



Councillors' Expenses and Facilities Policy

Contents

Policy summary

Part A – Introduction

Introduction

Policy objectives

Principles

Definitions

Private or political benefit

Part B – Expenses

Payment of expenses – General

Payment of expenses – Specific

Part C – Facilities

General facilities for councillors

Specific facilities for the Lord Mayor

Part D – Processes related to this policy

Approval, payment and reimbursement arrangements

Reimbursement to council

Disputes

Reporting

Part E – History & Associated Documents

Document History

Associated Documents

Councillors' Expenses and Facilities Policy		
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Policy summary

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to councillors to help them undertake their civic duties.

It ensures accountability and transparency, and seeks to align councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the Local Government Act 1993 (the Act) and Local Government (General) Regulation 2005 (the Regulation), and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to mayors and councillors in NSW.

The policy sets out the maximum amounts council will pay 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	Frequency
General travel expenses	\$3,250 per councillor \$6,500 for the Lord Mayor if they do not access or use a council issued vehicle; or \$3,250 for the Lord Mayor if they choose to access and use a council issued vehicle	Per year
Interstate, overseas and long distance intrastate travel expenses	\$20,000 total for all councillors	Per year
Accommodation and meals	As per the <i>NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009</i> , adjusted annually	Per meal/night
Professional development	\$2,000 per councillor	Per year
Conferences and seminars	\$10,000 total for all councillors	Per year
ICT expenses	\$4,000 per councillor in the first year of the council term \$2,000 per councillor every year after	Per year
Carer expenses	\$4,000 per councillor	Per year
Home office expenses	\$300 per councillor	Per year
Postage stamps	1,500	Per year
Christmas or festive cards	200 per councillor 600 for the Lord Mayor	Per year

Expense or facility	Maximum amount	Frequency
Access to facilities in a councillor common room as per Clause 9.1	Provided to all councillors	Not relevant
Council vehicle, fuel card and toll road tag supplied for official use to the Lord Mayor	Provided to the Lord Mayor	Not relevant
Reserved parking space at council's offices for the Lord Mayor's council-issued vehicle	Provided to the Lord Mayor	Not relevant
Furnished office incorporating a computer configured to council's standard operating environment, telephone and meeting space	Provided to the Lord Mayor	Not relevant
Number of exclusive staff supporting Lord Mayor and councillors	Up to five full time equivalents (FTE) provided to support the Lord Mayor and councillors	Not relevant

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.

Detailed reports on the provision of expenses and facilities to councillors will be publicly tabled at a council meeting every six months and published in full on council's website. These reports will include expenditure summarised by individual councillor and as a total for all councillors.

PART A – INTRODUCTION

1. Introduction

- 1.1. The provision of expenses and facilities enables councillors to fulfil their civic duties as the elected representatives of City of Parramatta Council.
- 1.2. The community is entitled to know the extent of expenses paid to councillors, as well as the facilities provided.
- 1.3. The purpose of this policy is to clearly state the facilities and support that are available to councillors to assist them in fulfilling their civic duties.
- 1.4. Council staff are empowered to question or refuse a request for payment from a councillor when it does not accord with this policy.
- 1.5. Expenses and facilities provided by this policy are in addition to fees paid to councillors. The minimum and maximum fees a council may pay each councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

2. Policy objectives

- 2.1. The objectives of this policy are to:

- ensure accountability and transparency in the reasonable and appropriate reimbursement of expenses incurred by councillors in the course of discharging their civic duties
- ensure that the facilities provided to councillors to carry out their civic duties are reasonable, are at a standard appropriate to their professional role as a councillor and meet community expectations
- promote a diversity of representation
- fulfil council's statutory responsibilities.

3. Principles

3.1. Council commits to the following principles:

- **Proper conduct:** Councillors acting lawfully and honestly, exercising care and diligence in carrying out their functions
- **Direct expenses:** Providing for councillors to be reimbursed for expenses directly incurred as part of their role as a councillor.
- **Participation, equity and access:** Enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a councillor.
- **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. Definitions

The following definitions apply throughout this policy.

All monetary amounts stated in the policy are exclusive of GST.

Term	Definition
accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a councillor
appropriate refreshments	Means food and beverages, excluding alcohol, provided by council to support councillors
Act	Means the Local Government Act 1993 (NSW)
Annual Conference	Means Local Government NSW Annual Conference
clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct adopted by council
councillor	Means a person elected or appointed to civic office as a member of the governing body of council, including the Lord Mayor
Chief Executive Officer	Means the Chief Executive Officer of council and includes their delegate or authorised representative
ICT	Means Telecommunications and Information Communications and Technology
incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct

maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1
NSW	New South Wales
official business	Means functions that the Lord Mayor or councillors are required or invited to attend to fulfil their legislated role and responsibilities for council or result in a direct benefit for council and/or for the local government area, and includes: <ul style="list-style-type: none"> • meetings of council and committees of the whole • meetings of committees facilitated by council • civic receptions hosted or sponsored by council • meetings, functions, workshops and other events to which attendance by a councillor has been requested or approved by council
professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a councillor or the Lord Mayor
Regulation	Means the Local Government (General) Regulation 2005 (NSW)
year	Means the financial year, that is the 12 month period commencing on 1 July each year

5. Private or political benefit

- 5.1. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- 5.2. Private use of council equipment and facilities by councillors may occur from time to time. Such incidental private use is not subject to a compensatory payment back to council. For example, telephoning home to advise that a council meeting will run later than expected.
- 5.3. 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 equipment or facilities does occur, councillors must reimburse council.
- 5.4. Campaigns for re-election are considered to be a private interest. The following in connection with a re-election campaign are considered to be private to councillors:
 - production of election material
 - use of council resources 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

PART B – EXPENSES

6. General expenses

- 6.1. 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.
- 6.2. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

7. Specific expenses

General travel arrangements and expenses

- 7.1. All travel by councillors should be undertaken by using the most direct route and the most practicable and economical mode of transport.
- 7.2. Councillors may be reimbursed up to \$3,250.00 per year for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. The Lord Mayor may be reimbursed up to \$6,500.00 per year if they do not access or use a council issued vehicle. If the Lord Mayor chooses to access and use a council issued vehicle, the upper limit for general travel expenses will be \$3,250.00. This includes reimbursement:
 - for public transport fares
 - of mileage allowance for the use of private vehicle per kilometre as provided for in the Local Government (State) Award
 - for parking costs for council and other meetings
 - by Cabcharge.
- 7.3. Any councillor seeking reimbursement for travel expenses above the limit must have prior written approval from the Chief Executive Officer.

Interstate and overseas travel expenses

- 7.4. In accordance with Section 5, council will scrutinise the value and need for councillors to undertake overseas travel. Councillors should avoid interstate and overseas trips, including to sister or friendship cities, unless direct and tangible benefits can be established for the council and the local community.
- 7.5. Total interstate and overseas travel expenses for all councillors will be capped at a maximum of \$20,000 per year.
- 7.6. Councillors seeking reimbursement for any interstate and overseas travel must submit a business case to the Chief Executive Officer, and in the case of overseas travel, to a full council meeting. The business case must be submitted ten days prior to the meeting and include:
 - objectives to be achieved in travel, including an explanation of how the travel aligns with current council priorities and business and the community benefits which will accrue as a result
 - who is to take part in the travel and duration and itinerary of travel
 - a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- 7.7. Approval for reimbursement of costs related to interstate and overseas travel will be granted by the Chief Executive Officer in conjunction with the Lord Mayor, or by the full council for overseas travel upon analysis of the business case.

- 7.8. For interstate journeys by air, the class of air travel is to be economy class.
- 7.9. For international travel, the class of air travel is to be premium economy, if available. Otherwise, the class of travel is to be economy.
- 7.10. Bookings for approved air travel are to be made through the Chief Executive Officer's office.

Travel expenses not paid by council

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

Accommodation and meals

- 7.12. Council will reimburse costs for accommodation and meals while councillors are undertaking approved travel or professional development.
- 7.13. The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the *NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009*, as adjusted annually.
- 7.14. The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the Chief Executive Officer, being mindful of Clause 7.13.

Refreshments for council related meetings

- 7.15. Appropriate refreshments will be available for council meetings, council committee meetings, other official council committees, councillor briefings and workshops, approved meetings and engagements, and official council functions as approved by the Chief Executive Officer.
- 7.16. As an indicative guide for the standard of refreshments to be provided at council related meetings, the Chief Executive Officer should be mindful of Part B Monetary Rates of the *NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009*, as adjusted annually.

Professional development

- 7.17. Council will set aside \$2,000 per councillor annually in its Operational Plan and budget to facilitate professional development of councillors through programs, training, education courses and membership of professional bodies.
- 7.18. In the first year of a new council term, council will provide a comprehensive induction program for all councillors which takes into account any guidelines issued by the Office of Local Government (OLG). This program will be developed with an appropriate external consultant who will be subject to council's usual competitive procurement process. This cost of the induction program will be in addition to the ongoing professional development funding.
- 7.19. Membership of professional bodies will only be covered where 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.
- 7.20. Approval for professional development activities is subject to a written request to the Chief Executive Officer outlining the:
- details of the proposed professional development
 - relevance to council priorities and business.
- 7.21. In assessing a councillor request, the Chief Executive Officer must consider the factors set out in Clause 7.17, as well as the cost of the professional development in relation to the councillor's remaining budget.

Conferences and seminars

- 7.22. Council is committed to ensuring its councillors are up to date with contemporary issues facing the City of Parramatta and local government in NSW.
- 7.23. Council will set aside a total amount of \$10,000 annually in its budget to facilitate councillor attendance at conferences and seminars. The Chief Executive Officer will ensure that access to expenses relating to conferences and seminar is distributed equally. This does not include attendance at the Local Government NSW Annual Conference referred to in Clause 7.26.
- 7.24. Approval to attend a conference or seminar is subject to a written request to 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
 - cost of the conference or seminar in relation to the total remaining budget.
- 7.25. Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the Chief Executive Officer. 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 7.12-7.13.

Local Government NSW Annual Conference

- 7.26. Councillors will also be permitted to attend the Local Government NSW Annual Conference. Council will reimburse the cost of registration fees and where the conference is outside of metropolitan Sydney, the cost of travel, accommodation and meals not covered by the conference registration, subject to Clauses 7.12-7.13.
- 7.27. The number of councillors permitted to attend the Local Government NSW Annual Conference will be determined by council's voting delegate entitlement.

ICT expenses

- 7.28. Council will provide or reimburse councillors for expenses associated with ICT devices and services up to a limit of \$4,000.00 for the first year of a council term and \$2,000.00 per year for the remaining years of a term. This may include mobile phones and tablets, mobile phone and tablet data, and home internet costs.
- 7.29. Reimbursements will be made only for communications devices and services used for Councillors to undertake their civic duties, such as:
- receiving and reading council business papers
 - relevant phone calls and correspondence
 - diary and appointment management.
- 7.30. Councillors may seek reimbursement for applications on their mobile electronic communication device that are directly related to their duties as a councillor, within the maximum limit.

Carer's and special requirement expenses

- 7.31. Council encourages wide participation and interest in civic office. It will ensure council premises and associated facilities are accessible, including provision for sight or hearing impaired councillors and those with other disabilities.
- 7.32. Transportation provisions as outlined in this policy, such as access to Cabcharge, will also assist councillors who may be unable or unwilling to drive a vehicle.

- 7.33. In addition to the provisions above, the Chief Executive Officer may authorise the provision of reasonable additional facilities and expenses in order to allow a councillor with a disability to perform their civic duties.
- 7.34. Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to re-imbursment of carer's expenses up to a maximum of \$4,000 per annum for attendance at official business, plus reasonable travel from the principal place of residence.
- 7.35. Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 7.36. In the event of caring for an adult person, councillors will need to provide suitable evidence to the Chief Executive Officer that reimbursement is applicable. This may take the form of advice from a medical practitioner.

Expenses for accompanying persons

- 7.37. Only for the Local Government NSW Annual Conference, council will meet the costs of registration and the official conference dinner for an accompanying person of a councillor.

Home office expenses

- 7.38. Each councillor may be reimbursed up to \$300 per year for costs associated with the maintenance of a home office, such as minor items of consumable stationery and printer ink cartridges.

Insurance and legal expenses

- 7.39. Councillors are to receive the benefit of insurance cover while in or on any activity directly or indirectly connected with or on behalf of council including while travelling to and/or from such activity. Such injury being bodily injury caused by violent, accidental, external and visible means and including death, permanent disablement, temporary total disablement, bed care benefit and non-medical expenses but not including medical expenses, subject to the conditions and limitations of council's personal accident insurance policy current at the time of occurrence of the injury as follows:

Personal Injury

7.39.1 While ever on council authorised business, worldwide, covering bodily injury caused by accidental, violent, external and visible means up to a sublimit for death and capital limits of \$350,000 but subject to any limitation or conditions set out in the policy of insurance which is taken out at the direction of council. Also covering permanent disablement, temporary total disability and temporary partial disability. The cover does not include medical expenses.

Professional Indemnity

7.39.2 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 and is carried out in good faith, as required under Section 731 of the Act, but subject to any limitation or conditions set out in the policy of insurance which is taken out at the direction of council.

Public Liability

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

Travel Insurance

7.39.4 Appropriate travel insurances will be provided for any councillors traveling on approved overseas and interstate travel on council business, subject to any limitations or conditions set out in the policy of insurance which is taken out at the direction of council.

8. Legal Assistance for Councillors

8.1. In the event of a formal inquiry, investigation or hearing by any of:

- the Independent Commission Against Corruption
- the Office of the New South Wales Ombudsman
- the Office of Local Government
- the New South Wales Police Force
- the New South Wales Director of Public Prosecutions
- the Local Government Pecuniary Interest and Disciplinary Tribunal
- Council's Conduct Review Committee / Reviewer; or Legal proceedings being taken against a councillor, arising from the performance, in good faith, of a function under the Local Government Act or defending an action in defamation, providing the outcome of the legal proceedings is not substantially unfavourable to the councillor.

Council shall reimburse such councillor, after the conclusion of the inquiry, investigation, hearing or proceeding, for all legal expenses properly and reasonably incurred, given the nature of the inquiry, investigation, hearing or proceeding, on a solicitor/client basis

This reimbursement shall occur provided that:

- The amount of such reimbursement shall be reduced by the amount of any monies that may be or are recouped by the councillor on any basis
- The councillors' performance or exercise of the civic duty or function was in the opinion of council bona fide and/or proper
- The amount of such reimbursement in respect of solicitors fees be limited to the extent that only fees charged at a rate equivalent to the average hourly rate then being charged by council's legal panel will be paid, i.e. any portion of the expenses representing any hourly charge rate higher than the then average hourly charge rate then being charged by council's legal panel will not be reimbursed. Where Counsel is used, reimbursement is to be submitted to council for approval
- The finding of any inquiry, investigation, hearing or proceeding is substantially favourable to the councillor
- In the case of legal costs arising from a conduct complaint made against a councillor, the matter has been referred by the Chief Executive Officer to a conduct reviewer or conduct review panel
- In the case of legal costs arising from a pecuniary interest or misbehaviour matter, a formal investigation has been commenced by the Division of Local Government.

Defamation Proceedings

8.2. In the event that defamation proceedings are taken or threatened to be taken against a councillor arising out of comments or actions of that councillor in a council meeting or on council related business (such as on-site meetings) and providing that council is satisfied that such comments were made during the consideration of council business, in good faith and without malice, council shall consider and if it feels appropriate, resolve to indemnify or

reimburse such councillor, all legal expenses properly and reasonably incurred, given the nature of the inquiry, investigation, hearing or proceedings on a solicitor/client basis,

This shall occur provided that:

- The amount of such reimbursement shall be reduced by the amount of any monies that may be or are recouped by the councillor on any basis.
- The amount of such reimbursement in respect of solicitors' fees be limited to the extent that only fees charged at a rate equivalent to the average hourly rate than being charged by council's solicitor will be paid i.e., any portion of the expenses representing any hourly charge rate higher than the then hourly charge rate of council's solicitor will not be reimbursed.
- Any reimbursement shall not include any damages awarded against the councillor.
- Any reimbursement shall not include any action by one councillor against another councillor.

8.3. It should be noted that council will not meet the legal costs of a councillor seeking advice in respect of possible defamation; seeking a non-litigious remedy for possible defamation; or, an action in defamation taken by a councillor.

Process for the approval of legal costs

8.4. Any proposal that council cover legal costs made in accordance with this section must be approved, by council, and where possible, this approval should occur prior to the legal 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 councillors' common room appropriately furnished to include telephone, photocopier, printer, desks, computer terminals, pigeon holes and appropriate refreshments (excluding alcohol)
 - access to shared car parking spaces while attending council offices on official business
 - a name badge which may be worn at official functions, indicating that the wearer holds the office of a councillor and/or Lord Mayor or Deputy Lord Mayor.
- 9.2 Councillors may book meeting rooms for official business in a specified council building at no cost. Rooms may be booked through a specified officer in the Chief Executive Officer's office or another specified staff member.
- 9.3 The provision of facilities will be of a standard deemed by the Chief Executive Officer as appropriate for the purpose.

Stationery

- 9.4 Council will provide the following stationery to councillors each year:
- letterhead, to be used only for correspondence associated with civic duties
 - business cards
 - up to 1,500 ordinary postage stamps
 - up to 200 Christmas or festive cards per year for councillors and 600 for the Lord Mayor
 - minor items of consumable stationery, such as pens, pencils and paper clips.
- 9.5 As per Section 4, stamps shall only be used to support a councillor's civic duties. Councillor mail will only be posted using the stamps provided. Any stamps not used will not be carried over to the next year's allocation.

Administrative support

- 9.6 Council will provide administrative support to councillors to assist them with their civic duties only. Administrative support may be provided by staff in the Chief Executive Officer's office or by a member of council's administrative staff as arranged by the Chief Executive Officer or their delegate.
- 9.7 As per Section 4, council staff are expected to assist councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

10. Additional facilities for the Lord Mayor

- 10.1 Council will provide the Lord Mayor with a maintained motor vehicle to a similar standard of other council vehicles, with a fuel card and toll road tag. The vehicle will be supplied for use in attending official business or professional development and attendance at the Lord Mayor's office.

- 10.2 A parking space at council's offices will be reserved for the Lord Mayor's council-issued vehicle for use on official business, professional development and attendance at the Lord Mayor's office.
- 10.3 Council will provide the Lord Mayor with a furnished office incorporating a computer configured to council's standard operating environment, telephone and meeting space.
- 10.4 In performing his or her civic duties, the Lord Mayor will be assisted by a small number of staff providing administrative and secretarial support.
- 10.5 The number of staff provided to support the Lord Mayor and councillors will not exceed five full time equivalents (FTE).
- 10.6 As per Section 4, staff assisting the Lord Mayor are to work on official business only, and not for matters of personal or political interest, including campaigning

PART D – PROCESSES RELATED TO THIS POLICY

11. Approval, payment and reimbursement arrangements

- 11.1 Expenses should only be incurred by councillors in accordance with the provisions of this policy.
- 11.2 Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 11.3 Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
- local travel relating to the conduct of official business
 - emergency carer costs associated with the need to attend to official business
 - ICT expenditure.
- 11.4 Final approval for payments made under this policy will be granted by the Chief Executive Officer or their delegate.

Direct payment

- 11.5 Council may approve and directly pay expenses. Requests for direct payment must be submitted to the Chief Executive Officer for assessment against this policy using prescribed form, 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 Chief Executive Officer.

Timeframe for reimbursement

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

Advance payment

- 11.8 Council may pay a cash advance for councillors attending approved conferences, seminars or professional development.
- 11.9 The maximum value of a cash advance is \$150 per day of the conference, seminar or professional development to a maximum of \$500.
- 11.10 Requests for advance payment must be submitted to the Chief Executive Officer for assessment against this policy using the prescribed form with sufficient information and time to allow for the claim to be assessed and processed.
- 11.11 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

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

11.13 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.

11.14 If the councillor cannot reimburse council within 14 days of the invoice date, they are to submit a written explanation to the Chief Executive Officer. The Chief Executive Officer may elect to deduct the amount out of the councillor's allowance.

12. Disputes

12.1 If the councillor disputes a determination under this policy, the councillor should discuss the matter with the Chief Executive Officer.

12.2 If the councillor and the Chief Executive Officer cannot resolve the dispute, the councillor may submit a notice of motion to council seeking to have the dispute resolved.

13. Return or retention of facilities

13.1 All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a councillor or Lord Mayor ceasing to hold office.

14. Reporting

14.1 Council will report on the provision of expenses and facilities to councillors as required in the Act and Regulations. In addition, detailed reports will be publicly tabled at a council meeting every six months and include all expenses incurred and facilities provided to each councillor.

15. Auditing

15.1 The operation of this policy, including claims made under this policy, will be included in the City's audit program and an audit undertaken annually.

16. Breaches

16.1 Suspected breaches of this policy are to be reported to the Chief Executive Officer.

16.2 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.

PART E – HISTORY

Document History

2012	Policy was reviewed and amended by Parramatta City Council resolution on 25 June 2012
2013	Policy was amended. Part 13.17 Facilities, Charitable and Community function part 2 was included via councillor Notice of Motion on 25 February 2013.
2017	Draft Policy was revised after review.
Sept 2017	clause 6.33 to include “provide or” as per admin briefing note
Nov 2017	Clause 4.2 deletion of “undertaking official functions” as per NOM 13.11.2017 min 913

Associated documents

Relevant legislation

- Local Government Act 1993, Section 252
- Local Government (General) Regulation 2005

Related council policies

- Code of Conduct
- Gifts and Benefits Policy
- Corporate Credit Cards Policy and Procedures Manual