



Lifestyle and opportunity @ your doorstep



Councillor Expenses and Facilities Policy

April 2023

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: D23/1074□	Last review date: April 2023	Next review date: June 2025

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

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

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

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

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

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"> meetings of council and committees of the whole meetings of committees facilitated by council civic receptions hosted or sponsored by council meetings, functions, workshops and other events to which attendance by a Councillor has been requested or approved by council
professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a Councillor or the 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

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
Phone 9952 8200 Fax 9952 8070

PART 1: COUNCILLOR DETAILS

Councillor Name*	<input type="text"/>
Claim Period*	<input type="text"/> <input type="text"/> <input type="text"/> to <input type="text"/> <input type="text"/> <input type="text"/>
Address*	<input type="text"/>

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

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