



**ATTACHMENT DOCUMENT
FOR
THE ORDINARY COUNCIL
MEETING**

Tuesday 26th November 2019

AGENDA

1. Operational Plan and Delivery Program
2. Draft Payment of Expenses & Provision of Facilities to Councillors Policy

Community

GOAL: Develop a connected, informed, resilient and inviting community

CSP REF	STRATEGY	ACTION	RESPONIBILITY	STATUS 30 th September 2019
1.1.1	Support and initiate a range of local activities and projects that build community connections for all age sectors	Develop a community consultation framework	GM	Ongoing Council supports for a range of community activities including but not limited to, special/sporting events, cultural initiatives. Council has a productive relationship with agencies eg: WAMS (MOU)
		Provide Sec 356 Donations and subsidies		Funding provided by Council for various community events
		Develop projects in conjunction with community organisations		As and when required
1.1.2	Provide vibrant and welcoming town centres, streets and meeting places	Liaise with volunteers and other community groups to assist in maintenance of parks and gardens	DETS	TBA
1.1.3	Embellish our community with parks, paths, cycleways, facilities, and meeting places	Implement the active transport plan	DETS	Underway with Stronger Country Communities grants
		Progressively review and upgrade community halls and swimming pools	GM	
1.1.4	Respect the heritage of the region and highlight and enhance our unique characteristics	Continue to implement the recommendations of Council's heritage advisor	DES	Engagement of Council's new Heritage Advisor 2018. Review of Council's LEP to ensure protection of Council's Heritage Buildings and to enhance the Built Environment.
1.1.5	Support, encourage and celebrate community participation and volunteerism	Creation and promotion of volunteer opportunities	GM	Volunteers used as and when required. Council governed by employment legislation, the award, & WH&S and other requirements for volunteers.
1.1.6	Work with other agencies and service providers to deliver community programmes, services and facilities which complement and enhance Council's service provision	Identify gaps in service delivery	EDO	Continuing

GOAL: A safe, active and healthy Shire

CSP REF	STRATEGY	ACTION	RESPONIBILITY	STATUS 30 th September 2019
1.2.1	Partner with health agencies and community organisations in promoting healthy lifestyles and better health outcomes	Engage with local sporting associations and peak sporting bodies	CSM	On going
1.2.2	Support agencies and local organisations to address the availability of emergency services, affordable housing, disability and aged services and employment for people with disabilities	Consultation process for engaging with marginalised sections of community developed	CSM	Continuing
		Enhanced wellbeing options provided for disadvantaged and marginalised community members		
1.2.3	Work with key partners and the community to lobby for adequate health services in our region	Identify gaps in service delivery	DES	Promotion of development of health services within the shire.
1.2.4	Provide, maintain and develop children's play and recreational facilities that encourage active participation	Operate youth centres and vacation care programs	CSM	On going
1.2.5	Provide, maintain and develop passive recreational facilities and parklands to encourage greater utilisation and active participation	Maintain all parks and gardens including playground equipment and progressively upgrade shade shelters	DETS	Underway

1.2.6	Partner with police, community organisations and the community to address crime, anti-social behaviour and maintain community safety	Partner with all combat emergency services and emergency support services	GM GM	GM Chairs the LEMC with stakeholder representation from Police, SES Ambulance, Fire services & other agencies as required. Exercise are conducted to ensure readiness in emergency events including natural disasters eg; floods
		Install and maintain cctv systems across the Shire		Mobile CCTV operational across the shire. Able to relocate for specific events.
1.2.8	Provide effective regulatory, compliance and enforcement services for the community	Carry out food premises inspections to ensure compliance with the Food Act	DES	Food Inspections carried out annually and reported to the Food Authority as required.
		Target number of premises audited for fire safety compliance		Staff working with a number of high risk premises in relation to fire safety.
		Undertake impounding of animals and registrations		Actively working with and caring for impounded animals as required. Thorough investigations of dog attacks and action taken as required.
		Inspections of Swimming Pools for compliance		Orders issued as necessary and as appropriate. Swimming Pool Inspections carried out as required. Swimming Pool compliance program currently under development.
		Provide management and investigation of dog attacks and dangerous dog declarations		
		Orders to be issued or served where necessary		
1.2.8	Provide and maintain accessible quality sport and recreation facilities that encourage participation	Maintain swimming pools and bore baths facilities and the surrounds	DETS	Ongoing

GOAL: A diverse and creative culture

CSP REF	STRATEGY	ACTION	RESPONIBILITY	STATUS 30 th September 2019
1.3.1	Provide enhanced and innovative library services that encourage lifelong learning	Continue yearly membership of Outback Arts	CSM	Complete for 18/19
		Support Arts Program		Annual contribution
		Increase use of library as a community space		New programs in place with increased numbers
1.3.2	Work with the community and other agencies to develop major cultural and community events	Work with agencies to encourage events for the Shire	EDO	Continuing
1.3.3	Work in collaboration with agencies and community groups to address existing and emerging issues specific to the Aboriginal and ageing communities	Apply for grants for cultural events		
		Implement the Aboriginal Reconciliation Plan	CSM	Nearing completion
		Undertake Aboriginal Projects		Ongoing
1.3.4	Support the development of programs which offer alternative education programs and opportunities that meet the needs of specific community sectors	Develop an ageing strategy		To commence in new year 2020
		Establish programs for cadetships/traineeships	GM	Council has a strategy in place to support cadetships & traineeships. Recent examples include the workshop mechanical area.
		Advocate for the improvement of secondary school educational outcomes across the Shire	GM	Ongoing Advocacy in 2019 at various government agency levels

Economic Development

GOAL: An attractive environment for business, tourism and industry

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30 th September 2019
2.1.1	Implement tools to simplify development processes and encourage quality commercial, industrial and residential development	Advocate for the development of the Australian Opal Centre Ensure that building certification and inspections are carried out as per National Construction and the requirements of the Building Professionals Board	GM DES	Advocacy a success with grants made available across a wide range of activities. Building Surveyors continually act within the conditions of their Accreditation.
2.1.2	Develop the skills of businesses to maximize utilization of new technologies and the emerging broadband and telecommunications networks	Develop and implement an Economic Development Strategy Lobby for improved mobile phone coverage across the shire Implement an Economic Incentive Scheme	EDO EDO EDO	Application lodged with Black Spot program. Lake Tower
2.1.3	Lobby the Government to address needed infrastructure and services to match business and industry development in the region (education, transport and health)	Continue to lobby the Government for funding for transport infrastructure	GM	Significant transport grants received and projects undertaken. Support for regional transport study.
2.1.4	Promote the Walgett Shire to business and industry and increase recognition of the area's strategic advantages	Develop business development prospects in collaboration with various government agencies	EDO	Continuing
2.1.5	Provision of caravan support facilities throughout the Shire	Maintain and expand facilities of the 'RV Friendly'	VIC	Maintenance of Trevallyn park completed in 2019.

GOAL: Employment opportunities that supports local industries

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30 th September 2019
2.2.1	Identify partnerships and innovative funding approaches to provide for new and upgraded infrastructure for event hosting and tourism expansion	Continue to apply for grants for a new information centres for Lightning Ridge and Walgett	GM	Application to be lodged for Lightning Ridge centre upgrade
2.2.2	Provide land use planning that facilitates employment creation	Monitor and review Council's Local Environment Plan	DES	LEP 2013 currently under review with a view to promote ease of use, simpler, more streamlined processes and promote more practices as development without consent.
2.2.3	Support and encourage existing business and industry to develop and grow	Maintain a sufficient supply of residential, lifestyle, agriculture, commercial and industrial zoned land	DES	LEP 2013 currently under review. Walgett Rural Residential Strategy adopted in principle for public participation Nov 2018.
2.2.4	Develop and implement an economic development strategy which identifies potential projects and/or industries that build on the Shire's attributes and/or natural resources	Provide consultation with potential new business operators and pre-development application assistance	EDO	Continuing
2.2.5	Encourage and support youth employment initiatives	Promote the school to work programme	EDO	In operation

GOAL: An efficient network of arterial roads & supporting infrastructure; town streets & footpaths that are adequate & maintained

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30 th September 2019
2.3.1	Provide an effective road network that balances asset conditions with available resources and asset utilisation	Undertake bitumen maintenance program in line with service levels Undertake maintenance grading program in line with service levels	DETS DETS	Ongoing Dry conditions have limited maintenance grading opportunities. Routine inspections of road network undertaken and road repairs undertaken on as needs basis

2.3.2	Maintain, renew and replace Council bridges and culverts as required	Undertake annual inspections of all bridges and culverts and update the required maintenance and repair program	DETS	Regular inspections undertaken and routine maintenance undertaken as required
2.3.3	Ensure road network supporting assets are maintained (signs, posts, guardrails etc.)	Renew and maintain Council's road network supporting assets in-line with the Asset Management Plan	DETS	Regular inspections undertaken and maintenance undertaken as required
2.3.4	Maintain existing footpaths in Shire towns and villages	Undertake annual inspections of all footpath and update the required maintenance and repair program	DETS	Regular inspections undertaken and maintenance undertaken as required
2.3.5	Lobby the Government to provide needed funds to maintain regional networks	Continue to apply for grants for the reconstruction and sealing of unsealed Regional Roads and major Local Roads network Investigate using SRV(5-15%) to fund a major upgrade of Local Roads	DETS GM	On-going lobbying of State Government Regional road grants received. Future road projects being developed

GOAL: Communities that are well serviced with essential infrastructure

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30 th September 2019
2.4.1	Implement Council's strategic asset management plans and continue to develop asset systems	Implement an electronic asset management system for all Council assets	CFO	In place
2.4.2	Ensure adequate public car parking and kerb and gutter infrastructure is provided and maintained	Inspect all kerb and gutter and undertake the required repair and replacement program	DETS	Regular inspections undertaken and maintenance undertaken as required
2.4.3	Provide the infrastructure to embellish public spaces and recreation areas	Undertake the maintenance program for Council's parks and gardens team	DETS	Regular inspections undertaken and maintenance undertaken as required
2.4.4	Continue to lobby Government to provide incentives to appeal to airline companies to service the region	Partner with Brewarrina and Bourke to lobby the Government to subsidise airlines and the reintroduction of RPT services for Walgett and Bourke	GM	Air services about to commence in Cobar, Bourke and Walgett/Lightning Ridge. Public open days held in November at Walgett, LR, Bourke and Cobar.

Governance and Civic Leadership

GOAL: An accountable and representative Council

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30 th September 2019
3.1.1	Provide clear direction for the community through the development of the community strategic plan, delivery program and operational plan	Implement, monitor and review the Delivery and Operational Plan	CFO	Quarterly reports submitted to Council on time.
3.1.2	Engage with the community effectively and use community input to inform decision making	Deliver a Local Government week Program to engage the community and show case services provided by Council	CFO	Complete. Event held in Walgett
3.1.3	Provide strong representation for the community at regional, state and federal levels	Distribute newsletters to residents	EDO	Winter edition distributed
		Participate in and make visible contributions to regional forums such as OROC and Western Division	GM	Continuing. Walgett hosted the BROCC in August 2019.
		Advocate the needs of the Shire to State and Federal Governments	GM	On going
3.1.4	Undertake the civic duties of Council with the highest degree of professionalism and ethics	Ensure annual pecuniary interest declarations are completed	GM	Applications received
		Ensure Councillors comply with the Code of Conduct	GM	Compliance training held on 7 th February 2019 at Brewarrina
3.1.5	Councillors represent the interests of the whole of the Shire area	Arrange seminars to ensure all Councillors appreciate their roles	GM	On-going seminar / training

GOAL: Implement governance and financial management process that support the effective administration of Council

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30 th September 2019
3.2.1	Develop processes that ensure that legislative and financial standards are actioned in a timely manner	Provide financial reports to management and staff to assist in budget control and decision making	CFO	Fortnightly reports
		Complete quarterly budget review statements in line with statutory requirements	CFO	Reports tabled on time
		Review, revise and maintain Council's Long Term Financial Plan	CFO	
		Oversight financial decision making process	GM	Under review. Audit undertaken

GOAL: Promote community involvement in Government decision making

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30 th September 2019
3.2.1	Engage with the community through effective consultation and communication processes	Facilitate the delivery of community presentations to Council Meetings	GM	On going
		Conduct regular community meetings to present the annual budget	GM and	
		Promote community involvement in any emerging Government Initiatives	CFO	To be held in first half of 2020

3.3.2	Develop and implement community feedback systems that provides for community input on council projects and activities	Develop an online survey for Council's website	EDO	Not yet commenced
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GOAL: Promote community involvement in Government decision making

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30 th September 2019
3.4.1	Resource the organisation of Council adequately to provide the services and support functions required to deliver the goals and strategies detailed in this plan	Resources provided in a timely fashion	GM	Resources allocated in accordance with budget
3.4.2	Implement and maintain a performance management framework to enable clear reporting on progress in Councils strategic planning documents	Report to Council Meetings	GM & Directors	Reports tabled in accordance with Legislation

Sustainable Living

GOAL: Operate an an urban waste management system that meets the community needs and environmental standards

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30 th September 2019
4.1.1	Develop and implement a Shire Wide Waste Management strategy that includes recycling services	Develop and implement the Waste Management Strategy	DES	Waste strategy finalized and new action plan for Walgett and Lightning Ridge landfills in motion. Strategies for the unmanned landfills are in development
		Effectively manage the domestic waste and landfill management contracts		
4.1.2	Implement initiatives to reduce illegal dumping and provide community education to prevent litter	Actively respond to complaints and issues identified to ensure appropriate outcomes for illegal development, dumping and other activities such as abandoned vehicles, noise pollution and odour.	DES	Council has received monies from EPA Trust for cleanup project Council has dedicated budget monies for cleanup projects and will continue to target illegal dumping through RID ONLINE education and new processes
		Develop and implement a waste education program	DES	

GOAL: Provide potable and raw water supply systems that ensures enhanced water security and meets health standards

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30 th September 2019
4.2.1	Improve and upgrade the water supply infrastructure through an asset management framework	Complete an annual water main replacement program	DETS	Ongoing
		Ensure water supply is provided and maintained in compliance with the Drinking Water Quality requirements		Regular water testing undertaken in accordance with Drinking Water Management plan
4.2.2	Maintain and renew the sewerage network infrastructure to ensure the provision of efficient and environmentally-sound sewerage services	Operate the sewer treatment plants in an efficient manner	DETS	Ongoing
4.2.3	Ensure adequate stormwater and drainage infrastructure is provided, maintained and renewed	Maintain and renew the stormwater and drainage infrastructure	DETS	Regular inspections undertaken and maintenance undertaken as required

GOAL: A sustainable environment that recognises our rivers, natural environment, ecological systems and biodiversity

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30 th September 2019
4.3.1	Promote and raise community awareness of environmental and biodiversity issues	Undertake waste avoidance, waste reduction and recycling program	DES	Council actively supports and works with RFSDS return and earn. Recycling is a focus in Council waste management contracts and will be implemented in 2020. \$200k grant for recycling shed at Walgett. Grant in action \$200k for recycling in Lightning Ridge.
4.3.2	Protect and maintain a healthy catchments and waterways	Inspect Council's water networks and take samples when necessary	DETS	Ongoing
4.3.3	Protect the Shire's historic buildings and sites recognising their value to the community	Implement the recommendations of Council's heritage advisor	DES	Development and promotion of the Council Local Heritage Fund which operates annually. Anticipate participation in the Heritage Near Me Program.

GOAL: Maintain a healthy balance between development and the environment

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30 th September 2019
4.4.1	Retain open space that are accessible to everyone	Monitor environmental protection measures for sensitive land	DES	Implement new Biodiversity Laws and Walgett LEP and DCP 2013 & 2016.
4.4.2	Ensure that Walgett Shire is sufficiently prepared to deal with natural disasters	Provide annual contribution to the RFS, SES and NSW Fire and rescue	GM & LEMC	Annual contribution for 2018/19 paid
4.4.3	Educate the community about sustainable practices	Promote and provide adequate and user friendly pre-lodgement advice on all aspects of development	DES	Actively providing pre-lodgment services and advice. Attend on-site inspections and provide advice on all aspects of development.

Infrastructure

GOAL: Provide and maintain an effective road network that meets the community needs and expectations

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30 th September 2019
5.1.1	Manage the road network to respond to community needs, growth in the Shire, improving road safety and improving transport choices	Continually revise the works program for regional and local roads	DETS	On going
5.1.2	Develop a strategy that addresses transport options for the local community	Advocate for taxi services, air services and public transport	GM	Air Services see 2.4.4
5.1.3	An effective complaints management process that effectively responds to residents issues regarding roads	Maintain complaints management process Complaints actioned within 7 days through the CAR system	DETS CFO	Complaints lodged and processed Complaints processed within 14 days. O/S complaints followed up.

GOAL: A Regional and State Road network that is appropriately supported and resourced by the Government

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30 th September 2019
5.2.1	Ensure that the road network is maintained to a standard that is achievable within the resources available	Continually revise the works program for regional and local roads	DETS	Regular inspections undertaken and maintenance undertaken as required
5.2.2	Maintain an effective operational relationship with the Roads and Maritime Services	Submit progress reports in a timely manner	DETS	Routine maintenance undertaken in accordance with contractual requirements
5.2.3	Lobby the Government to provide needed funds to maintain regional and state road networks	Continue to advocate for betterment and other funding through advocacy to state/federal Government	GM	Continuing to lobby other levels of Government for additional funding

GOAL: Maintain and improve Council' s property assets to an optimal level

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30 th September 2019
5.3.1	Manage properties in accordance with Council Asset Management Plan	Carry out the property works programme in line with the annual budget	CFO	Program for 19/20 underway

GOAL: Provision of facilities and communication services

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30 th September 2019
5.4.1	Provide a range of recreational and community facilities	Maintain and upgrade Council's community halls and reserves	CFO	On going
5.4.2	Represent the community with regard to external services including energy, communication, water, waste management and resource recovery	Lobby service providers in response to identified community concerns including mobile phone services	GM	Council's application to Black Spot program lodged partnering with Telstra for Lake Tower with planning underway. Further applications to be lodged in new program
5.4.3	Advocate to utility and communication providers regarding the capacity and reliability of infrastructure across the Shire	Lobby service providers in response to identified community concerns	GM	On-going and service providers implementing improved services



PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR COUNCILLORS POLICY & PROCEDURE

Reviewed Date: 26 November 2019

Next Review Date: 26 November 2020

Responsible Officer Chief Financial Officer

POLICY STATEMENT

The purpose of the policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by Councillors. The policy also ensures that the facilities provided to assist Councillors to carry out their civic duties are reasonable.

OBJECTIVES:

- To provide for the fair and equitable reimbursement of expenses incurred by the Councillors, Mayor and Deputy Mayor in discharging the functions of civic office
 - To provide adequate facilities for use by the Councillors, Mayor and Deputy Mayor to enable them to discharge the functions of civic office
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Policy Implementation Procedures, Guidelines and Documents

Related WSC Policies

Work Health and Safety Policy

POLICY

Reporting Requirements

Council is required by Section 428 of the Local Government Act 1993 to include in their Annual Report:

- A copy of this Policy
- The total amount of money expended during the year on providing these facilities and payment of these expenses
- Additional information as required by the Local Government (General) Regulation 2005

Approval Arrangements

Attendance at conferences, travel on Council business and the like is to be, where possible, approved by a full meeting of the Council. If this is not possible then the approval is to be given by the Mayor.

The Mayor may attend any function, training or conference that he/she deems appropriate without seeking prior approval from the Council or another councillor. Such events are to be reported to the next meeting of Council by way of a report by the Mayor.

When travel involves overnight accommodation, an *Authority to Travel* form must be completed at least one week prior to the event and forwarded to the Executive Assistant for filing (see attached form)

PAYMENT OF EXPENSES

Annual Fees - Mayor

Council will determine annually the fee to be paid to the Mayor in accordance with Section 249 of the Local Government Act 1993. This fee, which is in addition to the Councillor's fee, will be paid to the Mayor monthly in arrears.

Annual Fees – Deputy Mayor

Council will determine annually the fee to be paid to the Deputy Mayor in accordance with Section 249(5) of the Local Government Act 1993. This fee, which is to be deducted from the Mayor's fee, is in addition to the Councillor's fee. This fee will be paid to the Deputy Mayor monthly in arrears.

Annual Fees – Councillors

Council will determine annually the fee to be paid to the Councillor in accordance with Section 248 of the Local Government Act 1993. This fee will be paid to Councillors monthly in arrears as provided by Section 250 of the Act.

Payment of Expenses and Limitation of Time

Where there is a right under this Policy to claim reimbursement of costs and expenses, reimbursement will only be made upon the production of appropriate receipts and tax invoices, and the completion of the required claim forms.

Councillors must seek reimbursement of expenses within three (3) months of incurring that expense. Claims submitted outside of this period shall NOT be paid.

Spouse and Partner Expenses

Except as provided below, Councillors are required to meet all expenses incurred by spouse/ partners in attending conferences and seminars including any additional cost supplement for accommodation.

Limited expenses of spouses, partners or accompanying persons associated with attendance at the Local Government NSW annual conference may be met by Council. The expenses will be limited to the cost of registration and the official conference dinner. Travel expenses, any additional accommodation expenses, and the cost of partner / accompanying person tours etc are the personal responsibility of individual Councillors.

SPECIFIC EXPENSES FOR MAYORS AND COUNCILLORS

Attendance at Seminars and Conferences

Council will meet the costs associated with Councillors attending conferences or seminars that have been authorised by Council resolution or approved under delegated authority by the Mayor and General Manager as follows:

- The payment of registration fees
- Accommodation (see page 12)
- Reasonable sustenance and incidental expenses (see page 12)
- Travel

Travel Arrangements and Expenses

Transportation

Where Council Officers are attending any meeting, conference, seminar or function and are travelling by motor vehicle Councillors will, where practical, travel to and from the meeting, conference, seminar or function with the Officers.

Should travel with an Officer be impractical, then the Councillor will make a request of the Mayor or General Manager (or the General Manager's nominee) to authorise travel by the most direct route to and from the meeting, conference, seminar or function either in a 'pool' vehicle or the Councillor's private vehicle. (See below).

A travelling allowance, based on the rates applicable under the relevant State Award (or its successors), or the cost of the equivalent return first class rail fare or air fare (whichever is the lesser amount) will be paid to the Councillor upon presentation of the appropriate claim form, where the Councillors private vehicle is used.

Where distances or practicality prevent travel by motor vehicle Council will meet the cost of either the return first class travel by rail or return economy class airfare together with taxi fares to and from the railway stations or airports for Councillors attending meetings, conferences seminars or functions.

Where road travel is required over a time period greater than 3 hours each way then Council approved air travel may be utilised.

Class of Air Travel

Economy Class travel will be used for all official air travel, with the exception that Business Class travel may be used for air travel to destinations overseas.

Private chartered flights or hired planes may also be used where appropriate.

Use by Councillors of their private motor vehicle(s)

Where car pool vehicles are unavailable Council will meet the cost of Councillors in using their own motor vehicle for travelling by the most direct route to and from the destination (plus an allowance for incidental kilometres on overnight stays) for:

- a) Meetings of the Council or the meetings of any Committee of the Council, Working Party, Taskforce, Forum or the like, of which the Councillor is a member or any briefing, community consultation, or the like, organised or authorised by the Council.
- b) Business or inspections within or outside the Council area in accordance with a resolution of the Council.
- c) Periodical conferences and/or meetings of organisations of which the Council is a member or other meetings specifically authorised by resolution of Council or where a Councillor has been elected as the Councils delegate to an organisation
- d) Any meeting, conference or function on behalf of the Council or the Mayor when such attendance is authorised.

Councillors are to lodge claims for travelling expenses within a period of three months after which the expense was incurred and the claim is to be on the appropriate form. The Councillor will also lodge with any claims a log of the journey in the "Councillor Expense Claim" form.

The total quantum of travelling expenses paid for the use of a Councillor's motor vehicle by a Councillor for travelling on Council business is to be either;

- (i) an amount calculated according to the rates applicable under the Local Government State Award (or its successors), or;
- (ii) an amount equivalent to the cost of a return first class rail fare, or air fare whichever is the lesser amount.

Frequent Flyer Points

Councillors shall not be entitled to claim frequent flyer points relating to air travel authorised by this policy. In circumstances where the Councillor has no option but to pay for air travel and frequent flyer points are accrued to his/her personal account, the Councillor will surrender the points to the airline upon reimbursement of the airfare by Council.

Accommodation whilst out of the Council Area

Council will meet the cost of accommodation for Councillors attending to Council business, inspections, meetings, conferences or functions outside the Council area which are authorised by the Council or Mayor.

Council will meet the cost of accommodation for each Councillor at the venue of the conference or seminar or at another suitable location providing an equivalent standard of accommodation in close proximity to the venue.

When travelling by motor vehicle to conferences or seminars that require the Councillor to break their journey the Council will meet the accommodation and meal expenses of the Councillor, provided that the accommodation is located along the most direct and practicable route when journeying to and from the conference or seminar venue.

Sustenance and Incidental Expenses

Sustenance whilst on Council Business within Australia

Where no meals are provided Council will meet the cost of reasonable sustenance for Councillors attending to Council business, inspections, meetings, conferences, seminars or functions which are authorised by the Council or Mayor

Sustenance will be paid on an actual cost basis or reimbursed following the receipt of an appropriate claim and supported by receipts. Where details to support the expenditure are not available a sum of up to \$35 may be paid for each meal.

Incidental expenses whilst on Council business within Australia

Council will meet reasonable incidental expenses for Councillors associated with conferences and seminars, or such other forums as the Council approves, on an actual cost basis upon the production of receipts and duly authorised claims.

Sustenance and incidental expenses whilst on Council business outside Australia

Council will, in the case of approved Overseas Travel for Councillors, pay an allowance equivalent to that applicable in tax ruling TR2003/7 for federal public servants (to be paid as if the Councillors received a salary in the mid-range) or any other document that should replace the above tax ruling.

Functions

Official Functions

Council will meet the costs of the Mayor and Councillors and their spouse / partner when they attend Council-organised functions.

Community Functions within the Walgett Shire

In those cases where the Mayor and Councillors are invited to attend any official function that is of such a nature that the councillor's spouse / partner would normally be expected to accompany the councillor, any reasonable costs associated with the attendance of the spouse / partner will be met by Council. This includes instances where a councillor is representing the Mayor.

The payment of expenses for attending functions as permitted above will be limited to the ticket, meal and / or the direct cost of attending the function. Peripheral expenses incurred by

spouses / partners / accompanying person such as grooming, special clothing and transport are not considered reimbursable expenses.

The Council will NOT meet any costs associated with attendance at fund-raising activities or rallies held by registered political parties or groups.

Training and Educational Expenses

Councillors will be provided with any necessary training / education in the use of equipment supplied by the Council or in sessions relating to issues like probity, pecuniary interests or other issues that has been authorised by Council resolution or approved under delegated authority by the Mayor or General Manager.

Council will meet the full cost of attendance of Councillors at any of these sessions in the same manner as applicable to a Councillor's attendance at Conferences, Seminars and the like.

Care and other related Expenses

Councillors who require access to childcare in order to attend Council meetings, event and activities will be provided with child care through a registered and accredited child care provider, at Council's expense.

In addition the reimbursement of the reasonable cost of other carer arrangements is also provided for. Carer arrangements include the care of elderly, disabled and/or sick immediate family members of Councillors, to allow Councillors to undertake their council business obligations.

Council will also reimburse the payment of other related expenses associated with the special requirements of Councillors such as disability and access needs, to allow them to perform their normal civic duties and responsibilities. The payment of expenses for attending functions as permitted above will be limited to the ticket, meal and / or the direct cost of attending of the carer to attend functions to support the councillor. Peripheral expenses incurred by carers such as grooming and special clothing are not considered reimbursable expenses.

Councillors seeking to claim carer expenses are to provide sufficient documentation to support their claim. Councillors claiming the carer expense should not be subject to criticism for doing so.

Council will meet Councillors' reasonable medical expenses associated with travel on approved Council business.

Insurance Expenses and Obligations

Council will effect and maintain Personal Accident Insurance and Professional Indemnity cover for Councillors.

Council will also take out full travel insurance, which includes personal effects, personal accident and travel accident or sickness insurance, where appropriate, for Councillors involved in overseas, interstate or intrastate travel on Council business.

Council will effect and maintain insurance to cover any loss or damage to Council property in the possession or control of Councillors.

At any time during the currency of this policy, additional insurance may be taken out to cover Councillors, if and when it is identified.

Legal Expenses and Obligations

If the Mayor or a Councillor incurs legal expenses in an inquiry, investigation or hearing instigated by any of the following:

- Independent Commission Against Corruption
- The Office of the Ombudsman
- The Office of Local Government
- The Police
- The Director of Public Prosecutions
- The Local Government Pecuniary Interest Tribunal
- The Australian Securities Commission
- Any other person, body or authority approved by a resolution of Council

and the enquiry, investigation or hearing results from the Mayor or Councillor discharging their duty, or relates to the office of Mayor or Councillor, then the Council may, after considering this matter (and an estimate of the cost) resolve to pay such expenses incurred.

This assistance is on the basis that the costs do not vary substantially from the estimate considered by Council provided that:

- a) the amount of such reimbursement shall be reduced by the amount of any monies that may be or are recouped by the Councillor; and
- b) the enquiry, investigation, hearing or proceeding results in a finding substantially favourable to the Councillor; and
- c) the costs are only paid after the hearing, enquiry or investigation.

Council will not meet the legal expenses of proceedings initiated by the Councillor under any circumstance.

PROVISION OF FACILITIES FOR COUNCILLORS

PROVISIONS

Each Councillor will be provided with:

- Business Cards
- Diary
- Name badge

In addition Councillors may be provided with ties/scarves and or corporate clothing such as polo shirts and official jackets for use when representing the Council up to a value of \$700 per term.

EQUIPMENT

Computers

Council will provide each Councillor with an iPad to assist in accessing Council information. Each iPad will be fitted with appropriate software to enable the Councillor to carry out his or her responsibilities.

Each iPad will be loaded with the current policies, plans and key documents of Council and will be able to store Council meeting reports and minutes.

Where Councillors reside outside normal mobile phone coverage areas Council will provide a suitable internet connection.

Business papers will be provided by email, dropbox or at Council's website.

Virus scanning processes will be set to automatically run when the machine is turned on.

All use is to be in accordance with Council's current policies on email and iPad use.

The equipment and information held on it remains the property of the Council.

Reasonable technical support and training will be provided.

MEALS

Ordinary Meeting, Committee, Briefings and Working Party Meetings

Councillors shall be provided with light refreshments at Ordinary meetings, committee, briefing and working party meetings, commensurate with the time of day that the meeting is to be held, and the amount of business to be conducted at the meeting.

PROVISION OF ADDITIONAL EQUIPMENT AND FACILITIES FOR MAYOR

It is recognised that the Mayor of the day has specific needs to adequately meet the demands of civic office.

Accordingly the Mayor, in addition to the facilities outlined elsewhere in this Policy, will be provided with the following facilities:

Office Facilities and Secretarial / Clerical Support

The Mayor will be provided with a fully furnished office and telephone as well as secretarial / clerical support, during normal office hours, for work directly associated with the official functions and duties of the office of Mayor.

Council will meet the cost of postage of correspondence forwarded by the Mayor in the conduct of official duties.

Mayoral Vehicle

Council will provide to the Mayor, at its cost, a registered, insured, maintained and fuelled vehicle for use by the Mayor on official duties and for private use.

The vehicle is provided on the following basis:

- The changeover of the vehicle is to occur in accordance with Council's Motor Vehicle Policy or practices.
- The Mayor is to be provided with a suitably equipped vehicle commensurate with the requirements of the Office of Mayor in accordance with Council's Motor Vehicle Procurement Policy that is in place at the time of purchase. The standard of vehicle shall be equivalent to a Toyota Prado GXL model.
- The Mayor is to enter into Council's standard agreement for the use of the vehicle, which is the subject of this Policy.

Mobile Telephone

A mobile telephone will be provided to the Mayor for use in relation to official functions and duties of the office of Mayor and the Council will meet the cost of maintenance, rental and calls. A call limit of \$1,500 per annum is to be applied.

Council's Mobile Phone Policy shall be applied.

Gifts

The Mayor undertakes a range of civic, ceremonial and promotional activities.

In recognition of this the Mayor will be provided with mementos such as books etc for presentation to people who have made significant contributions to the community, dignitaries or guests who visit the area.

The Mayor at his/her absolute discretion may provide Councillors with mementos for presentation, by the Councillors, to people visiting the area who it is considered have made significant contributions to the community, are dignitaries or are guests who visit the area.

Credit/Purchase Card

- The Mayor will be provided with a Corporate Credit Card to facilitate payment of incidental expenses such as attendance at functions, parking and sustenance in conjunction with discharging the functions of the Mayoral Office.
- The credit card will have a limit of \$5,000.
- The account is to be in the name of Walgett Shire Council, the card being personally issued to the Mayor. The application form is to be signed by the Mayor.
- The credit card is to be used for Council-related business expenditure only.

- The credit card must not be used for obtaining cash advances.
- Upon completion of the Mayoral term, the credit card is to be returned to the General Manager on or prior to the date the term ceases.
- On-going use of the credit card by the Mayor will be in accordance with the Walgett Shire Council “Purchase Card” policy and subject to any other policy relating to the use of such credit facilities adopted by Council from time to time.

Community Functions

In those cases where the Mayor is invited to attend any official function that is of such a nature that the councillor’s spouse / partner would normally be expected to accompany the councillor either within or outside of the Council area, any reasonable costs associated with the attendance of the spouse / partner will be met by Council.

The payment of expenses for attending functions as permitted above will be limited to the ticket, meal and / or the direct cost of attending the function. Peripheral expenses incurred by spouses / partners / accompanying person such as grooming, special clothing and transport are not **considered reimbursable expenses**.

The Council will NOT meet any costs associated with attendance at fund-raising activities or rallies held by registered political parties or groups.

PROVISION OF ADDITIONAL EQUIPMENT AND FACILITIES FOR DEPUTY MAYOR

It is recognised that the Deputy Mayor of the day has specific needs to adequately meet the demands of civic office and to assist the Mayor.

Accordingly the Deputy Mayor, in addition to the facilities outlined elsewhere in this Policy, may be provided with the following facilities:

Office Facilities and Secretarial / Clerical Support

The Deputy Mayor will be provided with secretarial / clerical support, during normal office hours, for work directly associated with the official functions and duties of the office of Deputy Mayor.

Council will meet the cost of postage of correspondence forwarded by the Deputy Mayor in the conduct of official duties.

PRIVATE USE OF EQUIPMENT AND FACILITIES

Councillors should not generally obtain private benefit from the provision of equipment and facilities, nor from travel bonuses or any such loyalty schemes. However, it is acknowledged that incidental use of council equipment and facilities may occur from time to time. Such incidental private use is not subject to a compensatory payment.

OTHER MATTERS

Acquisition and Returning of Facilities and Equipment by Councillors

Equipment to Remain the Property of the Council

Any equipment or office machinery provided to Councillors remains the property of the Council. It is to be returned to the Council, in good working order and condition having regard to the age of the equipment, within 21 days of the Councillor ceasing to hold office unless otherwise specified in this policy.

Councillors will be responsible for meeting the cost of repairs to any damaged equipment.

Special Circumstances

If special circumstances arise where it is impractical for the strict terms of this policy to be applied the General Manager may authorise a one-off variation to the policy to meet those special circumstances.

Status of the Policy

This policy, once adopted, is to remain in force unless it is reviewed beforehand by the Council in accordance with the provisions of Sections 253 and 254 of the Local Government Act 1993.


Limits

In accordance with the guidelines issued by the Office of Local Government the following table establishes the reasonable limits for all expenses and facilities covered by this policy.

Expense or Benefit	Type	Per Event
Travel expenses	Air fares	Standard charge applicable at the time
	Private vehicle	Rates as described in the Local Government State Award applicable at the time
Accommodation	LGNSW Conference	Standard room rate charged by the conference venue
	Other conferences and functions	Standard room accommodation up to a maximum of \$400 per night in capital cities and \$250 elsewhere
Sustenance	Conferences and functions	The charge levied by the conference organisers for the meals included in the conference
	Conferences	Up to a maximum of \$60 per head per meal – not including alcohol
Incidentals	Taxi fares, parking fees	Taxi fares up to a maximum of \$100 per day and parking fees up to \$80 per day
Sustenance	Community and Council functions within the shire	Cost of the ticket for the Councillor and partner
Mobile Telephone	Mayor	\$1,500per annum
Carer Costs	Councillors	Maximum \$2,000 per annum

WSC – Policy/Procedure – Payment of Expenses and Provision of Facilities for Councillors

Clothing	Councillors	\$700 per term
Meal at Council Meetings	Councillors	Maximum \$40 per head

COUNCILLOR EXPENSE CLAIM FORM							
		COUNCILLOR: ADDRESS CREDITOR NO. JOB NO.					
CLAIM FOR THE MONTH OF:							
TRAVEL EXPENSE CLAIM							
DEPART			ARRIVE			MEETING DETAILS	KM
Date	Time	Place	Date	Time	Place		
						TOTAL KM:	
Motor vehicle details							
Make/Model				Engine Capacity		Under 2.5L / Over 2.5L <small>(Cross out one that does not apply)</small>	
OTHER EXPENSES				JOB NO.			
FARES AND PARKING FEES (attach receipts)							
Details:							
						\$	
ACCOMMODATION (attach receipts)							
Details:							
						\$	
MEALS: a) per attached receipts						\$	
b) @ \$35						\$	
TOTAL CLAIM:						\$	
Signature of Claimant:							
						/ /	
						Date	
				Authorised for payment:			
				General Manager/Director			
				/ /			



PAYMENT OF EXPENSES & PROVISION OF FACILITIES TO COUNCILLORS POLICY

COUNCILLOR AUTHORITY TO TRAVEL

DATE: _____ COUNCILLOR: _____

PURPOSE OF JOURNEY: _____

NB: Please attach copy of programs, registration form, agenda or relevant documentation.

DESTINATION: _____

Expected time of departure: _____ Date of departure: _____

Expected time of return: _____ Date of return: _____

TRANSPORT TO BE ORGANISED? Yes ☐ No ☐

(Air ☐) (Bus ☐) (Train ☐) (Car ☐)

ACCOMMODATION TO BE ORGANISED?

Check in date: _____ Motel preference: _____

Check out date: _____

Single ☐ Double ☐ Twin ☐ _____

REGISTRATION FEE AND FORM TO BE ORGANISED? Yes ☐ No ☐

Please attach completed registration form

HIRE CAR AT DESTINATION? Yes ☐ No ☐

SPECIAL ARRANGEMENTS TO BE ORGANISED? Yes ☐ No ☐

Please supply details

BUDGET ALLOCATION NUMBER:

CURRENT

BALANCE:

APPROVED BY:

Mayor

and

General Manager

DECLARATION: I confirm that actual details of my journey were undertaken as claimed above.
(To be signed by Councillor on return)

Name

Signature

Date