



Hawkesbury City Council

attachment to item 356

policy regarding
payment of
expenses and
provision of
facilities to
councillors

date of meeting: 14 June 2005

location: council chambers

time: 5:00 p.m.



Hawkesbury City Council

**policy regarding payment of expenses
and provision of facilities to councillors**

section 252 local government act 1993

NOTE: Proposed changes shown highlighted

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Policy regarding payment of expenses and provision of facilities to councillors section 252 local government act 1993

OBJECTIVES

1. *To provide reasonable reimbursement of expenses for Councillors traveling on official duties.*
2. *Provide facilities to assist the Mayor and Councillors effectively discharging their function of civic office.*
3. *To fulfill the statutory responsibilities of Section 252 of the Local Government Act 1993.*

POLICY STATEMENT

1. PROVISION OF PERSONAL EQUIPMENT

Each Councillor will be provided with the following upon election to office:-

- a. various stationery for their elected member/civic office duties;
- b. a copy of Council's Code of Meeting Practice and Code of Conduct; and
- c. a copy of all relevant publications produced to assist Councillors in the performance of their duties of office, including the Estimates document, Management Plan, current Annual Report and Local Government Handbook if available.

The above equipment will be located at the Councillor's place of residence or place of business and remains the property of Council being returnable upon the Councillor ceasing to hold office with Council.

2. PROVISION OF PUBLIC FACILITIES

a. Mayor

The Mayor of Hawkesbury City Council will be provided with the following items which remain the property of Council and must be returned to Council upon the Mayor ceasing to hold office:-

- i. an office suitably furnished and including a telephone and computer outlet;
- ii. an allotted parking space;
- iii. Mayoral Chain of Office for official/civic/ceremonial use;
- iv. a notebook computer with internal modem, CD Rom, floppy disc drive and carry case electronic mediums such as the Internet and email for which the Council will maintain and upgrade as appropriate. The notebook will be secured with no access to the control panel;
- v. Surge protection and anti virus software will be provided.
- vi. mobile telephone and car kit ~~for which Council will pay the rent and all Council related call charges;~~

- vii. a suitable name badge;
- viii. a refreshments cabinet located in the Mayoral Office which will be maintained and stocked by Council;
- ix. Council will provide tea, coffee and refreshments to the Mayor when fulfilling his/her Mayoral duties as required;
- x. multi function printer/fax/copier/answering machine at the Mayor's residence or place of business for which Council will ~~pay rent and call charges and~~ provide sufficient fax paper to operate the machine and its installation and relocation costs;
- ~~xi.~~ ~~xi.~~ additional phone line independent of the fax line if required.
- ~~xii.~~ In respect of items vi, x and xi above Council will pay all Council related call charges to a maximum of \$300.00 per month and rental/line charges;

The following items are for use as required by the Mayor in the performance of his/her role:-

- ~~xi.~~ Christmas cards for forwarding in his/her role as an elected member of Hawkesbury City Council;
- ~~xii.~~ business cards for his/her role as Mayor of Hawkesbury City; and
- ~~xiii.~~ corporate attire and presentation gifts, e.g. ties, scarves, books, etc., for own use and presentations as appropriate.

b. Deputy Mayor

The Deputy Mayor will be provided with the same facilities as those provided to Councillors.

In addition, when the Deputy Mayor is acting in the position of Mayor due to the absence of the Mayor, the Deputy Mayor will have use of the following facilities provided for the Mayor:-

- i. Mayoral Office;
- ii. a refreshments cabinet located in the Mayoral office which will be maintained and stocked by Council;
- iii. a suitable name badge;
- iv. Council will provide tea, coffee and refreshments to the Deputy Mayor when fulfilling his/her duties as required; and

c. Councillors

Councillors will be provided with the following items that remain the property of the Council and must be returned upon the Councillor ceasing to hold office.

- i. a room suitably furnished for use by all Councillors and including a telephone and telephone desk, computer outlet and printer, and mailbox;
- ii. a refreshments cabinet located in the Councillors' Room maintained and stocked by

Council; and

- iii. a suitable name badge;
- iv. car parking spaces will be provided for Councillors in the Council car park adjacent to the Council Offices when attending Council Meetings.
- v. Mobile telephone ~~for which Council will pay the rent and all Council related charges.~~

The following items are for use as required by Councillors in the performance of their role:-

~~i-vi.~~ Christmas cards for forwarding in their role as an elected member of Hawkesbury City Council;

~~ii-vii.~~ business cards for his/her role as an elected member of Hawkesbury City Council in particular;

~~iii-viii.~~ corporate attire and presentation gifts for use in connection with civic duties, eg. tie, scarf, books, etc., and presentations as appropriate;

~~iv-ix.~~ Council will provide tea, coffee and refreshments to Councillors when carrying out their civic duties in the Council Chambers as required;

~~v-x.~~ multi function printer/fax/copier machine and facsimile paper suitable for use in Councillors facsimile machine for Council business, as required;

~~vi-xi.~~ Additional phone line independent of fax line if required; and

~~xii.~~ In respect of items v, x and xi above Council will pay all Council related call charges to a maximum of \$225.00 per month in respect of the Deputy Mayor and \$150.00 per month in respect of other Councillors, and rental/line charges;

~~vii-xiii.~~ a notebook computer with internal modem, CD Rom, Floppy disc drive and carry case electronic mediums such as the Internet and email for which the Council will maintain and upgrade as appropriate. The notebook will be secured with no access to the "control panel".

~~viii-xiv.~~ Surge protection and anti virus software will be provided.

3. EXECUTIVE SUPPORT

a. Mayor

- i. The Mayor will be provided with the services of a suitably qualified and experienced Executive Assistant.
- ii. The Mayor will be provided with a fully maintained and fuelled motor vehicle being to the standard of a Ford Fairlane or Holden Statesman for all official and personal use. The cost of acquisition and replacement of the Mayoral vehicle will be provided from Council's Plant Reserve. Such motor vehicle and/or mobile telephone shall not be used for purposes of electioneering.

b. Deputy Mayor

The Deputy Mayor will be provided the same Executive support as Councillors, however, in the absence of the Mayor, the Deputy Mayor will have the use of the following:-

- i. access to the secretarial services; and
- ii. subject to availability, access to the Mayoral vehicle for Council business use or a similar vehicle to be provided for any civic or ceremonial function only.

c. *Councillors*

- i. Councillors will be provided with access to secretarial services by a suitably qualified and experienced secretary.

4. COUNCIL MEETINGS

At Council/Committee meetings the Mayor, Deputy Mayor and Councillors will be provided with suitable meals, including refreshments. The standard of the meals provided will be determined by the General Manager in consultation with the Mayor and Councillors.

5. ACCESS TO COUNCIL OFFICES

a. *Mayor, Deputy Mayor and Councillors*

Will be provided with an access card that enables entry to the Council Chambers area. The Mayor will be provided with access to his/her office.

The access cards remain the property of Council and must be returned to Council upon the person ceasing to hold office.

6. INSURANCE

Council will provide for the insurance of a Councillor against personal injury, whether fatal or not, arising out of or in the course of carrying out duties or the performance by such Councillor in functions in his/her capacity as a member of Council together with such insurance to cover any loss or damage to Council property in their possession or control.

7. POSTAGE

Council will meet the cost of reasonable postage of correspondence issued by the Mayor, Deputy Mayor and Councillors, provided such correspondence is directly related to the role of the elected member.

8. LETTERHEAD

a. *Mayor*

Council will provide standard Mayoral letterhead for use by the Mayor for official correspondence.

b. *Councillors*

Council will provide the appropriate letterhead for use by Councillors in replying to correspondence and in undertaking their civic duties.

9. CORRESPONDENCE

Correspondence to Councillors will be placed in the relevant Councillor's mailbox adjacent to the Councillors' Room.

(Note: Correspondence by Councillors, relative to the elected member role, is NOT official correspondence of Hawkesbury City Council. It is only regarded as correspondence between the Councillor and the correspondent.)

10. EXPENSES

- a. "Expenses" includes traveling allowances, accommodation and sustenance allowances, entertainment, taxi charges, seminar and conference fees.
- b. Such expenses paid to Councillors are for attendance at meetings of the Council, other meetings duly authorised by the Council, inspections in compliance with a Council resolution or where a Councillor is representing Council as a delegate or participant at a conference or seminar.
- c. The traveling allowances paid to Councillors shall be the same rate as that applied in the Local Government State Award, and payable on the following basis:-
 - i. to and from the meetings of the Council, or the meeting of any committee of the Council, provided that the allowance is payable only from the Councillors residence to the Council offices or designated meeting place. Should a Councillor be attending a meeting not departing from their residence, any claim is limited to the place of departure or the Council boundary, whichever is the closer;
 - ii. upon inspections , provided such inspections are undertaken in compliance with resolutions of the Council;
 - iii. upon business of the Council outside the area in compliance with a resolution of the Council;
 - iv. to and from the conferences attended by a Councillor, provided such attendance is authorised by Council, or the Mayor or the General Manager; and
 - v. distances claimed shall be the shortest practicable route.
- d. Policy for Interstate and overseas travel is outlined in Attachment A. Notwithstanding the Policy, Council is to meet all direct expenses in association with attendance by members including registration fees, transport and accommodation. In the case of members using their own private motor vehicle transport, a kilometre allowance is to be paid in accordance with Clause 10(c) of Council's Policy. Travel arrangements are to be made through the General Manager's office.
- e. Members are to be paid an allowance commensurate with other out-of-pocket expenses such as sustenance and travel.
- f. The allowance paid pursuant to Clause (e) above is prescribed as \$75 per day; such allowance to be reviewed annually based upon CPI adjustment.

- g. Pursuant to Section 355 of the Local Government Act the General Manager has authority to approve the payment of allowances in accordance with these guidelines.
- h. Councillors and their spouses are entitled to attend conferences that relate to Local Government with the Council meeting all reasonable expenses in accordance with its policy in relation to the Councillor with travel for the Councillor's partner being the responsibility of the Councillor. Approval for such attendance to be given by the Mayor, alternatively the matter requiring the approval of the Council. That a list of attendances and expenses being provided to each Councillor at the end of each six (6) months and twelve (12) months.

11. ANNUAL FEES

a. Mayor

In accordance with Section 249(1) of the Local Government Act 1993, Council will pay the Mayor an annual fee monthly in arrears, with the fee to be determined annually. This fee will be paid in addition to the fee paid to the Mayor as a Councillor.

Such amount is to be determined by Council in accordance with the Remuneration Tribunal's Guidelines.

b. Deputy Mayor

In accordance with Section 249(5) of the Local Government Act 1993, Council may pay the Deputy Mayor an allowance for such time as the Deputy Mayor acts in the office of the Mayor. The amount of the fee paid to the Deputy Mayor would be deducted from the Mayor's annual fee. Such amount to be determined by Council in conjunction with the decision in respect of 11(a) above (Mayor).

c. Councillors

In accordance with Section 248(1) of the Local Government Act 1993, Council will pay all Councillors an annual fee paid in 12 equal installments, monthly in arrears.

The amount of the fee shall be determined by Council in accordance with the Remuneration Tribunal's Guidelines.

12. COUNCILLORS WITH DISABILITIES

In addition to other clauses contained within this policy regarding the provision of facilities to Councillors, in the event of a Councillor having a disability that would prevent them from performing their civic duties without the provision of additional facilities, where necessary, and with the agreement of the Mayor and General Manager, additional appropriate facilities will be made available to that Councillor to assist them in the performance of their civic duties.

EXPLANATORY NOTE

This Policy is formulated under the authority of Section 252 of the Local Government Act 1993. Before adopting a policy for expenses and facilities, it is mandatory that Council advertise the proposal for at least 28 (twenty eight) days.