

# ATTACHMENT C

## ATTACHMENT C

**REVISED DRAFT COUNCILLORS'  
EXPENSES AND FACILITIES POLICY**

**CITY  
OF  
SYDNEY**



FOUNDED 1842

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**COUNCILLORS' EXPENSES  
POLICY**

**2006**

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# COUNCILLORS' EXPENSES POLICY

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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.

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 some 150,000 residents, over 340,000 workers and about 400,000 visitors in our city daily.

With an annual budget of over \$350 million and 1,600 staff, 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.

Under the *City of Sydney Act 1988*, the City also administers the Central Sydney Planning Committee of which the Lord Mayor and two Councillors are members. The Central Sydney Planning Committee approves developments worth over \$50 million and is involved in the development of Local Environment Plans and Development Control Plans. This represents an additional responsibility for those Councillors who are members of the Committee which is not compensated.

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.

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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 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 Secretariat.

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.

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.

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## **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.
- 2.2 Requests for reimbursement must be received within one month of the cost being incurred.
- 2.3 Any advance payment made for the cost of a service associated with a civic duty must be reconciled within one month of receiving such payment.
- 2.4 The Councillors' Expenses Policy must be submitted to the Department of Local Government by 30 November each year.
- 2.5 The Councillors' Expenses Policy is available on the City of Sydney website.
- 2.6 The Director Corporate Services is responsible for providing a statement of the total amount expended on the provision of these facilities and resources 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 27.2 apply.
- 3.2 A Council vehicle and driver 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 the printing of 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

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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) NSW Local Government Association;
- (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.

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 (Ford Futura E-Gas), 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); and
- (d) from time to time, the Lord Mayor incurs expenses in carrying out the role eg attendance at functions, dry cleaning, entertainment etc outside the Town Hall building. For convenience a corporate

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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. Councillors may choose to have the monthly fee deposited directly into their bank account; or if a Councillor wishes to have tax deducted, their name will be added to the City's payroll.

## **6.0 CARER EXPENSES**

### **6.1 Criteria**

Expenses for 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 child care expenses has been approved by the Chief Executive Officer.

## 6.2 Fees

Carer expenses may consist of:

- (a) occasional 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 provider's usual terms, to a maximum hourly rate approved by the Chief Executive Officer. An annual limit of \$2,000 applies.

Councillors are also entitled to carer expenses for care provided during Council and Committee meetings and briefings.

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

7.1 An annual limit of \$4,000 will apply to communications outside the Councillors Town Hall office.

7.2 Those communications may comprise any of the following:

- (a) One mobile telephone;
- (b) One personal digital assistant (PDA) eg Blackberry with approved accessories is available for the use of each Councillor, including monthly service fees; and
- (c) One land line installed and maintained at Council expense in either the Councillor's home or workplace with appropriate equipment with phone, fax and broadband internet capabilities.

7.3 Equipment provided will be Council standard.

7.4 Mobile telephone use is to be in accordance with Council policy regarding mobile telephone use.

## **8.0 CONFERENCES OUTSIDE THE SYDNEY METROPOLITAN REGION**

8.1 Councillors may attend conferences or seminars, outside the Sydney metropolitan region, at Council expense provided the Chief Executive Officer and the Lord Mayor approves 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 the Sydney metropolitan area including travel, accommodation and meal expenses, is \$3,000.

## **9.0 CONFERENCES WITHIN THE SYDNEY METROPOLITAN REGION**

9.1 Council will pay expenses, including but not limited to registration fees, associated with attending conferences or seminars within the Sydney metropolitan region. 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 \$150; 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 \$150.

9.3 The annual limit for attending conferences or seminars within the Sydney metropolitan area is \$2,000.

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## **10.0 COUNCIL CONCERTS AND PUBLIC ENTERTAINMENT**

10.1 Councillors entitlements to tickets to events or functions are outlined in the City's Ticketing Policy.

## **11.0 COUNCIL REPRESENTATION AT NON-COUNCIL FUNCTIONS**

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

11.2 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 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 New South Wales Local Government Association 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 for interstate travel. The application for approval should include full details of the travel, including itinerary, costs and reasons for the travel.

### **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;

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- (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 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 17.3.

## 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 the Sydney Metropolitan region).

## 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;















