

**Meeting Date:** Tuesday, 15 October 2024  
**Location:** Council Chambers, Level 1A, 1 Pope Street, Ryde  
**Time:** 6.00pm

*Council Meetings will be recorded on audio tape for minute-taking purposes  
as authorised by the Local Government Act 1993. Council Meetings will also be webcast.*

*Statement of Ethical Obligations*  
*Councillors are reminded of their Oath or Affirmation of Office made under Section 233A of the  
Local Government Act 1993 and their obligation under Council's Code of Conduct to disclose  
and appropriately manage Conflicts of Interest.*

## **NOTICE OF BUSINESS**

<b>Item</b>	<b>Page</b>
1 MAYOR AND COUNCILLORS' OATH OR AFFIRMATION OF OFFICE .....	1
2 DETERMINATION OF OFFICE AND FEE OF DEPUTY MAYOR.....	4
3 ELECTION OF DEPUTY MAYOR.....	6
4 CASUAL VACANCIES OCCURRING IN THE OFFICE OF A COUNCILLOR WITHIN 18 MONTHS OF THE ORDINARY ELECTION HELD ON 14 SEPTEMBER 2024 .....	7
5 SCHEDULE OF PROPOSED MEETING DATES .....	11
6 EXTERNAL COMMITTEES - Appointment of Delegates .....	14
7 2024 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE - TAMWORTH - 17 TO 19 NOVEMBER 2024.....	20

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## **1 MAYOR AND COUNCILLORS' OATH OR AFFIRMATION OF OFFICE**

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**Report prepared by:** Acting Manager – Business Assurance and Governance  
**File No.:** CLM/24/1/1/2 - BP24/639

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### **REPORT SUMMARY**

This report provides details of the Oath or Affirmation of Office that the Mayor and all Councillors are required to take at or before the first meeting of Council, in accordance with the *Local Government Act 1993*.

It is proposed that the Mayor and all Councillors will take this Oath or Affirmation of Office at the commencement of the first meeting of Council, before the Chief Executive Officer, and this action will be recorded in the minutes of the Council meeting.

The procedure for this Item will be that the Chief Executive Officer will request the Mayor and each Councillor to stand individually and take the Oath or Affirmation of Office.

### **ATTACHMENTS**

There are no attachments for this report.

Report Prepared By:

**Amanda Janvrin**  
**Acting Manager - Business Assurance and Governance**

Report Approved By:

**Wayne Rylands**  
**Chief Executive Officer**

## ITEM 1 (continued)

### Discussion

Under Section 233A of the *Local Government Act 1993*, Councillors (including Mayors) are required to take an Oath or Affirmation of Office. This requirement was introduced by the *Local Government Amendment (Governance and Planning) Act 2016*. Oaths or Affirmations of Office must be taken by each Councillor at or before the first meeting of the Council after the Councillor is elected and are to be made before the Chief Executive Officer of the Council, an Australian legal practitioner or a Justice of the Peace.

At the City of Ryde, this Oath or Affirmation is to be made or taken at the commencement of the first meeting of the Council, before the Chief Executive Officer, and will be recorded in the minutes of the Council meeting.

The forms of the Oath and Affirmation are prescribed in Section 233A, as given below:-

### OATH

*I [name of Councillor] swear that I will undertake the duties of the office of Councillor in the best interests of the people of the City of Ryde Local Government Area and the City of Ryde Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.*

### AFFIRMATION

*I [name of Councillor] solemnly and sincerely declare and affirm that I will undertake the duties of the office of Councillor in the best interests of the people of the City of Ryde Local Government Area and the City of Ryde Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.*

Councillors should note that in accordance the *Local Government Act 1993* (Sections 233A and 234):-

- a Councillor who fails, without a reasonable excuse, to take the Oath of Office or make an Affirmation of Office is not entitled to attend a meeting as a Councillor, until the Councillor has taken the Oath or made the Affirmation.
- if a Councillor is not entitled to attend a meeting as a Councillor because they have not taken the Oath of Office or made the Affirmation, they are considered to be absent without leave.

**ITEM 1 (continued)**

- if a Councillor is absent without leave for three consecutive Ordinary Council meetings their office will be declared vacant.

**Financial Implications**

Adoption of the recommendation will have no financial impact.

## **2 DETERMINATION OF OFFICE AND FEE OF DEPUTY MAYOR**

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**Report prepared by:** Acting Manager – Business Assurance and Governance  
**File No.:** CLM/24/1/1/2 - BP24/640

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### **REPORT SUMMARY**

The role of Deputy Mayor is not required under the *Local Government Act 1993* (the Act). However, at the City of Ryde it has been Council's practice to elect a Councillor to the position of Deputy Mayor.

In accordance with the Act, the Deputy Mayor is only entitled to be paid a fee as determined by Council when he or she acts in the Office of the Mayor.

Council can resolve that a portion of the Mayor's fee be paid to the Deputy Mayor (in addition to their Councillor fee) when he or she acts in their position or that no fee be paid.

In accordance with Section 249(5) of the Act, a determination by Council to pay the Deputy Mayor a fee to undertake the responsibilities of the Office of the Mayor, that this fee will be paid on a pro rata basis, to be deducted from the Mayor's annual fee.

It is recommended that Council resolve to elect a Councillor to the role of Deputy Mayor for the ensuing period until September 2028, to coincide with the Mayoral term.

### **RECOMMENDATION:**

- (a) That Council elect a Deputy Mayor for the ensuing period until September 2028.
- (b) That where the Deputy Mayor is to act in the Office of the Mayor, that this is to be done by way of a Council resolution.
- (c) That where there is a Council resolution in accordance with (b) above, the Deputy Mayor will be paid a fee to undertake the responsibilities of the Office of the Mayor on a pro rata basis, deducted from the Mayoral Fee.

### **ATTACHMENTS**

There are no attachments for this report.

Report Prepared By:

**Amanda Janvrin**

**Acting Manager - Business Assurance and Governance**

Report Approved By:

**Wayne Rylands**

**Chief Executive Officer**

## **ITEM 2 (continued)**

### **Discussion**

Section 231 of the *Local Government Act 1993*, provides the following with regard to the Deputy Mayor:-

- (1) *The Councillors may elect a person from among their number to be the Deputy Mayor.*
- (2) *The person may be elected for the Mayoral term or a shorter term.*
- (3) *The Deputy Mayor may exercise any function of the Mayor at the request of the Mayor or if the Mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the Office of the Mayor.*
- (4) *The Councillors may elect a person from among their number to act as Deputy Mayor if the Deputy Mayor is prevented by illness, absence or otherwise from exercising a function under this section, or if no Deputy Mayor has been elected.*

As set out in Section 231(2) above, the person elected as Deputy Mayor may be elected for the Mayoral term or a shorter term.

It is therefore recommended that Council resolve to elect a Councillor to the role of Deputy Mayor for the ensuing period until September 2028, to coincide with the Mayoral term.

If Council endorse the appointment of a Deputy Mayor and if there is a requirement for the Deputy Mayor to act in the Office of the Mayor, Council would be required to pass a resolution to make such appointment. The fee paid to the Deputy Mayor will be paid on a pro-rata basis. The fee will be deducted from the annual Mayoral Fee, thus reducing the total amount paid to the Mayor for the year.

Council may wish to consider the following Options:-

#### **Option 1**

Council resolve to elect a Councillor to the role of Deputy Mayor for the ensuing period until September 2028, to coincide with the Mayoral term.

Note: This Option is recommended.

#### **Option 2**

Council resolve to elect a Councillor to the role of Deputy Mayor for a shorter period than the Mayoral term, with the period to be nominated by Council.

Note: This Option is not recommended.

### **3 ELECTION OF DEPUTY MAYOR**

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**Report prepared by:** Acting Manager – Business Assurance and Governance  
**File No.:** CLM/24/1/1/2 - BP24/641

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#### **REPORT SUMMARY**

Should Council resolve not to elect a Deputy Mayor in accordance with Item 2 on this Meeting Agenda, it is not necessary for Council to proceed with consideration of this Item.

Should Council choose to elect a Deputy Mayor (as set out in Item 2 of this Meeting Agenda), the term of the office for the Deputy Mayor will be in accordance with the Council's resolution of Item 2. That term will therefore be applied to the person elected by resolution of this Report.

Below are the procedures to be followed for the election process:-

- (a) Determination of method of voting (ordinary ballot, preferential ballot or open voting).
- (b) Announcement of nominations.
- (c) Conduct of election.

#### **RECOMMENDATION:**

- (a) That Council determine the method of voting for the election of Deputy Mayor.
- (b) That the Chief Executive Officer (or delegate), as Returning Officer, undertake the election of Deputy Mayor by announcing the nominations and then conducting the election.

#### **ATTACHMENTS**

There are no attachments for this report.

Report Prepared By:

**Amanda Janvrin**  
**Acting Manager - Business Assurance and Governance**

Report Approved By:

**Wayne Rylands**  
**Chief Executive Officer**

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**4 CASUAL VACANCIES OCCURRING IN THE OFFICE OF A COUNCILLOR  
WITHIN 18 MONTHS OF THE ORDINARY ELECTION HELD ON 14  
SEPTEMBER 2024**

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**Report prepared by:** Acting Manager – Business Assurance and Governance  
**File No.:** CLM/24/1/1/2 - BP24/642

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**REPORT SUMMARY**

Council (pursuant to Section 291A(1) of the *Local Government Act* 1993) has the option of using a countback of votes cast at the last ordinary election. If adopted, any casual Councillor vacancies that occur within 18 months of the 14 September 2024 Election will be filled by a countback conducted by the NSW Electoral Commission.

It is recommended that Council endorse this option as set out in this report.

**RECOMMENDATION:**

That pursuant to Section 291A(1)(b) of the *Local Government Act* 1993 (the Act), City of Ryde Council declares that casual vacancies occurring in the office of a Councillor within 18 months after the last ordinary election of Councillors for the Council on 14 September 2024 are to be filled by a countback of votes cast at that election for the office in accordance with Section 291A of the Act, and directs the Chief Executive Officer to notify the NSW Electoral Commissioner of the Council's decision within seven days of the decision.

**ATTACHMENTS**

There are no attachments for this report.

Report Prepared By:

**Amanda Janvrin**  
**Acting Manager - Business Assurance and Governance**

Report Approved By:

**Wayne Rylands**  
**Chief Executive Officer**



## ITEM 4 (continued)

### Discussion

Following the 2024 Local Government Elections, Council, pursuant to Section 291A(1) of the *Local Government Act 1993*, has the option of using a countback of votes cast at the last ordinary election held on 14 September 2024 to fill casual vacancies occurring in the offices of Councillors in the first 18 months after the election.

Section 291A of the *Local Government Act 1993* (the Act) outlines the following:-

### **291A Countback to be held instead of by-election in certain circumstances**

- (1) This section applies to a casual vacancy in the office of a Councillor if:-
  - (a) the casual vacancy occurs within 18 months after the date of the last ordinary election of the Councillors for the area, and
  - (b) the Council has at its first meeting following that ordinary election of Councillors, by resolution, declared that any such casual vacancy is to be filled by a countback of votes cast at the last election for that office.
- (2) This section does not apply to a casual vacancy in the office of a Councillor if the Councillor who vacated office was elected:-
  - (a) in an election using the optional preferential voting system (including the election of a Mayor elected by the electors of an area), or
  - (b) in an election without a poll being required to be held.
- (3) A casual vacancy to which this section applies is to be filled by a countback election conducted in accordance with the regulations.
- (4) A countback election to fill a casual vacancy to which this section applies must be conducted:-
  - (a) if the election at which the person whose departure created the casual vacancy was elected was administered by the Electoral Commissioner – by a returning officer appointed by the Electoral Commissioner, or
  - (b) if the election at which the person whose departure created the casual vacancy was elected was administered by a returning officer appointed by an electoral services provider engaged by the Council – by a returning officer appointed by the electoral services provider.

**ITEM 4 (continued)**

- (5) If a countback election fails or the returning officer is otherwise unable to fill the casual vacancy by a countback election:-
- (a) the returning officer must notify the General Manager of the Council concerned, and
  - (b) a by-election in accordance with this Part must be held to fill the casual vacancy.
- (5A) If an electoral services provider engaged by the Council is unable to appoint a returning officer for the purposes of subsection (4)(b), a by-election in accordance with this Part must be held to fill the casual vacancy.
- (6) This section does not apply to a casual vacancy in the office of a Councillor if the vacancy occurs before the day prescribed for the purposes of this section by the regulations.

**Decision on using countbacks to fill casual vacancies**

In order to exercise the option of using a countback to fill casual vacancies occurring in the first 18 months following the election, Council must resolve, at its first meeting after the election, to use a countback to fill casual vacancies. If Council does not resolve this at the first meeting after the election, they will be required to fill casual vacancies through a by-election.

Where Council resolves pursuant to Section 291A(1)(b) to fill casual vacancies using a countback in the first 18 months of their term, the Chief Executive Officer is required under Clause 393C(3) of the *Local Government (General) Regulation 2021* (the Regulation) to notify the election manager (NSW Electoral Commissioner) of the Council's ordinary election of the Council's resolution within seven (7) days of the resolution.

It should be noted that countbacks are not available to fill casual vacancies in the office of a Councillor where:-

- the Councillor who vacated office was elected at an election using the optional preferential voting system (i.e. elections where only one civic office is required to be filled such as the election of popularly elected Mayors), or
- the Councillor was elected at an uncontested election.

A by-election must be used to fill these vacancies.

## **ITEM 4 (continued)**

### **Critical Dates**

The following deadlines are required to be met:-

- For Council to exercise the option of using a countback to fill casual vacancies occurring in the first 18 months following the election, Council must resolve to use a countback to fill casual vacancies at this meeting (i.e. the first meeting after the election).
- If Council resolves to fill casual vacancies using a countback in the first 18 months of their term, the Chief Executive Officer is required to notify the election manager (NSW Electoral Commissioner) of the Council's ordinary election of the Council's resolution within seven (7) days.

### **Financial Implications**

Adoption of the recommendation outlined in this report will incur a cost if a casual vacancy occurs in the office of a Councillor within 18 months after the last ordinary election. While the cost is currently unknown, the cost will be materially less than that of holding a by-election.

The administration of casual vacancies will be funded from the Election Reserve. It is estimated that the cost of holding a by-election is in the vicinity of \$500,000.

### **Options**

#### Option 1

Council has the option to resolve to fill casual vacancies occurring in the office of a Councillor within 18 months after the last ordinary election by a countback of votes cast at that election.

Note: This Option is recommended.

#### Option 2

Council has the option that casual vacancies occurring in the office of a Councillor within 18 months after the last ordinary election not be filled by a countback of votes cast at that election.

It should be noted that should Council choose this option and a casual vacancy does occur in the office of a Councillor within 18 months after the last ordinary election, Council will be required to conduct a by-election and incur all costs associated with the by-election (estimated to be in the vicinity of \$500,000).

Note: This Option is not recommended.

## **5 SCHEDULE OF PROPOSED MEETING DATES**

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**Report prepared by:** Acting Manager - Business Assurance and Governance  
**File No.:** CLM/24/1/1/2 - BP24/643

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### **REPORT SUMMARY**

This report outlines for the consideration and endorsement of Council, a draft schedule of meeting dates from October 2024 up to the end of September 2025 as provided for in **ATTACHMENT 1**.

### **RECOMMENDATION:**

- (a) That Council endorse the draft Schedule of Meeting Dates as detailed in the report and provided for in **ATTACHMENT 1**, noting that the schedule may be amended at any time, subject to one month transition period to allow for public notices to be given.
- (b) That Council endorse a Council meeting to be held on the second Tuesday of December 2024, being 10 December 2024.

### **ATTACHMENTS**

- 1** Draft Schedule of Meeting Dates for October 2024 up to the end of September 2025

Report Prepared By:

**Amanda Janvrin**  
**Acting Manager - Business Assurance and Governance**

Report Approved By:

**Wayne Rylands**  
**Chief Executive Officer**

## **ITEM 5 (continued)**

### **Discussion**

#### Current Meeting Structure

Council's Code of Meeting Practice allows for Council meetings to be held on the fourth Tuesday of the months February to December inclusive.

#### Draft Schedule of Meeting Dates

Attached to this report for Council's consideration and endorsement and provided for in **ATTACHMENT 1** is a draft schedule of meeting dates for the period October 2024 up the end of September 2025.

It should be noted that the calendar may be amended at any time if Council resolves to alter the meeting day or to adjust the Council structure, subject to an appropriate transition period in order for public notices to be amended.

The proposed schedule of meeting dates has taken into account public holidays, such as Easter and Anzac Day.

The schedule has followed normal procedure for the majority of the period, however, a slight amendment is recommended as follows:-

#### Council meeting for December 2024

As Council has resolved in previous years, it is proposed to hold the December 2024 Council meeting on the second Tuesday of the month being 10 December 2024.

### **Financial Implications**

Adoption of the recommendations outlined in this report will have no financial impact as there are provisions for the conduct of meetings allocated in the adopted 2024/2025 and 2025/2026 budgets.

**ITEM 5 (continued)**

**ATTACHMENT 1**

**DRAFT MEETING SCHEDULE FROM OCTOBER 2024 UP TO THE  
END OF SEPTEMBER 2025**

DATE	MEETING TYPE	COMMENTS
OCTOBER 2024		
22-Oct-24	Council Meeting	Commencing at 6.00pm
NOVEMBER 2024		
26-Nov-24	Council Meeting	Commencing at 6.00pm
DECEMBER 2024		
10-Dec-24	Council Meeting	Commencing at 6.00pm
FEBRUARY 2025		
25-Feb-25	Council Meeting	Commencing at 6.00pm
MARCH 2025		
25-Mar-25	Council Meeting	Commencing at 6.00pm
APRIL 2025		
22-Apr-25	Council Meeting	Commencing at 6.00pm
MAY 2025		
27-May-25	Council Meeting	Commencing at 6.00pm
JUNE 2025		
24-June-25	Council Meeting	Commencing at 6.00pm
JULY 2025		
22-July-25	Council Meeting	Commencing at 6.00pm
AUGUST 2025		
26-Aug-25	Council Meeting	Commencing at 6.00pm
SEPTEMBER 2025		
23-Sep-25	Council Meeting	Commencing at 6.00pm

*\* Note: Councillor Briefings and Workshops will be programmed as required and will commence at a time allocated by the Chief Executive Officer*

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## **6 EXTERNAL COMMITTEES - Appointment of Delegates**

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**Report prepared by:** Acting Manager – Business Assurance and Governance  
**File No.:** CLM/24/1/1/2 - BP24/644

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### **REPORT SUMMARY**

This report is to confirm Councillor delegates for all external Committees.

### **RECOMMENDATION:**

- (a) That Council appoint the following delegates to NSROC:-
- The Mayor, Councillor Trenton Brown
  - One (1) Councillor as a formal delegate
  - Two (2) Councillors as alternate delegates
- (b) That Council appoint four (4) persons (Councillors and/or Council members) as Council's delegates to the Sydney North Planning Panel.
- (c) That Council appoint one (1) Councillor as a formal delegate and one (1) Councillor as an alternate delegate to the Parramatta River Catchment Group.
- (d) That Council appoint one (1) Councillor as a formal delegate and one (1) Councillor as an alternate delegate to the NSW Public Libraries Association (NSWPLA) Committee.

### **ATTACHMENTS**

There are no attachments for this report.

Report Prepared By:

**Amanda Janvrin**  
**Acting Manager - Business Assurance and Governance**

Report Approved By:

**Wayne Rylands**  
**Chief Executive Officer**

## ITEM 6 (continued)

### Discussion

The appointment of Councillor delegates to external Committees, such as the Northern Sydney Regional Organisation of Councils (NSROC), is undertaken annually.

### External Committees

#### NSROC

The City of Ryde is a member of the Northern Sydney Regional Organisation of Councils (NSROC) which is a voluntary organisation of Local Government established to provide strong Local Government leadership; to work co-operatively for the benefit of the Northern Sydney region; and to effectively advocate on agreed regional positions and priorities. The eight member Councils are Hunters Hill Council, Hornsby Shire Council, Ku-ring-gai Council, Lane Cove Council, Mosman Council, North Sydney Council, City of Ryde and Willoughby City Council.

Each member Council is to appoint the Mayor and one (1) Councillor as formal delegates and two (2) alternate delegates, however, there is no restriction on any other Councillors attending meetings.

Council previously appointed the following two (2) formal delegates and two (2) alternate delegates to NSROC:-

Committee	Previous Council Delegates	Provisions
NSROC	Delegates: The Mayor, Councillor Yedelian OAM Councillor Lara-Watson  Alternates: Councillor Han Councillor Deshpande	Two (2) formal delegates, the Mayor and one other Councillor, and two (2) alternate delegates as nominated

#### Ryde Traffic Committee

The Ryde Traffic Committee (RTC) is a technical Committee created under the auspices of the Roads and Maritime Service (RMS).

The RTC is to be made up of four formal members. The membership is:

- Council
- the NSW Police through their nominated officer
- the RMS through their nominated officer
- the local State Member of Parliament (MP) or their nominee



## **ITEM 6 (continued)**

The Chairperson of the RTC is the Manager – Traffic Services.

Council's representative at meetings is a Council officer. The Council representative may be a sub-delegate if Council has formally approved this.

Councillors are able to attend all RTC meetings and contribute to discussion, however, they do not have voting powers.

As the RTC does not have any powers to determine resolutions of Council, its Minutes are referred to Council via the Ordinary meeting. Council then has the power to determine resolutions on matters arising from the RTC meetings.

### Sydney Planning Panels

The Sydney Planning Panels have been set up to determine the following range of regional development:-

- Development with a Capital Investment Value (CIV) over \$30 million.
- Development with a CIV over \$5 million which is:
  - Council related
  - Lodged by or on behalf of the Crown (State of NSW)
  - Private infrastructure and community facilities
  - Eco-tourist facilities
  - Extractive industries, waste facilities and marinas that are designated development and
  - Certain coastal subdivisions
- Development with a CIV between \$10 million and \$30 million, which are referred to the Planning Panel by the applicant after 120 days.
- By order of the Minister.

There are six Sydney Planning Panels and the City of Ryde is within the catchment of the Sydney North Planning Panel. Each Panel is chaired by a nominee of the State Government. In addition to the Chairperson, the Minister nominates two further State panel members. The State appointed members must have expertise in one or more of the following fields: planning, architecture, heritage, the environment, urban design, land economics, traffic and transport, law, engineering, tourism or government and public administration.

Currently, a chairperson is appointed by the Minister for Planning from one of the three State members. This appointment requires the concurrence of the Local Government and Shires Association.

## ITEM 6 (continued)

The current State appointed Chair is Peter Debnam.

The City of Ryde is permitted four (4) persons (Councillors and/or Council members) who will be rotated with a maximum of two (2) Council members to sit on the Sydney North Planning Panel at any one time. At least one of the Council appointed members must have expertise in one or more of the following fields: planning, architecture, heritage, the environment, urban design, land economics, traffic and transport, law, engineering or tourism.

The Sydney North Planning Panel meets on a 'as needs basis', approximately once every two months in the City of Ryde's case, to determine one or more development applications. Panel meetings are usually held during business hours, via MS Teams. Applications can also be dealt with through an electronic determination, if there are no submissions lodged and it is agreed by panel members that no meeting is required. The Sydney North Planning Panel also seeks briefing meetings from assessment officers and applicants to understand the proposed development, any potential issues and approximate timeline towards determination. This is generally done early in the assessment process.

Council previously appointed the following two (2) formal delegates and two (2) alternate delegates to the Sydney North Planning Panel:-

Committee	Previous Council Delegates	Provisions
Sydney North Planning Panel	Delegates: The Mayor, Councillor Yedelian OAM Councillor Lara-Watson  Alternate: Councillor Han Councillor Li	A minimum of four (4) delegates as nominated

### Parramatta River Catchment Group

The Parramatta River Catchment Group (PRCG) is an alliance of Councils, State Agencies and Community Stakeholders who share the common purpose of making the Parramatta River a healthier waterway and living river for all to enjoy. Its mission is to make the Parramatta River swimmable again by 2025 with five (5) sites along the river currently open for swimming as nominated under the PRCG Masterplan in 2018.

The City of Ryde has been a member council of the PRCG since 2009 and will be opening a new swimming site at Putney Park this coming summer (2024/2025), as one of the swim sites identified in the PRCG Masterplan. A significant part of the River's catchment area and foreshore is located within the Ryde LGA and is proximate to numerous upper catchments, recreational spaces and residential and commercial developments.

## ITEM 6 (continued)

The current membership of the PRCG consists of Blacktown Council, Burwood Council, City of Canada Bay Council, City of Canterbury Bankstown, Cumberland City Council, Hunters Hill Council, Strathfield Council, Inner West Council, City of Parramatta and City of Ryde. In addition, the Department of Climate Change, Energy, the Environment and Water (DCCEEW), NSW Environment Protection Authority (EPA) and Sydney Water are all financial contributing members.

Each member Council is to appoint one (1) delegate and one (1) alternate delegate to the PRCG.

Council previously appointed the following one (1) formal delegate and one (1) alternate delegate to the Parramatta River Catchment Group (PRCG):-

Committee	Previous Council Delegates	Provisions
Parramatta River Catchment Group	Delegate: Councillor Pedersen  Alternate: Councillor O'Reilly	One (1) formal delegate and one (1) alternate delegate as nominated

### NSW Public Library Association

City of Ryde Libraries is a member of the NSW Public Library Association (NSWPLA) a peak body for Public Libraries in NSW of which 100% of Councils are members. It was formed by Councillors and includes Councillors in its Executive Committee.

The NSWPLA has a strong working relationship with Local and State Governments in the area of advocacy and application of best practice for Public Libraries. The State Library NSW is also an active participant in the NSWPLA.

Participation provides Councils the opportunity to advocate on behalf of the communities they represent in the areas of Library funding, resourcing, and leading industry practice as well as the sharing of ideas and professional development.

There are usually three meetings held throughout the year of the combined Sydney Metropolitan Councils in addition to the Annual General Meeting (AGM) (which also includes regional Councils). The AGM is held at the NSWPLA annual SWITCH conference, generally in November each year.

The 2024 NSWPLA Annual General Meeting will be held at Opal Cove, Coffs Harbour on Friday, 15 November 2024 at 9.00am (following the SWITCH Conference) and attendance will also be available online.

The Manager of Libraries and Customer Service also attends the meetings as the nominated Council representative.

### ITEM 6 (continued)

Council previously appointed one (1) formal delegate and one (1) alternate delegate to the NSW Public Library Association (NSWPLA):-

Committee	Previous Council Delegates	Provisions
NSW Public Library Association	Delegate: Councillor Pedersen  Alternate: Councillor Lara-Watson	One (1) formal delegate and one (1) alternate delegate as nominated

### Financial Implications

Adoption of the recommendation will have no financial impact.

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**7      2024 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE - TAMWORTH  
- 17 TO 19 NOVEMBER 2024**

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**Report prepared by:** Civic Support Officer  
**File No.:** CLR/24/16/3 - BP24/636

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**REPORT SUMMARY**

This report is presented to Council for its consideration of Councillor attendance at the 2024 Local Government NSW Annual Conference, to be held at Tamworth Regional Entertainment and Conference Centre from Sunday, 17 November 2024 to Tuesday, 19 November 2024.

**RECOMMENDATION:**

- (a) That Council nominate seven (7) Councillors as voting delegates to attend the 2024 Local Government NSW Annual Conference from Sunday, 17 November 2024 to Tuesday, 19 November 2024.
- (b) That Council note that the Chief Executive Officer will determine which staff will attend the Local Government NSW Annual Conference.

**ATTACHMENTS**

- 1** Draft 2024 Annual Conference Program
- 2** 2024 Voting Delegates
- 3** Councillor Expenses and Facilities Policy

Report Prepared By:

**Kathryn Fleming**  
**Civic Support Officer**

Report Approved By:

**Amanda Janvrin**  
**Acting Manager - Business Assurance and Governance**

**Wayne Rylands**  
**Chief Executive Officer**

## ITEM 7 (continued)

### Discussion

#### Conference

The 2024 Local Government NSW Annual Conference will be held from Sunday, 17 November 2024 to Tuesday, 19 November 2024 at Tamworth Regional Entertainment and Conference Centre. A copy of the Program with workshops and options for the Conference is provided for in **ATTACHMENT 1**.

The Conference is the annual policy making event for all Councils of New South Wales. At the Conference, delegates vote on motions which help determine the policies and priorities for Local Government NSW and the sector. It is a key event for local government where Councillors come together to share ideas and debate issues that shape the way the sector functions and is governed.

#### Delegates Representing the City of Ryde

Council has been advised by Local Government NSW (LGNSW) that it is entitled to send seven (7) Councillors to the Conference as voting delegates as provided for in **ATTACHMENT 2**.

In this regard, this report recommends that Council nominate seven (7) Councillors to attend the Conference as voting delegates.

#### Voting

To vote on motions at the Conference, delegates must be an elected member of a Council, County Council, the Norfolk Island Regional Council (NIRC) a Related Local Government Body (RLGB) or an Administrator appointed in accordance with the *Local Government Act 1993*.

Ordinary members and Associate members need to advise LGNSW of the name(s) of their nominated voting delegate(s) for voting on motions.

Members are required to advise LGNSW of the names of their nominated voting delegates by Wednesday, 6 November 2024. Nominations received after this date cannot be accepted.

It is noted that no motions were received from Councillors. The Executive Leadership Team have also not proposed any motions for Council's consideration.

## ITEM 7 (continued)

### Critical Dates

The following deadlines are required to be met:-

- Registrations close on Wednesday, 23 October 2024.
- Nominated voting delegate names due by Wednesday, 6 November 2024.

### Financial Impact

- Standard registration cost for the Conference is \$1,485 per person.
- Flights from Sydney to Tamworth approx. \$1,000 return per person.  
Alternatively, Councillors may drive to Tamworth approx. \$650 return.
- Accommodation for 2 nights is \$210.00 per person.

Three (3) Optional Events:

President's Opening Reception:	(included in registration)
The ALGWA breakfast:	\$ 88.00
Conference Dinner:	\$230.00

Total cost for attending the conference is approximately \$3,000 per person.

*It should be noted, however, that as per Council's Councillor Expenses and Facilities Policy, Council will not meet any costs incurred in relation to attending the Local Government NSW Conference, therefore there will be no financial impact to Council.*

### Policy Implications

The Councillor Expenses and Facilities Policy sets out the entitlements for Councillors attending Conferences and is provided for in **ATTACHMENT 3**.

The Policy states that with the **exception** of the Local Government NSW Conference, the National General Assembly of Local Government Conference and the Australian Council of Local Government, Council will meet reasonable cost of transportation, accommodation, conference fees and any costs incurred in undertaking activities relating to attendance at the event.

**ITEM 7 (continued)**

**Options**

1. That Council does not attend the 2024 Local Government NSW Annual Conference.
2. That Council attend the 2024 Local Government NSW Annual Conference, noting that Council will not meet any costs incurred in relation to attending the Conference (in accordance with the Councillor Expenses and Facilities Policy).



**ITEM 7 (continued)**

**ATTACHMENT 1**



## Draft Program

### Sunday, 17 November 2024

#### REGISTRATION

12.30pm	Registration operational - TRECC foyer
1.00pm	Trade Exhibition Open

#### PLENARY and BREAKOUT SESSIONS

1.00pm-2.30pm	Breakout Session: Professional Development Session for new Councillors A Day in the Life of a councillor Location: STAR Room (off TRECC Foyer)
1.30pm-2.30pm	Plenary session: PANEL WITH Q&A SESSION SPEAKERS: ICAC, Auditor General, OLG
2.30pm-3.00pm	Refreshment break Location: Trade Exhibition
3.00pm-5.00pm	Plenary sessions   AR Bluetts memorial Awards   President's Welcome Reception address   Ministerial Speakers
5.00pm	Bus transfers to Tamworth Town Hall (CBD Tamworth)

#### WELCOME RECEPTION

5.30pm-7.30pm	President's Welcome Reception Location: Tamworth Town Hall
7.30pm	Bus transfers to selected hotels

### Monday, 18 November 2024

#### REGISTRATION

7.30am	Registration operational - TRECC foyer Light refreshments Location: Trade Exhibition
--------	--

#### BREAKFAST

7.30am-8.45am	ALGWA NSW Breakfast Location: TRECC
---------------	--

**ONE VOICE  
FOR COUNCILS**

**ITEM 7 (continued)**

**ATTACHMENT 1**

<b>CONFERENCE</b>	
9.00am	Conference introduction, Conference Welcome   Opening address
	<ul style="list-style-type: none"> <li>➤ Opening of the Federal and State Conferences adoption of standing orders, business sessions and consideration of motions and conference business.</li> <li>➤ Presentation of financial reports</li> <li>➤ Commencement of consideration of motions and conference business</li> </ul> <p>Morning refreshments Location: Trade Exhibition</p>
9.25am-5.00pm	<ul style="list-style-type: none"> <li>➤ Consideration of Conference Business continued</li> <li>➤ Delegate lunch in Exhibition area</li> <li>➤ Consideration of Conference Business continued</li> </ul> <p>Afternoon refreshments Location: Trade Exhibition</p> <p>Consideration of Conference Business continued</p> <p>Networking with refreshments Location: Trade Exhibition</p>
<b>CONFERENCE DINNER</b>	
6.30pm-10.30pm	<p>LGNSW Conference Dinner and entertainment. Presentation LG Service Awards. Location: TRECC</p>
<b>Tuesday, 19 November 2024</b>	
<b>INFORMATION DESK and REGISTRATION</b>	
7.30am	<p>LGNSW Information Desk and Exhibition Light refreshments in exhibition area available</p>
<b>PLENARY SESSIONS</b>	
9.00am-9.05am	Plenary and panel sessions
9.05am-9.50am	<p>Keynote Address followed by Q&amp;A SESSION TITLE: Financial Sustainability SESSION SPEAKER: LGUI - Andy Johnston</p>
9.50am-10.35am	<p>Keynote Address followed by Q&amp;A SESSION TITLE: Protecting Your Council and Community from Cyber Threats SESSION SPEAKERS: ELEVEN M – Arjun Ramacandran and Jonathan Topham</p>

**ITEM 7 (continued)**

**ATTACHMENT 1**

10.35am-11.05am	Refreshment Break Location: Trade Exhibition
11.05am-11.50am	Keynote Address followed by Q&A SESSION TITLE: Excellence in Local Government – A Case Study SESSION SPEAKER: Housing Australia
11.50am-12.50pm	CLOSING KEYNOTE ADDRESS
12.50pm-1.00pm	Final remarks & announcement of location for Annual Conference 2025
1.00pm-1.45pm	Lunch Location: Trade Exhibition
2.00pm	Conference concludes

**ITEM 7 (continued)**

**ATTACHMENT 2**



**Annexure A**

Members' voting entitlement at the 2024 Local Government NSW Annual Conference

Member	Number of voters for voting on motions
Albury (R/R)	4
Armidale Regional (R/R)	3
Ballina (R/R)	3
Balranald (R/R)*	1
Bathurst Regional (R/R)	3
Bayside (M/U)	9
Bega Valley (R/R)	3
Bellingen (R/R)	2
Berrigan (R/R)	1
Blacktown (M/U)	12
Bland (R/R)	1
Blayney (R/R)	1
Blue Mountains (R/R)	4
Bogan (R/R)	1
Bourke (R/R)	1
Brewarrina (R/R)	1
Broken Hill (R/R)	2
Burwood (M/U)	4
Byron (R/R)	3
Cabonne (R/R)	2
Camden (M/U)	7
Campbelltown (M/U)	9
Canada Bay (M/U)	5
Canterbury-Bankstown (M/U)	12
Carrathool (R/R)	1
Castlereagh-Macquarie County Council (R/R)	1
Central Coast (R/R)*	7
Central Darling (R/R)*	1
Central Tablelands Water County Council (R/R)	1
Cessnock (R/R)	4
Clarence Valley (R/R)	4
Cobar (R/R)	1
Coffs Harbour (R/R)	4
Coolamon (R/R)	1
Coonamble (R/R)	1
Cootamundra-Gundagai Regional (R/R)	2

**ITEM 7 (continued)**

**ATTACHMENT 2**

<b>Member</b>	<b>Number of voters for voting on motions</b>
Cowra (R/R)	2
Cumberland (M/U)	10
Dubbo Regional (R/R)	4
Dungog (R/R)	1
Edward River (R/R)	1
Eurobodalla (R/R)	3
Fairfield (M/U)	10
Far West Joint Organisation (R/R)	1
Federation (R/R)	2
Forbes (R/R)	1
Georges River (M/U)	9
Gilgandra (R/R)	1
Glen Innes Severn (R/R)	1
Goldenfields Water County Council (R/R)	1
Goulburn Mulwaree (R/R)	3
Greater Hume (R/R)	2
Griffith (R/R)	3
Gunnedah (R/R)	2
Gwydir (R/R)	1
Hawkesbury City (M/U)	5
Hawkesbury River County Council (M/U)	2
Hay (R/R)	1
Hilltops (R/R)	2
Hornsby (M/U)	9
Hunters Hill (M/U)	2
Inner West (M/U)	9
Inverell (R/R)	2
Junee (R/R)	1
Kempsey (R/R)	3
Kiama (R/R)	3
Kimbriki Environmental Enterprises P/L (M/U)	1
Ku-ring-gai (M/U)	7
Kyogle (R/R)	1
Lachlan (R/R)	1
Lake Macquarie (R/R)	7
Lane Cove (M/U)	4
Leeton (R/R)	2
Lismore (R/R)	3
Lithgow (R/R)	3

**ITEM 7 (continued)**

**ATTACHMENT 2**

<b>Member</b>	<b>Number of voters for voting on motions</b>
Liverpool (M/U)	10
Liverpool Plains (R/R)	1
Lockhart (R/R)	1
Maitland (R/R)	4
Mid-Coast (R/R)	4
Mid-Western Regional (R/R)	3
Moree Plains (R/R)	2
Mosman (M/U)	3
Murray River (R/R)	2
Murrumbidgee (R/R)	1
Muswellbrook (R/R)	2
Nambucca (R/R)	3
Narrabri (R/R)	2
Narrandera (R/R)	1
Narromine (R/R)	1
New England County Council (R/R)	1
Newcastle (R/R)	7
North Sydney (M/U)	5
Northern Beaches (M/U)	11
Northern Sydney Regional Organisation of Councils (M/U)	1
Oberon (R/R)	1
Orange (R/R)	3
Parkes (R/R)	2
Parramatta (M/U)	10
Penrith (M/U)	10
Port Macquarie-Hastings (R/R)	4
Port Stephens (R/R)	4
Queanbeyan-Palerang Regional (R/R)	4
Randwick (M/U)	7
Richmond Valley (R/R)	3
Riverina Water County Council (R/R)	1
Rous County Council (R/R)	1
Ryde (M/U)	7
Shellharbour (R/R)	4
Shoalhaven (R/R)	5
Singleton (R/R)	3
Snowy Monaro Regional (R/R)	3
Snowy Valleys (R/R)	2

**ITEM 7 (continued)**

**ATTACHMENT 2**

<b>Member</b>	<b>Number of voters for voting on motions</b>
Southern Sydney Regional Organisation of Councils (M/U)	1
Strathfield (M/U)	4
Sutherland Shire (M/U)	10
Sydney, City of (M/U)	10
Tamworth Regional (R/R)	4
Temora (R/R)	1
Tenterfield (R/R)	1
The Hills Shire (M/U)	10
Tweed (R/R)	4
Upper Hunter (R/R)	2
Upper Lachlan (R/R)	1
Upper Macquarie County Council (R/R)	1
Uralla (R/R)	1
Wagga Wagga (R/R)	4
Walcha (R/R)	1
Walgett (R/R)	1
Warren (R/R)	1
Warrumbungle (R/R)	1
Waverley (M/U)	5
Weddin (R/R)	1
Wentworth (R/R)	1
Western Sydney Regional Organisation of Councils (M/U)	1
Willoughby (M/U)	5
Wingecarribee (R/R)*	4
Wollondilly (R/R)	4
Wollongong (R/R)	7
Woollahra (M/U)	5
Yass Valley (R/R)	2
Board (M/U)	8
Board (R/R)	10
<b>TOTAL:</b>	<b>498</b>

\* Note: Members in Administration get one (1) vote on motions

**ITEM 7 (continued)**

**ATTACHMENT 3**



Lifestyle and opportunity @ your doorstep



# **Councillor Expenses and Facilities Policy**

**April 2023**



**ITEM 7 (continued)**

**ATTACHMENT 3**

**Councillor Expenses  
and Facilities Policy**

*Document Version Control*

<b>Document Name:</b>	<b>Councillor Expenses and Facilities Policy</b>
<b>CM Reference WORD:</b>	D23/107446
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<b>Document Status:</b>	Approved by Council
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<b>Owner:</b>	City of Ryde
<b>Endorsed By:</b>	Council on 25 July 2023
<b>Distribution:</b>	Internal and External

*Change History*

Version	Review Date	Author	Reason for Change
1.0	August 2018	Corporate Governance	Council adopted Policy on 24 August 2018
1.1	12 April 2021	Corporate Governance	Review of the Policy and minor amendments
1.2	September 2022	Corporate Governance	Review and amendments to Policy – endorsed by Council on 27 September 2022 for public exhibition  Policy adopted by Council on 22 November 2022 following public exhibition
1.3	February 2023	Corporate Governance	Amendments to Policy following Mayoral Minute 39/22 (13 December 2022) – endorsed by Council on 28 February 2023 for public exhibition  Policy adopted by Council on 26 April 2023 following public exhibition
1.4	April 2023	Corporate Governance	Amendments made to Policy at Council meeting of 26 April 2023 and endorsed for public exhibition  Policy adopted by Council on 25 July 2023 following public exhibition

<b>Councillor Expenses and Facilities Policy</b>		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025

**ITEM 7 (continued)**

**ATTACHMENT 3**

**Councillor Expenses  
and Facilities Policy**

**Contents**

<i>Policy Summary</i> .....	5
<b>Part A – Introduction</b> .....	8
1. Introduction .....	8
2. Scope .....	8
3. Purpose.....	8
4. Policy Objectives.....	9
5. Principles.....	9
6. Private or Political Benefit .....	10
7. Review Process and Endorsement .....	10
<b>Part B – Expenses and Use of Resources</b> .....	11
8. General Expenses.....	11
8.1 Monetary Limits .....	11
8.2 Time Limits.....	11
8.3 Payment of Councillor Fees .....	11
8.4 Payments in advance .....	12
9. Specific Expenses.....	12
9.1 Training and education expenses .....	12
9.2 Attendance at seminars and conferences .....	12
9.2.1 Attendance at Conferences – supplementary City of Ryde provision.....	14
9.3 Professional Development .....	15
9.4 Travel.....	15
9.4.1 Local travel arrangements and expenses.....	15
9.4.2 Intrastate travel .....	16
9.4.3 Interstate travel (including ACT).....	16
9.4.4 Overseas travel .....	17
9.5 Accommodation costs .....	17
9.6 Incidental Expenses .....	18
9.7 Legal assistance provisions and expenses .....	18
9.8 Insurance .....	19
9.9 Communication expenses.....	19
9.10 Attendance at dinners and other non-Council functions.....	20
9.11 Care and other related expenses .....	20
9.12 Expenses for spouses, partners and accompanying persons .....	21
10. Additional Expenses for the Mayor .....	22
10.1 Mayoral Fee .....	22
10.2 Civic Expenses.....	22
10.3 Communication costs and expenses.....	22

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025

**ITEM 7 (continued)**

**ATTACHMENT 3**

**Councillor Expenses  
and Facilities Policy**

Part C – Facilities .....	23
11. General facilities, equipment and services for all Councillors .....	23
11.1 Private use of facilities, equipment and services.....	23
12. Specific provision of facilities, equipment and services for all Councillors .....	24
12.1 Stationery and other items .....	24
12.2 Information Technology (IT) Equipment .....	25
12.3 Parking.....	26
12.4 Secretarial Support .....	26
12.5 Delivery of Material .....	26
12.6 Council Meeting Chamber and Library Meeting Rooms .....	26
13. Additional provisions for the Mayor .....	27
13.1 Mayoral Office .....	27
13.2 Secretarial Support .....	27
13.3 Motor Vehicle and other Travel Facilities .....	27
13.4 Ceremonial Clothing.....	28
13.5 Other equipment and facilities.....	28
Part D – Processes .....	29
14. Approval, payment and reimbursement arrangements.....	29
15. Disputes.....	30
16. Acquisition and return of equipment and facilities by Councillors .....	30
17. Publication.....	30
18. Reporting.....	31
19. Auditing .....	31
20. Breaches .....	31
PART E – Appendices .....	32
Appendix I: Related legislation, guidance and policies .....	32
Appendix II: Definitions.....	33
Appendix III: Councillor Reimbursement Form.....	34

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025

**ITEM 7 (continued)**

**ATTACHMENT 3**

**Councillor Expenses  
and Facilities Policy**

***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 expenses 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 2021* (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 dealt with in the Policy are in the table below. All monetary amounts are exclusive of GST.

Expense or Facility	Maximum Amount	Frequency
Accommodation	As outlined in Section 9.5 of the policy	
Professional Development	\$4,000 per Councillor	Per year
Conferences and Seminars (Clause 9.2)	\$30,400 total for all Councillors Additional \$2,380 for the Mayor	Per year
Attendance at dinners and functions (Clause 9.10)	\$300	Per year
Communications expenses	\$300 per month per Councillor, \$3,600 per year per Councillor, Additional \$250 per month for the Mayor	Per month/year
Carer expenses (Clause 9.11)	\$4,000 per Councillor	Per year
Special needs (Councillors refer 9.11 (4), (5) and (6))	\$4,000	Per year
Expenses for spouses, partners and accompanying persons (directly related to the role of the Councillor in performance of the duties in the Ryde local government area) Clause 9.12)	\$300	Per year
Business cards (Clause 12.1)	500 business cards per Councillor, 1000 business cards for the Mayor	Per year

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025

**ITEM 7 (continued)**

**ATTACHMENT 3**

**Councillor Expenses  
and Facilities Policy**

Expense or Facility	Maximum Amount	Frequency
Stationery and other items (Clause 12.1)	letterhead, to be used only for correspondence associated with civic duties  a reasonable supply of plain white A4 paper  500 plain white DLE envelopes per Councillor  50 Christmas or festive cards per Councillor	Per year
Information Technology (IT) Equipment (Clause 12.2)	A set allowance up to a maximum of \$5,000 per Councillor to purchase their own IT equipment for the primary purpose of conducting Council related business.  Alternatively, Councillors can elect to receive IT equipment provided by Council's Information Technology department	Per term
Christmas or festive cards (Clause 13.5)	200 for the Mayor	Per year
The maximum value of cash in advance (Clause 8.5)	\$500 (reconcile within 1 week)	Not relevant
Incidental expenses (Clause 9.6)	\$20	Per day
Access to facilities in a Councillor common room	Provided to all Councillors	Not relevant
Council vehicle and fuel card	Provided to the Mayor	Not relevant
Reserved parking space at Council offices	Provided to the Mayor	Not relevant
Furnished office	Provided to the Mayor	Not relevant
Number of exclusive staff supporting Mayor and Councillors	One staff member provided to the Mayor and Councillors	Not relevant

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025

**ITEM 7 (continued)**

**ATTACHMENT 3**

**Councillor Expenses  
and Facilities Policy**



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 to a Council meeting every six months and published in full on Council's website. These reports will include expenditure summaries by individual Councillor and as a total for all Councillors.

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025



**ITEM 7 (continued)**

**ATTACHMENT 3**

**Councillor Expenses  
and Facilities Policy**

**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 Ryde 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. SCOPE**

- 2.1 This Policy, and associated procedures and guidelines, may be cited as the Councillor Expenses and Facilities Policy, and is effective from 25 July 2023.
- 2.2 In this Policy, and associated procedures and guidelines, unless otherwise stated, the expression "Councillor" refers to all Councillors of the City of Ryde, including the Mayor and Deputy Mayor.

**3. PURPOSE**

- 3.1 This Policy ensures that Councillors have adequate access to the facilities and support required to fulfil their civic duties as elected representatives. It also aims to ensure that the facilities provided to Councillors to carry out their civic functions are equitable and in keeping with legislative requirements.
- 3.2 In addition, the purpose of this Policy, and associated procedures and guidelines, is to ensure that there is accountability and transparency in the payment and reimbursement of expenses incurred or to be incurred by the Councillors while undertaking their civic duties.
- 3.3 Council may disburse money only if the disbursement is authorised by the Local Government Act, either expressly or because it is supplemental, incidental to or consequential upon the exercise of its functions.

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025

## ITEM 7 (continued)

## ATTACHMENT 3

### Councillor Expenses and Facilities Policy

#### 4. POLICY OBJECTIVES

4.1 The objectives of this Policy are to:-

- enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties.
- enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties.
- ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors.
- ensure facilities and expenses provided to Councillors meet community expectations.
- support a diversity of representation.
- fulfil the Council's statutory responsibilities.

#### 5. PRINCIPLES

5.1 Council commits to the following principles:-

- **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions.
- **Reasonable expenses:** providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor.
- **Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor.
- **Equity:** there must be equitable access to expenses and facilities for all Councillors.
- **Appropriate use of resources:** providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations.
- **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to Councillors.

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025



**ITEM 7 (continued)**

**ATTACHMENT 3**

**Councillor Expenses  
and Facilities Policy**

**6. PRIVATE OR POLITICAL BENEFIT**

- 6.1 Councillors must not obtain private or political benefit from any expense or facility provided under the Policy.
- 6.2 Private use of Council equipment and facilities by Councillors may occur from time to time. For example, telephoning home to advise that a Council meeting will run later than expected.
- 6.3 Such incidental private use does not require a compensatory payment back to Council.
- 6.4 Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse the Council.
- 6.5 Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a 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.

**7. REVIEW PROCESS AND ENDORSEMENT**

- 7.1 Council is required, under Section 252 of the Local Government Act (the Act), to adopt a policy on the payment of expenses and the provision of facilities to the Mayor and other Councillors within the first 12 months of each term of a Council.
- 7.2 Section 253 of the Act requires that Council give public notice of at least 28 days of its intention to adopt or amend this policy, even if there is no proposed change to the policy.
- 7.3 Council may amend and adopt the policy at other times of the year without public notice, if Council is of the opinion that the amendments are "not substantial" (Section 253 of the Act and Office of Local Government Guidelines).

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025

**ITEM 7 (continued)**

**ATTACHMENT 3**

**Councillor Expenses  
and Facilities Policy**

**Part B – Expenses and Use of Resources**

**8. GENERAL EXPENSES**

- (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.
- (2) Expenses not explicitly addressed in this Policy will not be paid or reimbursed.

**8.1 MONETARY LIMITS**

- (1) Monetary limits are stated in this Policy against each expense category as required. These monetary limits set out the maximum amount payable in respect of any facility or expense. Any additional cost incurred by a Councillor in excess of any limit set shall be considered a personal expense that is the responsibility of the Councillor. All monetary amounts stated are exclusive of GST.
- (2) Where expense limits are specified in this Policy, these given limits and requirements apply whether the item is purchased via direct payment by Council or reimbursement to the Councillor.
- (3) For the purposes of transparency and accountability, monetary limits are highlighted throughout this document where appropriate and also summarised in the table in the 'Policy Summary' section of this Policy.

**8.2 TIME LIMITS**

- (1) Reimbursement of costs and expenses to Councillors must be made within three (3) months of the cost or expense being incurred.

**8.3 PAYMENT OF COUNCILLOR FEES**

- (1) An annual fee is paid to each Councillor by the Council. The fee is the amount fixed by the Council under Division 5 of Part 2 of Chapter 9 of the Act in accordance with the appropriate determination of the Local Government Remuneration Tribunal.
- (2) Unless otherwise provided for in this Policy, the annual fee paid to each Councillor is intended to offset the costs involved in discharging the functions of civic office including, but not limited to, all incidental and out-of-pocket expenses relating to transport, clothing, home office, home telephone and postage costs.
- (3) All fees payable under this policy shall be paid monthly in arrears for each month (or part of a month) for which the Councillor holds office.
- (4) Unless otherwise stated, no entitlement under this Policy shall be treated as being a private benefit that requires a reduction in a Councillor's Fee.

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025

## ITEM 7 (continued)

## ATTACHMENT 3

### Councillor Expenses and Facilities Policy

#### 8.4 PAYMENTS IN ADVANCE

- (1) Councillors may request an advance payment for the cost of any service or facility covered by the Policy.
- (2) Councillors may request payment in advance in anticipation of expenses to be incurred in attending conferences, seminars and training away from home.
- (3) Councillors must fully reconcile all expenses against the cost of the advance within one (1) week of their return, with receipts, and submit these details to the Chief Executive Officer or his/her delegated employee for verification. Any unspent money is required to be returned at this time.
- (4) The maximum value of a cash advance is \$500.

Timeframe	Maximum amount
Reconcile within 1 week	\$500.00

#### 9. SPECIFIC EXPENSES

##### 9.1 TRAINING AND EDUCATION EXPENSES

- (1) An induction program shall be conducted by the Chief Executive Officer for Councillors upon election to Council and every subsequent re-election. This program may include the provision of resources and the attendance at training courses.
- (2) Provision for other training and education for Councillors will be made separately in Council's budget via the adopted Delivery Plan. All Councillors will be offered the same access to the same training in accordance with the budget allocated.

##### 9.2 ATTENDANCE AT SEMINARS AND CONFERENCES

- (1) Prior Council approval is required for Councillors to attend seminars or conferences on behalf of the Council. A report must be included in the Council business papers and should give the purpose of the seminar, conference and training course, expected total costs, expected benefits for Councillors to attend and the names of Councillors who have indicated an interest to attend. For other professional development opportunities, refer to Section 9.3 of this Policy.
- (2) When determining attendance at conferences and seminars, consideration will be given to the Councillor Attendance at Conference Guidelines.
- (3) Where a Councillor is no longer able to attend a conference or seminar for which endorsement has been given, they must advise the Chief Executive Officer as soon as practicable, to facilitate the attendance of an alternate Councillor.
- (4) Where a Councillor provides less than 24 hours notice with regard to clause (3) above, and where no sufficiently substantial reason is provided, the Councillor may be liable, by way of Council resolution, for any related costs Council is unable to recover.

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025

**ITEM 7 (continued)**

**ATTACHMENT 3**

**Councillor Expenses  
and Facilities Policy**

- (5) After returning from the seminar, conference or training course, the Councillor/s, or accompanying member of Council staff, shall provide a written report to Council on the aspects of the event relevant to Council business and/or the local community within two (2) months of the event. This report will be included in the Councillors' Information Bulletin.

No written report is required for the annual Local Government NSW Conference, the Australian Local Government Association Conference or for compulsory training courses or seminars required by any Government agency.

- (6) With the exception of the LGNSW Conference, the National General Assembly of Local Government Conference and the Australian Council of Local Government, Council will pay the seminar, conference or training course registration fees charged by the organisers including the costs of related official meals and associated tours where they are relevant to the business and interests of Council. Any time and costs incurred in undertaking activities not related to attendance at the event shall not be included in the expenses paid by Council.
- (7) With the exception of the LGNSW Conference, the National General Assembly of Local Government Conference and the Australian Council of Local Government, Council will also meet the cost of meals (and reasonable cost of drinks) when they are not otherwise included in the training, conference or seminar fees. Each Councillor is entitled to seek reimbursement for up to three (3) meals per day to a maximum of \$100 a day. Official receipts will be required for reimbursement under this clause.

Quantity	Maximum amount
Up to 3 meals per day	\$100 per day

- (8) No payment shall be reimbursed for any component of a ticket that is additional to the cost of the function, such as a donation to a political party, candidate's electoral fund or some other private benefit.
- (9) With the exception of the LGNSW Conference, the National General Assembly of Local Government Conference and the Australian Council of Local Government, Council will meet the reasonable cost of transportation associated with attendance at the seminar, conference or training course.
- (10) Councillors cannot incur accommodation-related expenses. There is no scope for Council to pay or reimburse any costs related to accommodation.
- (11) With the exception of the LGNSW Conference, the National General Assembly of Local Government Conference and the Australian Council of Local Government, Council shall provide Councillors with taxi vouchers for travel to a seminar, conference or training course. Councillors must ensure that any unused vouchers and the receipts of used vouchers are returned to Council within seven (7) days of the event.
- (12) Alternatively, with the exception of the LGNSW Conference, the National General Assembly of Local Government Conference and the Australian Council of Local Government, Council will meet the actual costs for public transport, taxis or hire-cars for travel on Council related business.

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025



## ITEM 7 (continued)

## ATTACHMENT 3

### Councillor Expenses and Facilities Policy

- (13) With the exception of the LGNSW Conference, the National General Assembly of Local Government Conference and the Australian Council of Local Government, Council shall reimburse transport expenses incurred by a Councillor while using their own private vehicle for Council related business.

This will be by way of a reimbursement for each kilometre travelled for the specific journey, plus any road tolls and parking fees necessarily incurred. The rate of reimbursement for kilometres travelled shall be equivalent to the rates prescribed in the relevant legislation or policies applicable to employees of the Council.

- (14) Council is not liable and will not pay for any traffic, parking or transport fines, administrative charges for road toll accounts, or costs of petrol, oil, depreciation, repair, maintenance, insurance or registration incurred by Councillors while using their private vehicles on Council related business.

#### 9.2.1 ATTENDANCE AT CONFERENCES – SUPPLEMENTARY CITY OF RYDE PROVISION

- (15) Council acknowledges the value of Councillor attendance at conferences to enable them to be both knowledgeable and current on issues affecting the City of Ryde. In order to ensure that attendance at conferences is equitable, transparent and consistent, attendance will be limited as follows:-
- (a) Local Government NSW Annual Conference – the number of voting delegates plus one (to a maximum of eight Councillors). Details of the delegates and attendee are to be determined by resolution of Council.
  - (b) Australian Local Government Association Conference.
  - (c) In addition, to (a) and (b) above, every Councillor is entitled to attend one conference in either NSW, Canberra, metropolitan Brisbane or metropolitan Melbourne. The conference must directly relate to the business of Council. More than one Councillor may attend the same conference if Council resolves that this will be beneficial for both Council and the Councillors concerned.
  - (d) Within two (2) months following the conference the attending Councillor must report to Council on the proceedings of the conference. That report will be included in the Councillors' Information Bulletin. This action is not required for the Local Government NSW Annual Conference or the Australian Local Government Association Conference.
  - (e) No Councillor can attend a conference at Council's expense without the prior approval of Council, subject to the provisions of Part B Section 9.2. Reports to Council are to include details of the conference and an estimate of the associated costs including registration and transport.
  - (f) Council may resolve that a Councillor can attend more than one (1) conference per year but this determination will be dependent on budgetary constraints and with an emphasis on ensuring that all Councillors have equal access to conferences.

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025

**ITEM 7 (continued)**

**ATTACHMENT 3**

**Councillor Expenses  
and Facilities Policy**

**9.3 PROFESSIONAL DEVELOPMENT**

- (1) Council will set aside \$4,000.00 per Councillor annually in its budget to facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies. Staff will consult with Councillors, through an Information Report, prior to incurring costs associated with professional development, except for Councillors' attendance at seminars and conferences on behalf of Council as these events are subject to the requirements in Section 9.2(1).
- (2) Where a Councillor does not expend the entirety of the funds allocated to them, these funds may be utilised by other Councillors for professional development requirements.
- (3) 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.
- (4) Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and cost of membership is likely to be fully offset by savings from attending events as a member.
- (5) Approval for professional development activities is subject to a prior written request to the Chief Executive Officer outlining the:-
  - Details of the proposed professional development.
  - Relevance to Council priorities and business.
  - Relevance to the exercise of the Councillor's civic duties.
- (6) In assessing a Councillor request for a professional development activity, the Chief Executive Officer or delegated employee must consider the factors set out in Clause (4) above, as well as the cost of the professional development in relation to the Councillor's remaining budget.

**9.4 TRAVEL**

**9.4.1 LOCAL TRAVEL ARRANGEMENTS AND EXPENSES**

- (1) Council shall reimburse travel expenses incurred by Councillors for travel on Council related business (noting the restrictions of Part B Section 9.2).
- (2) Under normal circumstances, Councillors are expected to provide their own transport to and from the Council Offices and the Councillor's home and/or place of work for the purpose of undertaking Council business.
- (3) Transport to and from the Council Offices and a Councillor's home and/or place of work may be provided by Council at the discretion of the Chief Executive Officer having regard to the circumstances, if it is not practicable for a Councillor to use his or her normal method of transport.

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025

## ITEM 7 (continued)

## ATTACHMENT 3

### Councillor Expenses and Facilities Policy

- (4) Travel expenses include use of private vehicle, use of public transport, taxis, ride share, hire cars, travel using a Council vehicle and associated costs such as parking and road tolls. Private vehicle expenses will be reimbursed using the kilometre rate prescribed in the relevant legislation or policies applicable to employees of the Council. Actual costs will be reimbursed for other travel expenses.
- (5) Council is not liable and will not pay for any traffic, parking or transport fines, administrative charges for road toll accounts, or costs of petrol, oil, depreciation, repair, maintenance, insurance or registration incurred by Councillors while travelling on Council related business.
- (6) A Council vehicle (with or without a driver), a hire car, ride share or a taxi voucher may be provided to a Councillor for the purpose of attending any Council related event at the discretion of the Chief Executive Officer having regard to the circumstances.
- (7) Nothing in this Policy prevents a Councillor from travelling in a Council vehicle with a staff member who is also attending any Council related event.

#### 9.4.2 INTRASTATE TRAVEL

- (1) Council shall reimburse Council business related travel expenses by a Councillor while using their own private vehicle, by way of a reimbursement for each kilometre travelled for the specific journey, plus any road tolls and parking fees necessarily incurred (noting the restrictions of Part B Section 9.2). The rate of reimbursement for kilometres travelled shall be equivalent to the rates prescribed in the relevant legislation or policies applicable to employees of the Council.
- (2) Council is not liable and will not pay for any traffic, parking or transport fines, administrative charges for road toll accounts, or costs of petrol, oil, depreciation, repair, maintenance, insurance or registration incurred by Councillors while using their private vehicles on Council related business.
- (3) Councillors travelling into country NSW may choose the mode of transport that is most suitable, considering economy and convenience. Air travel will require prior approval.

#### 9.4.3 INTERSTATE TRAVEL (INCLUDING ACT)

- (1) Prior Council approval is required for interstate travel for which reimbursement or payment is sought by Councillors (noting the restrictions of Part B Section 9.2). Any proposal for Councillors to travel interstate is to be included in the non-confidential business papers of Council, for which due public notice has been given. Such a proposal cannot be considered in a late report or Mayoral Minute.
- (2) Applications for interstate travel must be made in writing, giving full details of the travel including: itinerary, expected total costs, reasons for the travel and expected benefits. Council does not allow the retrospective approval of reimbursement of such travel expenses, therefore all expenses must be approved in advance.
- (3) Upon return from interstate travel, the Councillor, or an accompanying member of Council staff, shall provide a written report to Council on the aspects of the trip relevant to Council business and/or the local community, within two (2) months of the trip. This report will be included in the Councillors' Information Bulletin.

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025

## ITEM 7 (continued)

## ATTACHMENT 3

### Councillor Expenses and Facilities Policy

- (4) Economy class air travel will be provided as standard for travel within Australia. The cost of any upgrade shall be the responsibility of the Councillor. Councillors are not entitled to receive private benefits relating to travel bonuses such as frequent flyer schemes and other loyalty programs.
- (5) Where trains are used, first class train travel will be provided, with the exception of sleeping berths.
- (6) Council shall meet the cost of any transfers between a Councillor's residence and a transport interchange (i.e.: airport) and between the transport interchange and hotel or venue. These costs are not to exceed the cost of taxi fares.

#### 9.4.4 OVERSEAS TRAVEL

- (1) Council approval is required for overseas travel for which reimbursement is sought by Councillors. Any travel proposals for Councillors to travel overseas are to be included in the non-confidential business papers of Council for which due public notice has been given. Such proposals cannot be considered in a late report or Mayoral Minute.
- (2) Applications for overseas travel must be made in writing, giving full details of the travel including itinerary, expected total costs, reasons for the travel and expected benefits. Council does not allow the retrospective reimbursement of such travel expenses therefore expenses must be approved in advance.
- (3) Upon return from overseas travel, the Councillor, or an accompanying member of Council staff, shall provide a written report to Council on the aspects of the trip relevant to Council business and/or the local community, within two (2) months of the trip. This report will be included in the Councillors' Information Bulletin.
- (4) Economy air class will be provided for approved overseas travel. Councillors are not entitled to receive private benefits relating to travel bonuses such as frequent flyer schemes and other loyalty programs.
- (5) Council shall meet the cost of any transfers between a Councillor's residence and the airport and between the airport and hotel or venue. These costs are not to exceed the cost of taxi fares.
- (6) Independently funded travel - Council officials who travel to cities that have a Friendship or Partnership relationship with the City of Ryde, are only able to present themselves as representing Council, if this representation has been endorsed by Council prior to the visit.

#### 9.5 ACCOMMODATION COSTS

- (1) Councillors cannot incur accommodation-related expenses. There is no scope for Council to pay or reimburse any costs related to accommodation.

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025



## ITEM 7 (continued)

## ATTACHMENT 3

### Councillor Expenses and Facilities Policy

#### 9.6 INCIDENTAL EXPENSES

- (1) With the exception of the LGNSW Conference, the National General Assembly of Local Government Conference and the Australian Council of Local Government, Council shall reimburse reasonable out of pocket or incidental expenses associated with attending conferences, seminars or training courses, and other prior approved travel, incurred by Councillors.
- (2) Each Councillor is entitled to seek reimbursement up to \$20 per day for the purposes of Clause 9.6.

Timeframe	Maximum amount
Per day	\$20

#### 9.7 LEGAL ASSISTANCE PROVISIONS AND EXPENSES

- (1) Council may, if requested, indemnify or reimburse the reasonable legal expenses of:-
  - (a) a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act; or
  - (b) 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;
  - (c) 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 investigative or review body makes a finding substantially favourable to the Councillor.

Clause (c) applies only when the subject of the inquiry, investigation or hearing arises from the performance in good faith of a Councillor's functions under the Act and the matter before the investigative or review body has proceeded past any initial assessment phase to a formal investigation or review.
- (2) In the case of a conduct complaint made against a Councillor, legal costs will only be made available where:-
  - (a) the matter has been referred by the Chief Executive Officer to a conduct reviewer or conduct review panel to make formal enquiries into that matter in accordance with Council's Code of Conduct; and
  - (b) the conduct reviewer or the conduct review panel makes a finding that is not substantially unfavourable to the Councillor.
- (3) In the case of a pecuniary interest or misbehaviour matter, legal costs will only be made available where a formal investigation has been commenced by the Office of Local Government.

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025

**ITEM 7 (continued)**

**ATTACHMENT 3**

**Councillor Expenses  
and Facilities Policy**

- (4) Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.
- (5) Council will not meet the costs of an action in defamation taken by a Councillor as plaintiff in any circumstances and will not meet the costs of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.
- (6) Council will not meet the legal costs of legal proceedings initiated by a Councillor under any circumstance.
- (7) Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution of Council at a Council meeting prior to costs being incurred.

**9.8 INSURANCE**

- (1) In accordance with Section 382 of the *Local Government Act*, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this Policy.
- (2) Councillors are provided additional liability protection by way of the Councillors and Officers Liability Policy, and personal injury protection by way of the Personal Accident Policy.
- (3) Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of his or her civic duties, or exercise of his or her functions as a Councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- (4) Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.

**9.9 COMMUNICATION EXPENSES**

- (1) Councillors are entitled to seek reimbursement for communications costs and expenses covering the areas of email, internet, telephone (both fixed and mobile), website and postage.
- (2) Each Councillor is entitled to seek reimbursement up to \$300 per month (\$3,600 per annum) for the purposes of this clause.
- (3) Where the communication costs include the provision of a communication device through a communication plan, Council shall reimburse the costs associated with the plan, including email, internet and telephone access and usage. Communication costs also include expenses incurred by a Councillor for the proportion of leasing, renting or repayment costs associated with any communication device used by a Councillor in undertaking their role as a Councillor.

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025

## ITEM 7 (continued)

## ATTACHMENT 3

### Councillor Expenses and Facilities Policy

- (4) Council may provide Councillors with a mobile phone and call plan in lieu of the individual Councillor seeking reimbursement for mobile telephone costs. It is noted that there may be a small proportion of incidental private/personal use.
- (5) Reimbursement of costs and expenses to Councillors under 'Communication costs' will only be made upon the production of appropriate receipts, tax invoices, credit card statements or receipt numbers in the name of the Councillor, and the completion of the "Request for Councillor Reimbursement" form.
- (6) Councillors are not entitled to claim any communication costs associated with the production or dissemination of personalised pamphlets, newsletters and the like.

Timeframe	Maximum amount
Per annum	\$3,600
example average (per month)	\$300

#### 9.10 ATTENDANCE AT DINNERS AND OTHER NON-COUNCIL FUNCTIONS

- (1) Councillors are entitled to seek reimbursement for attendance at dinners and other non-Council functions that provide briefings to Councillors from key members of the community, politicians and business.
- (2) Approval for reimbursement in accordance with the above should be sought prior to the event and be done in writing to the Chief Executive Officer.
- (3) Each Councillor is entitled to seek reimbursement up to \$300 per annum for the purpose of this section. Official receipts are required to claim reimbursement under this clause.
- (4) No payment shall be reimbursed for any component of a ticket that is additional to the cost of the function, such as a donation to a political party, candidate's electoral fund or some other private benefit.

Timeframe	Maximum amount
Per annum	\$300

- (5) Councillors who are Executive Members of an organisation of interest to Council as indicated in a Council resolution, shall be entitled to seek reimbursement and support for their attendance at the Executive Meetings held by the organisation.

Council will meet the cost of the Councillor's transportation expenses, including the cost of meals. The support provided to Councillors in their capacity as an Executive Member of an organisation shall only be valid for the period they hold such a position.

#### 9.11 CARE AND OTHER RELATED EXPENSES

- (1) Where a Councillor has responsibilities for the care and support of any relative, the Council may reimburse the actual cost incurred by the Councillor to engage professional care for the relative whenever considered necessary by the Councillor in order for the Councillor to discharge the functions of civic office.

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025

## ITEM 7 (continued)

## ATTACHMENT 3

### Councillor Expenses and Facilities Policy

- (2) In this clause, *relative* shall have the same meaning as set out in the Dictionary in the Local Government Act.

*Relative, in relation to a person, means any of the following:*

- (a) *the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or of the person's spouse;*
- (b) *the spouse or de facto partner of the person or of a person referred to in paragraph (a)*

- (3) The total amount paid to a Councillor under sub-clause (1) shall not exceed \$4,000.00 in the 12 month period from October to September. Official receipts are required to claim reimbursement under this clause.

Timeframe	Maximum amount
Per annum	\$4,000.00

- (4) Council encourages wide participation and interest in civic office. It will seek to ensure council premises and associated facilities are accessible, including provision for sight or hearing impaired Councillors and those with other disabilities.
- (5) Where a Councillor has a special requirement, such as disability and access needs, Council shall meet reasonable costs and expenses required in order for that Councillor to discharge the functions of civic office.
- (6) The total amount paid to a Councillor under sub-clause (5) shall not exceed \$4,000.00 in the 12 month period from October to September. Official receipts are required to claim reimbursement under this clause. It should be noted however, that Council can approve additional expenditure in extenuating circumstances.

Timeframe	Maximum amount
Per annum	\$4,000.00

- (7) Each application for care and support of a relative or for meeting the special requirements of a Councillor is to be made in writing to the Chief Executive Officer or his/her delegated officer and will be assessed on its merits. The Chief Executive Officer may use his/her discretion to refer the matter to Council for determination.

#### 9.12 EXPENSES FOR SPOUSES, PARTNERS AND ACCOMPANYING PERSONS

- (1) In limited circumstances, Council shall meet certain costs incurred by a Councillor on behalf of their spouse, partner or accompanying person that are properly and directly related to the role of the Councillor in the performance of his or her duties, in the Ryde local government area. For example, attendance at official Council functions that are of a formal and ceremonial nature when accompanying Councillors.
- (2) Costs and expenses incurred by the Councillor on behalf of their spouse, partner or accompanying person will be met if the cost or expense relates specifically to the ticket, meal and/or direct cost of attending the function referred to in clause (1) above, including carer costs. Peripheral expenses such as grooming, special clothing and transport are not considered reimbursable expenses.

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025



**ITEM 7 (continued)**

**ATTACHMENT 3**

**Councillor Expenses  
and Facilities Policy**

- (3) In recognition of the importance of a good work and family balance, spouses, partners or accompanying persons are welcome to join Councillors while attending events away from home. In such circumstances, Council will not require reimbursement of costs if no additional travel expenses are incurred over and above what would have been expended by the individual Councillor. For example, if the person travels as a passenger in the Councillor's vehicle, it will be considered that no additional cost has been incurred by Council.
- (4) Each Councillor is entitled to seek reimbursement of up to \$300 per annum total under this clause. Official receipts are required to claim reimbursement under this clause.

Timeframe	Maximum amount
Per annum	\$300

**10. ADDITIONAL EXPENSES FOR THE MAYOR**

**10.1 MAYORAL FEE**

- (1) An annual fee is paid to the Mayor by the Council. The fee is the amount fixed by the Council under Division 5 of the Local Government Act in accordance with the appropriate determination of the Local Government Remuneration Tribunal.
- (2) Unless otherwise provided for in this Policy, the annual fee paid to the Mayor is intended to offset the additional costs involved in discharging the functions of the Mayoral Office over and above the costs incurred by other Councillors.
- (3) In the event that the Council resolves to pay a fee to the Deputy Mayor to undertake the roles and responsibilities of the office of the Mayor, the amount of such fee shall be deducted from the amount determined to be paid to the Mayor on a pro rata basis for the relevant period.
- (4) All fees payable under this Policy shall be paid monthly in arrears for each month (or part of a month) for which the Mayor holds office.
- (5) Unless otherwise stated, no entitlement under this Policy shall be treated as being a private benefit that requires a reduction in the Mayoral Fee.

**10.2 CIVIC EXPENSES**

- (1) Council shall meet the cost of providing refreshments and associated expenses for civic functions, civic receptions and any other formal event hosted by the Mayor, subject to adequate funds being allocated and available in the Council's adopted Delivery Plan.

**10.3 COMMUNICATION COSTS AND EXPENSES**

- (1) Council shall reimburse up to an additional \$250 per month (\$3,000 per annum) for communication costs and expenses for the Mayor, over and above the monthly expenditure limit prescribed in clause 9.9 – Communication Expenses.

Timeframe	Maximum amount
Per annum	\$3,000
(Per month)	(\$250)

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025

**ITEM 7 (continued)**

**ATTACHMENT 3**

**Councillor Expenses  
and Facilities Policy**

**Part C – Facilities**

**11. GENERAL FACILITIES, EQUIPMENT AND SERVICES FOR ALL COUNCILLORS**

- (1) Facilities, equipment and services shall be provided to Councillors to support them in undertaking their role as elected members of the Council.
- (2) The equipment supplied under sub-clause (1) shall be of adequate capacity and functionality to generally undertake the role of Councillor.
- (3) Unless otherwise resolved by the Council, or subject to the discretion of the Chief Executive Officer, the equipment shall be provided to a Councillor only once during the term of each Council. Council remains in ownership of the equipment and all equipment is required to be returned at the end of the term of each Councillor. At the conclusion of their term, Councillors shall be offered the option to purchase the equipment that they have been in possession of, at current market value. Unless stated otherwise, the Councillor shall be responsible for all other costs of operating this equipment.
- (4) Part 7 of the Code of Conduct describes the responsibilities and obligations of Council officials when using Council resources, particularly in terms of misuse and private use.
- (5) Councillors, where their allocated equipment is damaged, lost or destroyed, are required to report this to Council urgently. If there are repeated instances requiring the equipment to be repaired or replaced, this may be at the Councillors cost.

**11.1 PRIVATE USE OF FACILITIES, EQUIPMENT AND SERVICES**

- (1) Council facilities, equipment and services are not to be used for private purposes unless the use is incidental, unavoidable and of a minor nature.
- (2) Should a Councillor obtain substantial private benefit, the Councillor is required to advise the Chief Executive Officer in writing detailing the extent of the private benefit. Council will determine the value of the benefit that is to be invoiced to the Councillor in a non-confidential session of a Council Meeting. The Councillor shall then repay Council the value within four (4) weeks of the determination.
- (3) Council facilities, equipment and services are not to be used to produce election material or for any other political purposes.
- (4) Unless otherwise stated, no entitlement under this Policy shall be treated as being a private benefit that requires a reduction in the Mayoral or Councillor fees.

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025

**ITEM 7 (continued)**

**ATTACHMENT 3**

**Councillor Expenses  
and Facilities Policy**

**12. SPECIFIC PROVISION OF FACILITIES, EQUIPMENT AND SERVICES FOR ALL COUNCILLORS**

**12.1 STATIONERY AND OTHER ITEMS**

(1) Each Councillor may receive:-

- (a) letterhead, to be used only for correspondence associated with civic duties;
- (b) a reasonable supply of plain white A4 paper per year;
- (c) 500 plain white DLE envelopes per year;
- (d) 500 business cards per year in a format agreed by each Councillor;
- (e) 50 Christmas or festive cards per year;

the year commencing from the date of election to Council and each subsequent anniversary.

Additional supplies of the above stationery items may be provided by the Chief Executive Officer if considered warranted having regard to the particular needs of any Councillor.

- (2) Each Councillor may be issued from time to time with name badges, security access cards, ties/scarves and other corporate apparel or accessories for personal use. Security access cards are required to be returned when the Councillor ceases to hold office.
- (3) Stationery is not to be used to produce election material or for any other political purpose.

Timeframe	Maximum amount
Per annum	a reasonable supply of plain white A4 paper
Per annum	500 plain white DLE envelopes
Per annum	500 business cards
Per annum	50 Christmas or festive cards

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025

**ITEM 7 (continued)**

**ATTACHMENT 3**

**Councillor Expenses  
and Facilities Policy**

**12.2 INFORMATION TECHNOLOGY (IT) EQUIPMENT**

- (1) Each Councillor will receive a set allowance per term (currently set at a maximum of \$5,000.00) to purchase their own IT equipment for the primary purpose of conducting Council related business.
- (2) This equipment may consist of:-
  - Computer (either desktop or laptop).
  - An iPad or similar tablet device.
  - A smart phone.
  - A printer (multi-function device) allowing printing/scanning etc.
  - Accessories for the above such as keyboard, mouse, protective case, screen protector and headset etc.

Other devices such as smart watches will be assessed for reimbursement within this allowance on an individual basis.
- (3) Alternatively, Councillors can elect to receive IT equipment provided by Council's Information Technology department. Such equipment will be in line with Council's current standard IT equipment.
- (4) Councillors can purchase the equipment and receive reimbursement upon production of appropriate tax invoices and receipts. Alternatively, Council may purchase the nominated equipment on behalf of a Councillor if requested.
- (5) It is important that all IT equipment is purchased with adequate warranty and support agreement from the retailer. Council's Information Technology department will not provide any hardware or support, therefore Councillors must contact the nominated service provider for assistance. In the event of any damage to the equipment or other out of warranty events, Councillors will be responsible to cover additional repair expenses.
- (6) Maintenance, troubleshooting problems and upgrades to IT equipment will be the responsibility of individual Councillors and Council's Information Technology department will not be carrying these support activities. Council's Information Technology department will provide limited technical support for Council emails, BoardVantage and Zoom.
- (7) Any equipment purchased under this allowance must be in accordance with the minimum specification as advised from time to time by Council's Information Technology Department.
- (8) Councillors using a device to access Council systems must abide by the relevant Council Policies.

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025



**ITEM 7 (continued)**

**ATTACHMENT 3**

**Councillor Expenses  
and Facilities Policy**

**12.3 PARKING**

- (1) Councillors shall be provided with allocated parking at the Council offices for attendance at meetings and functions in the performance of their role as a Councillor and be provided with a parking permit sticker for use when parking in the North Ryde Office Car Park. Council will not indemnify Councillors for any damage to their vehicles while utilising this facility.
- (2) No other parking concessions within the City of Ryde will be granted.

**12.4 SECRETARIAL SUPPORT**

- (1) Secretarial support may be provided at the discretion of the Chief Executive Officer for each Councillor at the Pope Street, Ryde and/or North Ryde Offices. This may include typing, photocopying or use of a telephone. All expenses incurred, including the cost of staff, shall be met by the Council.

**12.5 DELIVERY OF MATERIAL**

- (1) At least once each week, each Councillor may receive a delivery of material from Council including business papers, correspondence, newspapers etc. delivered to one property address nominated by the Councillor.

**12.6 COUNCIL MEETING CHAMBER AND LIBRARY MEETING ROOMS**

- (1) Councillors may use the Council Meeting Chamber or access the meeting rooms at the library as available and in accordance with the relevant booking process, for the purposes of meeting with the public during operating hours and free of charge. The nature of the meeting must relate to Council business.
- (2) Council facilities are not to be used for any political purpose.

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025

## ITEM 7 (continued)

## ATTACHMENT 3

### Councillor Expenses and Facilities Policy

#### 13. ADDITIONAL PROVISIONS FOR THE MAYOR

##### 13.1 MAYORAL OFFICE

- (1) A furnished Mayoral Office shall be provided by the Council at the Pope Street, Ryde and North Ryde Offices, including a computer with office and related software (including access to email and internet).

##### 13.2 SECRETARIAL SUPPORT

- (1) Secretarial support shall be provided by the Council. All necessary staff, office equipment, furnishings, printing, stationery, postage and other general office expenses shall be met by the Council, subject to adequate funds being available in the Council's adopted Delivery Plan.

##### 13.3 MOTOR VEHICLE AND OTHER TRAVEL FACILITIES

- (1) An appropriate vehicle shall be provided in accordance with Council's available list and shall be fully maintained for use by the Mayor for Council related business. The vehicle may be used for incidental private purposes by the Mayor.
- (2) Should substantial private use occur, the Mayor is to reimburse to Council the cost of this private use, which will be calculated using the mileage rates prescribed in the relevant legislation, policies or calculations applicable to employees of Council.
- (3) A car parking space shall be allocated at the Pope Street Top Ryde and North Ryde office for the Mayoral vehicle.
- (4) Should the Mayor elect not to make use of the vehicle for the length of their term, it will be disposed of appropriately. The Mayor will be entitled to reimbursement for all Council related travel expenses in accordance with the mileage rates prescribed in the relevant legislation or policies applicable to employees of Council.
- (5) Reimbursements will be made upon the production of an appropriate vehicle mileage log and the completion of a "Request for Councillor Reimbursement" form.
- (6) Additionally, the Mayor is entitled to a Cabcharge card for travel on Council related business. The card is not to be used for private travel and the card is not to be used to provide gratuities to drivers.

The Cabcharge card is to be used in accordance with the City of Ryde Credit Card policy. Cabcharge receipts are to be collected and submitted to Council for reconciliation against monthly statements, and the cardholder is required to immediately inform Council should the card be lost or stolen.

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025

**ITEM 7 (continued)**

**ATTACHMENT 3**

**Councillor Expenses  
and Facilities Policy**

**13.4 CEREMONIAL CLOTHING**

- (1) The Mayor shall be supplied with a suitable robe and chains of office.

**13.5 OTHER EQUIPMENT AND FACILITIES**

- (1) In addition to equipment and facilities already provided to the Mayor as a Councillor, the Mayor shall be entitled to the following equipment and facilities:-
- (a) an additional 500 business cards per year of term in a format agreed by the Mayor,
  - (b) 200 Christmas Cards per year of term,
  - (c) corporate attire and presentation gifts for use in connection with civic and ceremonial functions for example: tie, scarfs, mementos
- (2) The Chief Executive Officer shall have discretion to provide the Mayor with further equipment and facilities, not otherwise specified in this Policy, subject to funding being made available in the adopted Delivery Plan, and that the provision of such equipment or facilities is reasonable for the efficient and effective performance of the Office of the Mayor. Should the Chief Executive Officer exercise his/her discretion to provide the Mayor with further equipment and facilities, not otherwise specified in this Policy, a report detailing the provision shall be presented to Council.

Timeframe	Maximum amount
Per annum	200 Christmas cards
Per annum	Additional 500 business cards

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025

**ITEM 7 (continued)**

**ATTACHMENT 3**

**Councillor Expenses  
and Facilities Policy**

**Part D – Processes**

**14. APPROVAL, PAYMENT AND REIMBURSEMENT ARRANGEMENTS**

- (1) All expenses and costs incurred must be in accordance with the requirements of this Policy.
- (2) Reimbursement of costs and expenses to Councillors will only be made upon the production of appropriate receipts and tax invoices, and the completion of the "Request for Councillor Reimbursement" form **[Appendix III]**.
- (3) If receipts and tax invoices are not able to be submitted, a Councillor shall be required to sign a Statutory Declaration to confirm that the expense was incurred. If a Statutory Declaration is provided in lieu of receipts and tax invoices, Councillors are required to personally retain any supporting documentation for audit purposes and shall be required to produce this documentation to Council upon request. Councillors are advised that Council is unable to claim the GST on the purchase if a tax invoice is not submitted, thus increasing the real cost of the item.
- (4) Claims for reimbursement of "Communication costs" and "Information Technology" will only be made upon the production of appropriate receipts, tax invoices, credit card statements or receipt numbers, in the name of the Councillor – a Statutory Declaration is not appropriate.
- (5) Payments made to Councillors by way of reimbursement in accordance with this Policy will only be made to personal accounts on which the Councillor is a named account holder and not to third parties.
- (6) The Chief Executive Officer or a delegated employee shall assess all such claims and if considered to be reasonable and to be legitimately payable under this Policy, shall approve the claim for payment and payment shall be made within seven (7) days.
- (7) Should the Chief Executive Officer or delegated employee decide that the claim should not be paid, the Chief Executive Officer shall explain such decision to the Councillor and should the Councillor still consider that the claim should be paid, it shall be considered that a dispute exists and the provisions of clause 15 shall apply.
- (8) Council may pay a cash advance for Councillors attending approved conferences, seminars or professional development. The maximum value of cash advance is \$500 which should be reconciled within one (1) week 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.
- (9) If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025

**ITEM 7 (continued)**

**ATTACHMENT 3**

**Councillor Expenses  
and Facilities Policy**

**15. DISPUTES**

- (1) Should any Councillor consider that a dispute exists at any time regarding this Policy, the parties to the dispute shall provide a written report on the nature of the dispute and the Chief Executive Officer shall submit such reports to the next meeting of the Council to have the dispute determined by a resolution of the Council having regard to this Policy, the Act and any other relevant law. The decision of the Council shall be binding on all of the parties.
- (2) If the Councillor and the Chief Executive Officer cannot resolve the dispute, the Councillor may submit a Notice of Motion to a Council meeting seeking to have the dispute resolved.

**16. ACQUISITION AND RETURN OF EQUIPMENT AND FACILITIES BY  
COUNCILLORS**

- (1) Prior to the conclusion of a Council term, or if a Councillor leaves civic office prior to the expiration of the term of Council, Councillors will be invited to indicate if they wish to purchase any IT equipment utilised during the term.
- (2) Councillors will be advised of the written down value of each item prior to seeking the above indication.
- (3) Where possible, payment for any items a Councillor wishes to purchase will be deducted from the Councillor's fee. Where this is not possible, an invoice will be prepared for the Councillor to make the appropriate payment.
- (4) Councillors no longer holding a position as Councillor will be required to return all equipment not purchased within one (1) week of the declaration of the polls to the Chief Executive Officer or delegated employee at Council's North Ryde Office.

**17. PUBLICATION**

- (1) This policy will be published on Council's website.

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025

**ITEM 7 (continued)**

**ATTACHMENT 3**

**Councillor Expenses  
and Facilities Policy**

**18. REPORTING**

- (1) Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.
- (2) 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.

**19. AUDITING**

- (1) The operation of this Policy, including claims made under the Policy, will be included in Council's audit program and an internal audit will be undertaken once every two years.
- (2) The outcomes of the internal audit reviews are reported to the Council's Audit, Risk and Improvement Committee.

**20. BREACHES**

- (1) Suspected breaches of this Policy are to be reported to the Chief Executive Officer.
- (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.

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025



**ITEM 7 (continued)**

**ATTACHMENT 3**

**Councillor Expenses  
and Facilities Policy**

**PART E – Appendices**

**APPENDIX I: RELATED LEGISLATION, GUIDANCE AND POLICIES**

**Relevant legislation and guidance:**

- Local Government Act 1993
- Local Government (General) Regulation 2021
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009
- Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities
- Local Government Circular 17-17 Councillor Expenses and Facilities Policy – Better Practice Template
- Local Government Circular 05-08 legal assistance for Councillors and Council Employees.

**Related Council policies:**

- City of Ryde *Code of Conduct – Policy, Standards of Conduct, and Complaints Procedure*;
- City of Ryde *'Thank you is Enough' - Gifts and Benefits Policy*;
- City of Ryde *Code of Meeting Practice*;
- City of Ryde *Corporate Credit Card Policy*.

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025

**ITEM 7 (continued)**

**ATTACHMENT 3**

**Councillor Expenses  
and Facilities Policy**

**APPENDIX II: DEFINITIONS**

The following definitions apply throughout this policy:-

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 undertaking official business
Act	Means the Local Government Act 1993 (NSW)
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 or the Model Code if none is adopted
Councillor	Means a person elected or appointed to civic office as a member of the governing body of council who is not suspended, including the Mayor
Chief Executive Officer	Means the Chief Executive Officer of Council and includes their delegate or authorised representative
incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle
maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1
official business	Means functions that the Mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for council or result in a direct benefit for council and/or for the local government area, and includes:- <ul style="list-style-type: none"> <li>meetings of council and committees of the whole</li> <li>meetings of committees facilitated by council</li> <li>civic receptions hosted or sponsored by council</li> <li>meetings, functions, workshops and other events to which attendance by a Councillor has been requested or approved by council</li> </ul>
professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a Councillor or the Mayor
Regulation	Means the Local Government (General) Regulation 2021 (NSW)
year	Means the financial year, that is the 12 month period commencing on 1 July each year

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025



ITEM 7 (continued)

ATTACHMENT 3

**Councillor Expenses  
and Facilities Policy**

APPENDIX III: COUNCILLOR REIMBURSEMENT FORM

**COUNCILLOR REIMBURSEMENT**

**About this form**

This form is used to make a claim for reimbursement for expenses as a Councillor of the City of Ryde.

**Policy Requirements**

Section 252 of the *Local Government Act 1993* authorises payment or reimbursement of actual expenses incurred by Councillors in carrying out their civic duties.

Claims must be made in accordance with Council's **Councillors Expenses and Facilities Policy** and must be made within 3 months of the date of the expenditure. All receipts/tax invoices must be attached.

**Councillor Helpdesk**

Riverview Business Park, Building 0, Level 1,  
3 Richardson Place, North Ryde  
Locked Bag 2069, North Ryde NSW 1670  
Email [helpdesk@ryde.nsw.gov.au](mailto:helpdesk@ryde.nsw.gov.au)  
Phone 9952 8200 Fax 9952 8070

**PART 1: COUNCILLOR DETAILS**

Councillor Name\*

Claim Period\*     to

Address\*

**PART 2: SUMMARY OF CLAIMS**

Date	Claim Description	Amount	OFFICE USE ONLY
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Total claim amount*		\$ <input type="text"/>	

**PART 3: DECLARATION**

I certify that the details provided in relation to the above claims are correct and the expenses were reasonably incurred.

Signature\*

Date\*

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025

**ITEM 7 (continued)**

**ATTACHMENT 3**

**Councillor Expenses  
and Facilities Policy**

**PART 4: SUMMARY OF CLAUSES AND CLAIM LIMITS**

Clause 8.2	Time limit to claim reimbursement - 3 months
Clause 8.5	Payment advance - maximum \$500 - Time limit to reconcile 1 week
Clause 9.2 (7)	Meals not otherwise provided at training/seminars - \$100 per day maximum
Clause 9.2 (13)	Private Vehicle – rate per kilometre
Clause 9.4	Travel
Clause 9.4.3 (4)	Travel – Economy class provided as standard
Clause 9.4.3 (6)	Transfers – costs not to exceed cost of taxi fares
Clause 9.6	Incidental Expenses - \$20 per day
Clause 9.9 (2)	Communication costs and expenses - maximum \$3,600 per annum - \$300 per month
Clause 9.10	Attendance at dinners and other non-Council functions - \$300 per annum
Clause 9.11 (1-3)	Care and other related expenses - \$4,000 per annum
Clause 9.11 (4-7)	Special needs - \$4,000 per annum
Clause 9.12	Expenses for spouses, partners and accompanying persons - \$300 per annum
Clause 10.3	Communication costs and expenses for the Mayor - additional \$3,000 per annum - \$250 per month

**PART 5: DETAILS OF TRAVEL (CAR)**

Date	Meeting / Conference	Location	Kms
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Travelling Expenses		<input type="text"/> kms x \$0.68 (< 2.5 ltr) or \$0.78 (=> 2.5 ltr)*	<input type="text"/>

**PART 6: OTHER EXPENSES**

Date	Description	Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Other Expenses		\$ <input type="text"/>

\*Note: Please copy total to Summary of claims table.

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025