

COUNCILLORS' EXPENSES AND FACILITIES POLICY

December 2024

**PREPARED BY:
CORPORATE GOVERNANCE DIVISION**



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SUTHERLANDSHIRE

COUNCILLORS' EXPENSES AND FACILITIES POLICY



1. PURPOSE

The Councillors' Expenses and Facilities Policy (the Policy) ensures that Councillors receive adequate and reasonable resources to enable them to carry out their civic duties. It ensures that these are provided in an accountable and transparent manner.

2. APPLICATION

This Policy applies to all Councillors including the Mayor and Deputy Mayor. This Policy includes all of the specific expenses for which Councillors are entitled to receive reimbursement and all of the specific assets and facilities Councillors are entitled to use. Councillors can only receive reimbursement for expenses and the use of facilities when these are clearly identified in this Policy and attached Schedules.

3. PRINCIPLES

No one principle should be applied to the detriment of another. Principles must be collectively considered and applied to the extent that is reasonable and practicable in the circumstances.

3.1 Accountability and Transparency

This Policy ensures:

- There is accountability and transparency in the reasonable and appropriate reimbursement of expenses incurred or to be incurred by Councillors and in the use of Council assets and facilities in the course of the undertaking of their civic responsibilities.
- The community is informed of the use of Council's funds and assets in accordance with legislated reporting requirements.
- Council complies with legislative requirements.

3.2 Assets and Facilities Provided are Appropriate, Adequate and Within Reason

Council assets and facilities provided to assist Councillors to carry out their civic duties are reasonable and are at a standard appropriate to their professional role. This level of support serves to encourage people to seek election to civic office and ensures Councillors have the necessary resources for them to represent the interests of the residents and ratepayers of Sutherland Shire, provide leadership and guidance to the community and to facilitate communication between the community and Council.

3.3 Appropriate Reimbursement Claims

Councillors must act lawfully and honestly and exercise a reasonable degree of care and diligence in their expense reimbursement claims and ensure they relate only to expenses reasonably incurred in the course of undertaking their civic responsibilities.

3.4 Appropriate Use of Council Resources

Councillors must use Council resources ethically, effectively, efficiently and carefully. Council property including intellectual property, official services and facilities must not be misused by any person or body for private benefit or gain. Councillors must avoid any action or situation that could create the appearance that Council resources are being used inappropriately.

3.5 Participation and Access

Council is committed to enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor. There must be equitable access to expenses and facilities for all Councillors.

4. RESPONSIBILITIES

4.1 Responsible Officer

The Senior Manager Corporate Governance is the Responsible Officer for the implementation of this Policy, keeping the Policy current and legislative compliance.

4.2 Chief Executive Officer

The Chief Executive Officer has the authority to exercise the functions of the Council that are delegated by the Council to the Chief Executive Officer, and to exercise the responsibilities detailed in this Policy.

4.3 Directors

Directors are responsible for ensuring their Directorate adheres to the requirements of this Policy and provide guidance in respect of the achievement of the strategic objectives of the Policy within their Directorate and the organisation.

4.4 Employees

The Senior Manager Corporate Governance and employees of the Corporate Governance Division are responsible for ensuring that the requirements of this Policy are met. These responsibilities specifically include:

- approving and reimbursement of Councillor expenses;
- the provision of facilities to the Mayor and Councillors;
- maintaining records/registers;
- reporting;
- keeping the Policy current; and
- adhering to the requirements of this Policy and operating within its authorities.

5. POLICY COMPLIANCE

5.1 Monitoring

Application of this Policy is monitored by the Senior Manager Corporate Governance.

The Local Government Act requires that Council adopt a Policy for the Payment of Expenses and Provision of Facilities to the Mayor and Councillors within the first 12 months of a Council Term.

The Council may, if required, amend this Policy at other times or subsequent policies adopted in accordance with Sections 252 and 253 of the Local Government Act. Amendments that are considered significant will require a resolution of Council.

Application of this Policy is part of Council's internal audit program to ensure regular monitoring and oversight.

5.2 Reporting

Council's Annual Report will include Councillors Expenses and Facilities information as detailed in the Local Government (General) Regulation 2021 – Reg 217.

6. RECORD KEEPING, CONFIDENTIALITY AND PRIVACY

Council adheres to and complies with the NSW State Records Act 1998 and Privacy and Personal Information Protection Act 1998 through its Access to Information Policy and Privacy Management Plan.

Councillors are responsible for keeping individual records and submitting information to Council officers for processing.

7. BREACHES OF POLICY

Inappropriate claiming of expenses or misuse of facilities by Councillors are breaches of this Policy and will be reported to the Chief Executive Officer and dealt with under and in accordance with the Procedures for the Administration of the Codes of Conduct.

8. RELATED DOCUMENTS

- Codes of Conduct
- Procedures for the Administration of the Codes of Conduct
- Public Interest Disclosures Policy
- Fraud and Corruption Prevention Policy
- Statement of Business Ethics
- Sponsorship Policy – Sponsorship of Council Programs

COUNCILLORS' EXPENSES AND FACILITIES POLICY



9. RELEVANT LEGISLATION AND REGULATIONS

- Local Government Act 1993 (NSW)
- Local Government (General) Regulation 2021
- State Records Act 1998
- Local Government (State) Award

9.1 Relevant External Agency Guidelines

- Office of Local Government Guidelines for payment of expenses and provision of facilities for Mayors and Councillors in NSW
- Independent Commission Against Corruption (ICAC) Sponsorship in the Public Sector 2006

10. DEFINITION OF TERMS

In this Policy & Schedules the following terms have the following meanings:

Term	Meaning
Accompanying person	A person who has a close personal relationship with the Councillor and/or provides carer support to the Councillor.
The Act	The Local Government Act (NSW) 1993.
Expenses	Payments made by Council to reimburse Councillors for reasonable costs or charges incurred or to be incurred for discharging their civic functions. Expenses are separate and additional to annual fees.
Facilities	Equipment and services that are provided by Council to Councillors to enable them to perform their civic functions with relative ease and at a standard appropriate to their professional role as Councillors.
Functions of civic office/civic functions	Functions that Councillors are required to undertake to fulfil their legislated role and responsibilities for Council that should result in a direct benefit for Council and/or for the Local Government Area.
The Regulation	The Local Government (General) Regulation (NSW) 2021.
External authorities	Independent Commission Against Corruption NSW (ICAC) Office of Local Government NSW (OLG) NSW Ombudsman Audit Office of NSW

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Term	Meaning
	Information and Privacy Commission NSW

End of Document

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Document Name: Councillors' Expenses and Facilities Policy		Policy Accountability Manager Corporate Governance	
Version: 2.0	Approved by: Council (COR105-24)	Minute No: 310	Date approved: 16/12/2024
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SCHEDULE TO COUNCILLORS' EXPENSES AND FACILITIES POLICY



SCHEDULE A: GENERAL PROVISIONS REGARDING PAYMENT OF EXPENSES

1. Private or Political Benefit

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

Reasonable private use of Council equipment and facilities is permitted under this Policy.

Councillors should avoid obtaining any greater private benefit from Council other than an incidental benefit.

Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse Council.

Activities related to campaigns for election or re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during an election or 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.

2. General Expense Allowance

A general expense allowance is a sum of money paid by a council to a Councillor to expend on an item or a service that is not required to be receipted and/or otherwise reconciled according to a set procedure and within a specific timeframe.

In accordance with clause 403 of the Regulation, there is no provision in this Policy for a general expense allowance.

3. Advance Expenses Payment

Advance payment of expenses will be considered regarding expenses to be incurred relating to conferences, seminars, training, services or facilities covered by this Policy. The maximum value of a cash advance is \$300 per day. The advance payment must be approved by the Chief Executive Officer.

SCHEDULE TO COUNCILLORS' EXPENSES AND FACILITIES POLICY



Councillors are required to submit an Advance Expenses Payment Request Form, for review and approval by the CEO. Supporting documentation reconciling all expense receipts against the cost of the advance is to be provided, via email, to governance@ssc.nsw.gov.au within one week of the expense being incurred, or in relation to travel, within one week upon the Councillor's return.

Reimbursement of any amount of the advance payment not spent in attending to official Council business or professional development will be deducted from the Councillor's subsequent monthly fee payment.

4. Gifts and Benefits to be of Token Value

In circumstances where it is appropriate for a Councillor to give a gift or benefit (for example, on a Council business related trip or when receiving visitors), these gifts and benefits should be of token value. Consistent with the Code of Conduct for Councillors, a gift and benefit of token value is one or more gifts or benefits received over a 12 month period that, when aggregated, do not exceed a value of \$100.

This does not include gifts made by Council to other parties, such as Sister Cities, that a Councillor may present on Council's behalf.

5. Requirements for Reimbursement of Expenses

Claims for reimbursement must be lodged within four months of the expense being incurred and supported by a signed declaration form and relevant supporting documentation including itemised invoices or itemised receipts.

Councillor expense claims must be apportioned to and align with time spent on a Councillors' civic duties and not include personal usage charges.

Reimbursements will not be made for any expenses incurred during an approved leave of absence from Council.

When purchasing or paying for items related to civic duty, the accrual of reward points is considered a private benefit and should be refused (Example: accrual of points when using a private credit card to pay a Council related mobile phone bill then claiming reimbursement).

6. Dispute Resolution

Disputes regarding the under payment or non-payment of an expenses claim, or the provision of facilities, must be submitted in writing to the Chief Executive Officer. The Chief Executive Officer will investigate the claim or request and inform the Councillor of the decision in writing within seven working days of the claim or request being received by the Chief Executive Officer.

If a Councillor is not satisfied with the Chief Executive Officer's decision a report will be provided to an open Council meeting outlining the reasons for the determination. The Council will be requested to make a formal resolution on the matter.

SCHEDULE TO COUNCILLORS' EXPENSES AND FACILITIES POLICY



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SCHEDULE B: SPECIFIC EXPENSES

1. Travel Expenses

Councillors representing the Council and/or the Mayor (when approved by the Mayor) on authorised Council business, or at meetings and functions will be reimbursed for the cost of transport. The Councillor will be personally responsible for any traffic or parking fines incurred in such circumstances.

Travel by Councillors should be undertaken by utilising the most direct route and the most practicable and economical mode of transport subject to any personal or medical considerations.

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.

1.1. Local Travel

Councillors will be reimbursed travelling expenses for the use of a private motor vehicle on Council business at a rate per kilometre as provided for Local Government Salaried Officers in the Local Government (State) Award. A taxi service or suitable ride-share program may be utilised by Councillors to attend Council business if they are unable to or precluded from driving and have no alternative private transport means.

Council business includes approved Council, Standing Committee, Reference Group and Working Party meetings and Councillor Briefings, authorised site inspections and other official Council business. Council business does not include caucus or political party meetings or functions.

Claims for reimbursement must be lodged within four months of the expense being incurred and supported by a signed declaration form and relevant documentation. Supporting documentation must include details of the date, distance and purpose of travel being claimed.

Consideration of claims in this manner is restricted to travel within the Greater Sydney Area.

1.2. Regional and/or Interstate Travel

The authorisation of payment of expenses for regional and/or interstate travel requires the approval of the Mayor and the Chief Executive Officer. If the Mayor requires approval, it should be given by the Chief Executive Officer.

Any such travel requests must be supported by provision of the following information:

- total costs of the proposed travel;
- Councillor(s) participating in the travel;
- the duration, itinerary;
- purpose of the trip; and
- anticipated community benefit from attending.

SCHEDULE TO COUNCILLORS' EXPENSES AND FACILITIES POLICY



The calculation for reimbursement of regional and/or interstate travel will be on the basis of mileage (being the most direct route) as per the Local Government (State) Award or cheapest, flexible economy airfare, whichever is the lesser amount.

Claims for reimbursement must be lodged within four months of the expense being incurred and supported by a signed declaration form and relevant documentation. Retrospective reimbursement of regional and/or interstate travel expenses will not be approved unless prior authorisation of the travel has been obtained.

1.3. Overseas Travel

The authorisation of payment of expenses for overseas travel requires the approval of Council by way of a resolution. An officer's report shall be prepared. The report shall include:

- total costs of the proposed travel;
- nomination of the Councillor(s) participating in the travel;
- the duration, itinerary;
- purpose of the trip; and
- anticipated community benefit from attending.

Retrospective reimbursement of overseas travel expenses will not be approved unless prior authorisation of the travel has been obtained.

For international travel, the class of air travel is to be economy class. Any upgrades to the class of travel will be at the expense of the Councillor.

On return from any overseas travel, which has been funded by Council under this Policy, the Councillor(s) will share outcomes of the trip to a full meeting of the Council. Details of overseas travel must also be included in Council's annual report. Council is also required to report on the benefits of any proposed overseas sister city relationships.

If the travel costs are to be sponsored external to Council, relevant Council policies and recognised external authorities' guidelines and reporting structures shall be adhered to.

In accordance with Council's Cybersecurity Policy and the Independent Commission Against Corruption *Guidance for Councillors on Corruption Risks associated with overseas travel*, access to Council's IT systems, including remote participation in meetings, is not permitted when travelling overseas.

2. Professional Development

2.1. Training Courses

Council will provide an annual budget allocation to facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies.

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Requests must be in writing to the Chief Executive Officer or their delegate and must include:

- Details of the course
- Relevance to council priorities and business
- Relevance to the exercise of the Councillor's civic functions and responsibilities.

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.

Annual membership of professional bodies will only be covered with prior approval and 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.

2.2. Attendance at Seminars and Conferences

Council is committed to ensuring its Councillors are up to date with contemporary issues facing Council, the community and local government in NSW. Provision for attendance at conferences and seminars is provided as part of Professional Development. The approval for Councillors to attend industry related conferences/seminars is subject to a written request to the Chief Executive Officer and Mayor. If the Mayor requires approval, it should be given by the Chief Executive Officer.

In assessing a Councillor request, the Chief Executive Officer 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
- cost of the conference or seminar in relation to the total remaining budget.

The following fees will be paid by Council in regard to conference/seminar attendance by Councillors:

- conference/seminar registration fees - this includes the costs of related official lunches and dinners;
- associated tours - where they are relevant to the business and interests of Council; and
- reasonable cost of transportation and accommodation associated with attendance at the conference;

Council will provide an annual budget allocation to facilitate Councillor attendance at conferences and seminars. This allocation is for all Councillors. The Chief Executive Officer will ensure that access to expenses relating to conferences and seminars is distributed equitably.

SCHEDULE TO COUNCILLORS' EXPENSES AND FACILITIES POLICY



2.3. Incidental Expenses

Reasonable out of pocket or incidental expenses associated with Councillors attending conferences, seminars or training courses may be reimbursed provided that it can be demonstrated that the expenses were incurred.

Incidental expenses including meals, non-alcoholic beverages, taxi fares and parking fees and are capped up to a combined maximum of \$125 per day, per Councillor, relating to travel to / from conferences, seminars or training courses.

Claims for reimbursement must be lodged within four months of the expense being incurred and supported by a signed declaration form and relevant supporting documentation including itemised invoices or itemised receipts.

2.4. Accompanying Person

Where a Councillor's partner or accompanying person is required to escort a Councillor representing Council at official Council functions, authorisation of payment of these expenses requires the approval of the Chief Executive Officer prior to attendance.

Expenses considered by Council in regard to the following circumstances will be limited to the cost of the ticket, meal and/or the direct costs of attending the function:

- Where an accompanying person of a Councillor attends an official Council function that is of a formal and ceremonial nature; or
- Where an accompanying person of the Mayor, or a Councillor when they are representing the Mayor, is required to attend an official Council function or official ceremonial duty outside the Council area, but within the state.
- The payment of expenses for spouses, partners or accompanying persons for attending appropriate functions as permitted above should be confined specifically to the ticket, meal and/or the direct cost of attending the function. Peripheral expenses incurred by spouses, partners or accompanying persons such as personal appearance services, special clothing and transport are not considered reimbursable expenses.

Claims for reimbursement must be lodged within four months of the expense being incurred and supported by a signed declaration form and relevant supporting documentation including itemised invoices or itemised receipts.



3. Charity and Not for Profit Events

In keeping with Council's ongoing commitment to local charities the Mayor (or their nominee) and their partner may attend charity or not for profit events on behalf of Council. Council will provide up to a maximum of \$7,500 per annum to cover the cost of attendance.

In addition to this, the Mayor in consultation with the Chief Executive Officer, may purchase a table at local charity events to which Councillors can nominate to attend. (This includes charity events held outside the Sutherland Shire Local Government Area that benefit local charities). Tables will not be purchased for events that benefit politically based charities.

4. Special Requirement and Carer Expenses

Council encourages wide participation and interest in civic office and seeks to ensure Council premises and associated facilities are accessible and inclusive for all. Transportation provisions outlined in this Policy will also assist Councillors who may be unable to drive a vehicle.

Councillors will be reimbursed expenses related to the supervision of their children or immediate family members who require care or have a disability, in order to allow Councillors to attend to their responsibilities and duties as a Councillor. The rate of reimbursement for care will be to a maximum of \$30 per hour, with a weekly maximum of \$300 per week. Claims for reimbursement must be lodged within four months of the expense being incurred and supported by a signed declaration form and relevant documentation.

5. Attendance at Sydney South Planning Panel Meetings

Councillors appointed as Council representatives on the Sydney South Planning Panel will be paid a fee of \$600 for attendance at meetings. This fee is inclusive of any incidental costs and the cost of transport/travel.

Councillors will also receive an allowance for attendance at briefings and site inspections of the Sydney South Planning Panel. This will be at a rate of \$150 per hour, minimum one hour up to a maximum of \$600 per attendance. The allowance is inclusive of any incidental costs, travel/transport costs and covers briefings and site inspections on multiple applications.

6. Insurance Expenses

Councillors will receive the benefit of insurance cover for:

6.1. Scheduled Benefits

Scheduled benefits where personal injury occurs whilst on Council business Australia wide and worldwide by agreement in advance with the Insurer on each occasion an overseas trip is undertaken.

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'Bodily Injury' means 'a bodily injury resulting solely and directly from an accident and which occurs independently of any illness or any other cause, where the bodily injury and accident both occur during the period of protection and whilst the person is a covered person. It does not mean a sickness'.

Benefits payable are up to a maximum of five times salary (as defined under Council's relevant insurance policy) up to a maximum of \$1,000,000 (for death or permanent total disablement and subject to the full terms and conditions of Council's relevant insurance policy). Council's insurance policy also provides scheduled benefits for temporary total disablement and temporary partial disablement arising from bodily injury as defined above. In addition, limited cover is provided for dental and miscellaneous expenses; however Medicare legislation does not permit private insurance for out-of-pocket medical expenses incurred in Australia, other than the restricted cover which an individual may take through a registered health fund.

Council's insurance policy may, however, be extended to provide cover for medical expenses incurred overseas due to an accident occurring outside of Australia whilst on Council business, subject to agreement of the Insurer prior to a Councillor departing from Australia.

6.2. Professional Indemnity

For matters arising out of Councillors' performance of civic duties or exercise of their functions as Councillors, provided the performance or exercise of the relevant civic duty or function is in the opinion of Council bona fide and/or proper, but subject to any limitations or conditions set out in the policy of insurance which is taken out at the direction of Council.

6.3. Public Liability

For matters arising out of Councillors' performance of civic duties or exercise of their functions as Councillors, but subject to any limitations or conditions set out in the policy of insurance which is taken out at the direction of Council.

7. Legal Assistance

7.1. Legal Expenses Covered by Council

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

- a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act 1993; provided that there are reasonable prospects of success for 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 provided that there are reasonable prospects of success for 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
 - there are reasonable prospects of a substantially favourable finding for the Councillor.

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 Chief Executive Officer 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.

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

7.2. Legal Expenses Not Covered by Council

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

In addition, 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. Councillor Annual Fees & Superannuation

Fees payable to Mayors and Councillors are determined annually by the Local Government Remuneration Tribunal (LGRT) and in accordance with sections 248 and 249 of the Local Government Act 1993. For the determination of fees payable, Sutherland Shire Council has been categorised as a 'Metropolitan Large' Council.

Council will pay the highest recommended annual fee in this category to the Mayor and Councillors.

In addition to their annual Councillor fees, the Deputy Mayor receives a fixed fee of 15% of the Mayor's annual fee.

Effective from 1 July 2022 and in accordance with section 254B of the Local Government Act 1993, Council will also make a superannuation contribution payment to each Councillors' nominated superannuation fund. This amount will be equivalent to the amount the Council would have been required to contribute under the Commonwealth superannuation legislation as superannuation if the Councillor were an employee of the Council.

Superannuation will be automatically paid to Councillors upon provision of their Superannuation Fund Nomination Form, however Councillors can opt out of receiving Council superannuation payments.

Councillors should seek independent financial advice when determining their options.

9. General Facilities for Councillors

9.1. Administrative Assistance – Councillor Requests

Requests submitted by a Councillor on behalf of a customer, will be managed in line with the 'Councillors Guide to Managing Customer Requests'. Administrative assistance will be provided to Councillors for those requests that require escalation, including appropriate responses and updates sent to the customer. Customer requests will be triaged, to determine whether the request requires escalation, or referral to other channels for action.

No other administrative assistance will be provided to Councillors unless it relates to a Councillor's civic duties, e.g. invitations to events and the like.

9.2. Administrative Assistance – Mail Handling

All mail addressed to the Mayor, including 'Private and Confidential' mail will be opened, and the contents scanned, and appropriate procedure followed according to the request type (either sent to the recipient via email or lodged as a request with Council).

All mail addressed to Councillors, including 'Private and Confidential' mail will be opened, and the contents provided to Councillors to determine appropriate course of action.

No personal correspondence is to be sent to Council. Any correspondence sent to Council will be considered a Council record under the State Records Act 1998 and managed accordingly.

9.3. Councillors' Suite & Office

Rooms will be provided in Council's Administration Building to assist Councillors in dealing with resident and ratepayer matters and Council business generally.

SCHEDULE TO COUNCILLORS' EXPENSES AND FACILITIES POLICY



9.4. Parking permit

A parking permit will be provided to Councillors to facilitate their parking at Council buildings. The permit will be surrendered if a Councillor vacates their position or upon conclusion of their term in office.

9.5. Laptop

Councillors must purchase their own laptop and associated accessories for Council business and seek reimbursement up to a maximum cumulative value of \$5,000 per Council Term. Devices are to meet a specified minimum standard, as determined by the Chief Information Officer.

Councillors will retain ownership of the laptop and associated accessories at the conclusion of the Council Term. The Councillor will be responsible for organising all insurance, maintenance and replacement of such devices. The Councillor will also be able to load any software / apps of their choosing and the laptop will not be subject to the restrictions of Council policies relating to the use of computers and accessing websites, however when using Council Wi-Fi some restrictions may be put in place in accordance with Council policies.

Reasonable support will be provided for personally owned devices or equipment used for Council business.

If a Councillor wishes to upgrade or replace a lost / damaged laptop during the Council Term, they can seek reimbursement up to the remaining balance of the \$5,000 threshold.

9.6. Mobile Phone and Data Plan

Councillors must provide their own mobile phone, data plans and any fixed landlines to their property, that may include an optional online bundled subscription to electronic metropolitan and national news services, and they will be reimbursed up to a maximum of \$250 per month.

Councillor expense claims for mobile phones and data plans must be apportioned to and align with time spent on civic duties and not include personal usage charges.

All mobile phones must have the latest operating system installed.

Councillors will retain ownership of the phone and if relevant, their personal data plan at the conclusion of the Council Term. Councillors will be responsible for organising all insurance, maintenance, replacement of phones and any ongoing costs should they leave office or at the end of the Council Term. Councillors will also be able to load any software / apps of their choosing and the device will not be subject to the restrictions of Council policies relating to the use of computers and accessing websites.

Claims for reimbursement must be lodged within four months of the expense being incurred. Any claims received after this time period may not be paid.

SCHEDULE TO COUNCILLORS' EXPENSES AND FACILITIES POLICY



Supporting documentation must be provided with each claim including:

- Phone and internet (data) invoices
- Percentile calculation of expense claim relating to Council business usage (if invoice includes both Council and private usage)

Late fees incurred on any phone / data invoices will not be reimbursed.

9.7. Printer

Councillors must purchase their own printer/copier/scanner and seek reimbursement up to a maximum of \$500 per Council Term

9.8. Shredder

Councillors must purchase their own shredder and seek reimbursement up to a maximum of \$300 per Council Term.

9.9. Other Home Office Provisions

An allowance of \$1600 per Councillor per Term is allocated for home office provisions and their maintenance. This allowance also includes claims for reimbursement of minor items of consumable stationery, print cartridges and postage stamps used for Council business.

9.10. Other items to be provided a necessary

The following items may be provided as required:

- up to two boxes of business cards, per annum;
- electronic letterhead; and
- personal protective clothing and/or equipment where deemed appropriate by the Chief Executive Officer.

10. Additional Facilities for Mayor

10.1. Parking

A parking space at Council's Administration Building will be reserved for the Mayor.

10.2. Mayor's Suite

In keeping with the Office of the Mayor, the Mayor will be provided a fully equipped suite to assist them in the performance of their civic functions. This will include the provision of alcohol to the Mayor's Suite, spirits to a maximum value of \$50.00 per bottle and wine to a maximum value of \$30.00 per bottle.

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10.3. Corporate Credit Card

Also, in keeping with the Office of the Mayor, a Corporate Credit Card will be provided to the Mayor, with a monthly expenditure limit of \$3,000 (in accordance with the capped fee of \$100 per day, as per Incidental Expenses, Clause 2.3 of Schedule B of this policy), to facilitate incidental expenses incurred in the performance of their Mayoral civic duty.

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Document Name: Schedule B to Councillors' Expenses & Facilities Policy		Schedule Accountability Manager Corporate Governance	
Version: #2.1	Approved by: Council (COR105-24)	Minute No. 310	Date approved: 16/12/2024
Original: April 2022	Last Revision: April 2022	Next Revision: December 2028	

SCHEDULE TO COUNCILLORS' EXPENSES AND FACILITIES POLICY



SCHEDULE C: LIMITS ON EXPENDITURE TABLE

EXPENSES DETAILED IN SCHEDULE B				
Clause	Expense or Facility	Amount	Frequency	Approval (if required)
1.1	Local Travel (restricted to Greater Sydney Area)	Rate per kilometre provided in the Local Government (State) Award		
1.2	Regional, Interstate Travel	Mileage (as above) or lowest, flexible economy airfare, whichever is the lesser amount.		CEO and/or Mayor
1.3	Overseas Travel	Mileage (as above) or lowest, flexible economy airfare, whichever is the lesser amount.		Council
2.1	Professional Development	Annual budget provision	Per Annum	CEO
2.2	Attendance of Conferences and Seminars	Annual budget provision	Per Annum	CEO
2.3	Incidental Expenses related to the attendance of conferences, seminars or training courses	\$125	Per Day	
2.4	Accompanying person	The cost of registration and in some cases, the cost of the ticket, meal and/or the direct costs of attending the function.	Per event/function	CEO
3	Mayoral Attendance to Charity and Not-for-Profit Events	\$7,500	Per Annum	
3	Cost of table at local charity events	As approved	Per event/function	CEO
4	Carer Expenses	\$30 per hour, up to a maximum of \$300	Per Week	
5	South Sydney Planning Panel Meetings (inclusive of incidental costs and travel/transport expenses)	\$600 per Councillor for attendance at meetings, plus \$150 per hour (max. four hours) for attendance at briefings and site inspections	Per Meeting	
7	Legal Assistance	Provided to Councillors as outlined in this Policy.		Council
8	Councillor Annual Fees	Highest amount payable for 'Metropolitan Large Council' as classified and recommended by the Local Government Remuneration Tribunal (LGRT)	Monthly in arrears	
8	Superannuation	Amount payable in accordance with Commonwealth superannuation legislation for Council employees	Monthly in arrears	

SCHEDULE TO COUNCILLORS' EXPENSES AND FACILITIES POLICY



FACILITIES DETAILED IN SCHEDULE B				
Clause	Expense or Facility	Amount	Frequency	Approval (if required)
9.1 & 9.2	Administrative Assistance & Mail Handling	Limited assistance provided to Councillors		
9.3	Councillors' Suite	Provided to Councillors		
9.4	Parking Permit	Provided to Councillors	Per Council Term	
9.5	Councillor provided laptop device	\$5,000	Per Council Term	
9.6	Councillor provided mobile phone, phone plan and optional electronic online news subscription bundle	\$250 (excludes late fees)	Per Month	
9.7	Councillor provided printer/scanner unit	\$500	Per Council Term	
9.8	Councillor provided shredder	\$200	Per Council Term	
9.9	Home Office Provisions	\$1,600	Per Council Term	
9.10	Business Cards	Two boxes provided to Councillors	Per Annum	
9.10	Electronic Letterhead and Personal Protective Clothing and/or Equipment	Provided to Councillors		
10.1	Reserved Parking Space for Mayor	Provided to Mayor		
10.2	Mayor's Suite (including provision of alcohol)	Provided to Mayor's suite, with a maximum value of \$50 per bottle of spirits and \$30 per bottle of wine.		
10.3	Credit Card for Mayor	Credit card provided to the Mayor with a monthly limit of \$3000 and spending capped at \$100 per day.		CEO

SCHEDULE TO COUNCILLORS' EXPENSES AND FACILITIES POLICY



End of Document

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