council Resolution (358)	Council	23 November 2015
Council Resolution (144)	Council	26 June 2017
Council Resolution (311)	Council	31 October 2022
Council Resolution (226)	Council	25 August 2025