

## Proposed amendments to Policy: Mayor and Councillor Payment of Expenses and Provision of Facilities

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	Topic	Clause	Page	Amendment Type	Clause	Page	Amendment	From OLG Template?	Comment
1.	Title			Remove unnecessary wording			Title reduced from "Mayor and Councillor Payment of Expenses and Provision of Facilities" to "Councillor and Expenses and Facilities"	Yes	
2.	Policy Summary					3	Summary of policy	Yes	
3.	Introduction	1	1	New points	1.2, 1.4, 1.5	3	1.2 The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Byron Shire Council. 1.4 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. 1.5 Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this Policy.	Yes	
4.	Objectives	2	1	New points	2.3-2.6	3	2.3 ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors 2.4 ensure facilities and expenses provided to Councillors meet community expectations 2.5 support a diversity of representation 2.6 fulfil the Council's statutory responsibilities.	Yes	
5.	Annual Fees	3	1	Moved	1.6	3	Text moved to introduction	Yes	
6.	Conduct	2	4	Expanded upon	3.1	3	New clause title "Principles". New clauses: 3.2 Reasonable expenses: providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor	Yes	

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							3.3 Participation and access: enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor 3.4 Equity: there must be equitable access to expenses and facilities for all Councillors 3.5 Appropriate use of resources: providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations 3.6 Accountability and transparency: clearly stating and reporting on the expenses and facilities provided to Councillors.		
7.	Travel expenses	5.1	2	Structural/moved	6.1 - 6.2.	5	Budget figure excluded	Yes	
8.		5.1.1-5.1.7	2	Structural/moved	6.3	5		Yes	
9.		5.2	2	Moved plus additional point	6.2	5	New point: b) Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.	Yes	
10.		5.3	2	Structural/moved	6.2	5		No	
11.		5.4	2	Structural/moved	6.16	6		Yes	
12.		5.5	2	Moved and condensed	6.2	5	“6.2.1 For public transport fares”	Yes	
13.				New points	6.2	5	Inclusion of: <i>“For parking costs for Council and other meetings” and “For tolls”</i>	Yes	

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14.		8.7	9	Structural/moved	6.33	7	Included at 6.33. See above	Yes		
15.		8.7.1	9	Structural/moved	6.1	5				
16.		8.7.2	9	Moved and expanded upon – same intent	6.2, 6.10-6.13	5, 6	6.10. Where trains are used, the Council will provide first class travel, including a sleeping berth where necessary. 6.11. For interstate and long distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class. 6.12. For interstate journeys by air of more than three hours, the class of air travel may be premium economy. 6.13. For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.	Yes	- Wording consistent with OLG template. - 6.13 now included “premium economy”	
17.		8.7.3	9	Structural/moved	6.2	5	Refer to line items 6 to 12 above	Yes		
18.		8.7.4	9	Moved and expanded upon – same intent	6.2	5	Added “By Cabcharge card or equivalent” and “For documented ride-share programs, such as Uber, where tax invoices can be issued”	Yes	Now includes ride share programs	
19.				New clauses	6.17, 6.18	6				
20.		Payment of expenses	6.1	3	Structural/moved	5.1, 11.2	5, 17	11.2 A general expense allowance will not be paid to Councillors.	Yes	
21.				New clause	5.2	5	5.2 Expenses not explicitly addressed in this Policy will not be paid or reimbursed	Yes		
22.		Carers expenses	6.2.1, 7.2.3	3, 4	Combined plus additional point (6.51)	6.48-6.52	11	6.48 Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer’s expenses up to an amount established per annum in the annual budget for attendance at essential official business, plus reasonable travel from the principal	Yes	

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							<p>place of residence. The affected Councillor will make a separate application in each instance, for determination by the General Manager.</p> <p>6.49 Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative , A 'relative' is defined as a spouse, defacto partners, parent, son, daughter, brother, sister or grandparent..</p> <p>6.50 In the event of caring for an adult person, Councillors will need to provide suitable evidence to the General Manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.</p> <p>6.51 After approval, Council will reimburse actual expenses incurred by Councillors upon submission of a claim (in line with the Claims Procedure at Clause 11.7) supported by receipts and details of the activity attended.</p>		
23.	Mobile/computer expenses	6.2.2, 6.2.3, 7.2.4-7.2.7, 7.2.9, 7.2.11, 7.2.12, 7.2.14	3, 6	Multiple points combined, plus point removed. Same intent	6.43, 6.44	10	Does not include clause: 7.2.14c) Individual Councillors are to meet the cost of accounts above the limit set in Clause 6.2.2	Yes	7.2.14c) is implied at draft 6.44.1b), and covered by draft 5.2
24.				New clause	6.42	10	6.42. Council will provide Councillors with a tablet at the commencement of their term in order to undertake their civic duties such as receiving and reading Council business papers and diary and	No	

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							appointment management.		
25.	Out of pocket expenses	6.2.4, 8.9	3, 10	Combined and moved	6.32	8		No	
26.	Reimbursement of expenses	6.3	3	Removed					
27.	Facilities (Mayor) - Car	7.1.1	3	Moved	10.1	16	10.1 Council will provide to the Mayor a maintained vehicle to a similar standard of other Council vehicles, with a fuel card. The vehicle will be supplied for use on business, professional development and reasonable personal use.	Yes	
28.	Facilities (Mayor) - Office	7.1.2	4	Structural/moved	10.4	16		Yes	
29.	Facilities (Mayor) – Administrative	7.1.3, 7.1.4	4	Reworded – same intent	10.5	16	10.5 In performing his or her civic duties, the Mayor will be assisted by a small number of staff providing administrative and secretarial support, as determined by the General Manager.	Yes	Wording consistent with OLG template
30.	Facilities (Mayor) – Refreshments	7.1.5	4	Removed				No	Refreshments are available upon request, to reduce waste from out of date stored products. Provisions are provided to all Councillors on Council meeting and workshop days in the Councillors' Room
31.	Facilities (Mayor) – Credit card	7.1.6	4	Structural/moved	10.6	16		No	
32.	Facilities –	7.2.1	4	Expanded upon –	6.45-	11	6.45. Council encourages wide participation	Yes	Wording consistent

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	Disability inclusion			same intent	6.47		<p>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.</p> <p>6.46. Transportation provisions outlined in this Policy will also assist Councillors who may be unable to drive a vehicle.</p> <p>6.47. In addition to the provisions above, the General Manager may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.</p>		with OLG template
33.	Facilities – business cards	7.2.2	4	Structural/moved	9.3.2	15		Yes	
34.	Facilities – email address	7.2.8	5	Structural/moved	9.1	15		No	
35.	Facilities – filing	7.2.10	5	Structural/moved	9.1	15		No	
36.	Facilities – meals/ refreshments for council related meetings	7.2.13	6	Moved and wording changed – same intent	6.24	7	6.24. Appropriate refreshments will be available for Council meetings, Council committee meetings, Councillor briefings, approved meetings and engagements, and official Council functions as approved by the General Manager.	Yes	Wording consistent with OLG template
37.	Facilities - Postage	7.2.15	6	Moved, expanded upon – same intent	9.1	15	Extra wording to last sentence “...as use to support a Councillor’s civic duties.”	Similar	
38.	Facilities – Support Service	7.2.16	6	Expanded upon – same intent	9.4-9.5	15-16	Extra wording: 9.4 Council will provide administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by staff in the Mayor’s office or by Councillor Support staff as arranged by the	Yes	

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							General Manager or their delegate. Support will be in the form of:..." New clause: 9.5. As per Section 4, Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.		
39.	Facilities – Stationery	7.2.17	6	Expanded upon – same intent	9.3	15	9.3. Council will provide the following stationery to Councillors each year or as required: 9.3.1. letterhead, to be used only for correspondence associated with civic duties 9.3.2. business cards using Council's standard template and Logo	Yes	
40.	Facilities - Transport	7.2.18	6	Structural/moved	9.1	15		No	
41.	Facilities – Use of private equipment	7.2.19	6	Removed				No	Covered by 6.44 and 6.45
42.	Facilities – Vehicles	7.2.20	6	Removed				No	
43.	Facilities – Common room			New clause	9.1	15	9.1 A Councillor common room appropriately furnished to include, telephone, photocopier, printer, desks, computer terminals, pigeon holes and appropriate refreshments.	Yes without "other than following a Council meeting or Councillor monthly workshop"	Wording consistent with OLG template, for clarity, and for consistency with councils in the region which is based on questionnaire to 5 regional councils: Kyogle, Ballina, Lismore and Richmond Valley provide alcohol after council meetings and councillor workshops

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									only. Tweed Council does not provide alcohol in accordance with resolution of council.
44.	Facilities – Meeting rooms			New clause (9.1)	9.1	14	9.1 Councillors may book meeting rooms for official business in a specified Council building at no cost. Rooms may be booked through the General Manager/Mayor's Assistant or Councillor Support staff.	Yes	
45.	Acquisition and return of facilities	7.3	7	Reworded, same intent and new clause (13.4)	13.1-13.4	18	13.4. The prices for all equipment purchased by Councillors under Clause 13.2 will be recorded in Council's annual report.	Yes (13.1, 13.2, 13.4) No (13.3)	
46.	Conference, seminars, workshops and functions	8.1	7	Moved and removed "training" from subheading and inserted "workshops".	6.30	7		No	
47.		8.2	7	Moved and inserted "functions"	6.32	8		No	
48.				New clause	6.39	9	6.39. In assessing a Councillor request, the Council or General Manager must consider factors including the: <ul style="list-style-type: none"> <li>relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties</li> <li>cost of the event in relation to the total remaining budget.</li> </ul>		
49.	Training and development	8.3	7	Expanded upon – same intent	6.25-6.29	7	New clauses: 6.25. Council will allocate funds annually in its budget to facilitate professional development of Councillors through	Yes	Wording consistent with OLG Template



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							<p>programs, training, education courses and membership of professional bodies.</p> <p>6.26. 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.</p> <p>6.27. 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 the cost of membership is likely to be fully offset by savings from attending events as a member.</p> <p>6.28. Approval for professional development activities is subject to a prior written request to the General Manager outlining the:</p> <ul style="list-style-type: none"> <li>• details of the proposed professional development</li> <li>• relevance to Council priorities and business</li> <li>• relevance to the exercise of the Councillor's civic duties.</li> </ul> <p>6.29. In assessing a Councillor request for a professional development activity, the General Manager must consider the factors set out in Clause 6.29, as well as the cost of the professional development in relation to the Councillor's remaining annual budget.</p>		

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50.	Guidelines for authorisation to attend conferences, seminars, workshops and functions	8.4	8	- Moved - Removed "training" and inserted "workshops and functions" - Removed sentence	6.36-6.41	9	Removed text at 8.4.2: "Councillors or Mayor's attendance at conferences authorised by the General Manager and Mayor will be reported to the next quarterly review of the Management Plan."  6.38 – General Manager authorisation of Mayor and Councillors attendance at conferences, seminars, workshops or functions in the local area has value increased from \$100 to \$500.	No	
51.				New clause	6.4	6	6.4. Given Council's location near an interstate border, travel to Queensland will be considered as general travel. Arrangements and expenses for this travel will be governed by Clauses 6.1-6.3.	Yes	
52.	Reporting requirements following attendance at conferences, seminars, workshops and functions	8.5	9	Removed text	6.41	9	Removed "training" and inserted "workshops and functions"	No	
53.	Registration	8.6	9	Expanded upon – same intent	6.32	7	6.32. Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences endorsed by Council or approved by the General Manager.  <ul style="list-style-type: none"> <li>Registration includes the costs (charged by organisers) of related official luncheons, dinners and tours which are relevant to the interests of the Council or assist Councillors to discharge the functions of their civic office. Council will</li> </ul>	Yes	Wording consistent with OLG template

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							also meet the reasonable cost of meals when they are not included in the conference fees (refer to clause 6.19-6.23 Accommodation and Meals).		
54.	Accommodation and Meals	8.8	9	Moved and new clauses	6.19-6.23	6-7	<p>New clauses:</p> <p>6.20. Council will reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel or professional development outside the Northern Rivers.</p> <p>6.22. The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the General Manager, being mindful of Clause 6.19.</p> <p>6.23. Councillors will not be reimbursed for alcoholic beverages or expenses of a normal private nature.</p>	Yes	Wording consistent with OLG template
55.	Payment in advance/direct payment	8.10	10	Reworded, same intent	11.5, 11.10-11.13	16	<p>11.5. Council may approve and directly pay expenses. Requests for direct payment must be submitted to Councillor Support staff or assistant to the Mayor for assessment against this Policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.</p> <p>11.10. Council may pay a cash advance for Councillors attending approved conferences, seminars or professional development.</p> <p>11.11. The maximum value of a cash advance is \$100 per day of the conference, seminar or professional development.</p> <p>11.12. Requests for advance payment must be submitted to Councillor Support staff or assistant to the Mayor for assessment</p>	Yes	

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							<p>against this Policy using the prescribed form with sufficient information and time to allow for the claim to be assessed and processed.</p> <p>11.13. Councillors must fully reconcile all expenses against the cost of the advance within one month of incurring the cost and/or returning home. This includes providing to Council:</p> <ul style="list-style-type: none"> <li>• a full reconciliation of all expenses including appropriate receipts and/or tax invoices. Appropriate expenses are cost of meals (excluding alcohol, refer to clause 6.23), travel, registration fees, stationery and the like.</li> <li>• reimbursement of any amount of the advance payment not spent in attending to official business or professional development.</li> </ul>		
56.	Overseas conferences/ seminars etc	8.11	10	Moved and expanded upon	6.5, 6.6, 6.8, 6.9, 6.13, 6.14, 6.15	6	<p>6.5. In accordance with clause 4, Council will scrutinise the value and need for Councillors to undertake overseas travel. Councils should avoid interstate, overseas and long distance intrastate trips unless direct and tangible benefits can be established for the Council and the local community. This includes travel to sister and friendship cities.</p> <p>6.6. Total interstate, overseas and long distance intrastate travel expenses for all Councillors is to be deducted from the travel allowance, as allocated in the annual budget.</p> <p>6.8. Councillors seeking approval for any overseas travel must submit a case to, and</p>	Yes	

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							<p>obtain the approval of, a full Council meeting prior to travel.</p> <p>6.9. The case should include:</p> <ul style="list-style-type: none"> <li>objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the Councillor's civic duties</li> <li>who is to take part in the travel</li> <li>duration and itinerary of travel</li> <li>a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.</li> </ul> <p>6.13. For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.</p> <p>6.14. Bookings for approved air travel are to be made through the General Manager's office.</p> <p>6.15. For air travel that is reimbursed as Council business, Councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.</p>		
57.	Where expenses may not be used	9.1, 9.2	11	Moved and expanded upon	4	4	<p>New title "Private or political benefit".</p> <p>And reworded and new clauses:</p> <p>4.1. Councillors must not obtain private or political benefit from any expense or facility provided under this Policy.</p> <p>4.2. Private use of Council equipment and facilities by Councillors may occur from time to time. For example, telephoning</p>	Yes	

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							<p>home to advise that a Council meeting will run later than expected.</p> <p>4.3. Such incidental private use does not require a compensatory payment back to Council.</p> <p>4.4. 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.</p> <p>4.5. 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:</p> <ul style="list-style-type: none"> <li>• production of election material</li> <li>• use of Council resources and equipment for campaigning</li> <li>• use of official Council letterhead, publications, websites or services for political benefit</li> <li>• fundraising activities of political parties or individuals, including political fundraising events.</li> </ul>		
58.	Spouse/partner or accompanying person	10	11	Structural/moved	6.34-6.35	8		No	
59.	Insurance	11	12	Updated wording, additional text	7	12	7.1 In accordance with Section 382 of the Local Government Act, Council is insured against public liability and professional indemnity claims. Councillors are included	Parts	

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							<p>as a named insured on this Policy.</p> <ul style="list-style-type: none"> <li>Professional Indemnity - insurance applies in relation to claims arising out of the Councillors' (alleged) negligent performance of civic duties or exercise of their functions as Councillors, provided the performance or exercise of the relevant civic duty or function is in the opinion of Council bona fide and/or proper. This is subject to any limitations or conditions set out in the policy of insurance that is taken out at the direction of Council. No benefit, irrespective of insurance cover, is provided in relation to an action by one Councillor against another Councillor or a Councillor against a member of staff.</li> <li>Public Liability - insurance applies in relation to claims arising out of the Councillors' (alleged) negligent performance of civic duties or exercise of their functions as Councillors. This is subject to any limitations or conditions set out in the policy of insurance that is taken out at the direction of Council. No benefit, irrespective of insurance cover, is provided in relation to an action by one Councillor against another Councillor or a Councillor against a member of staff.</li> </ul> <p>7.2 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</p>		

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							<p>any limitations or conditions set out in the policies of insurance.</p> <p>7.3 Personal Injury - or death whilst on Council business, worldwide, covering bodily injury caused by accidental, violent, external and visible means. There is a sub- limit for death of 5X annual salary (up to \$1 million) with a minimum benefit of \$500,000. Personal injury insurance also provides specified benefits for lost income and other expenses arising from permanent disablement, temporary total disability and temporary partial disability. Cover includes unlimited medical expenses incurred overseas as well as emergency evacuation on business travel.</p> <p>7.4 Statutory Liability- provides protection against fines or penalties arising out of breaches of Acts together with the legal costs incurred in defending Council as an entity, including Councillors and officers, so long as the act was not wilfully committed. Cover extends to costs incurred before an individual is named in proceedings. Thereafter costs are dealt with under Councillor and Officers Liability.</p> <p>7.5 Councillors' and Officers' Liability (including Employment Practices Liability) - applies to cover expenses incurred by Councillors and Officers in respect of claims made against them for any alleged wrongful acts arising out of their official capacities.</p> <p>7.6 Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or</p>		



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							not. 7.7 Appropriate travel insurances with cover for business property and private baggage will be provided for any Councillors travelling on approved travel beyond 50kms of Council offices or residence including while on overseas travel on Council business. A number of restrictions and sub-limits apply.			
60.	Claims procedure	12.1	13	Structural/moved	11.6	17		Yes		
61.		12.2	13	Reworded	11.7, 11.8	17	Replaced wording, with same intent but allowing for 3 months to claim rather than one month: 11.7. Unless otherwise specified in this Policy, Councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved. 11.8. At the end of each financial year any claims outstanding for the previous financial year must be submitted in the first week of July.	11.8 Yes 11.9 No		
62.		12.3	13	Structural/moved	11.5	17		Yes		
63.		12.4	13	Structural/moved	11.2	17		Yes		
64.		12.5	13	Structural/moved	11.17	18		No		
65.					New clauses			11.3. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.	Yes	Wording consistent with OLG template
66.		Dispute resolution process	13	13	Reworded – same intent	12	18		Similar	Refers disputes to the Audit, Risk and Improvement Advisory Committee
67.	Gifts and benefits	14	13	Removed					- Included in Code of Conduct Policy clauses 5.1 and 5.2.	

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									- Not addressed in OLG template
68.	Legal Assistance	15	13	Reworded	8	13	<p>8. Legal Assistance</p> <p>8.1. Council may, if requested, indemnify or reimburse the reasonable legal expenses of:</p> <ul style="list-style-type: none"> <li>• a Councillor defending an action arising from the performance in good faith of a function under s731 of the Local Government Act provided that the outcome of the legal proceedings is favourable to the Councillor</li> <li>• 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 and the outcome of the legal proceedings is favourable to the Councillor</li> <li>• 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 matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.</li> </ul> <p>Investigative or review bodies may</p>	Yes	Inclusion of Investigative or review bodies at 8.1.3 a)-g) are not included in OLG template.

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							<p>include:</p> <ul style="list-style-type: none"> <li>a) NSW Civil and Administrative Tribunal</li> <li>b) Independent Commission Against Corruption</li> <li>c) Office of the NSW Ombudsman</li> <li>d) Office of Local Government</li> <li>e) NSW Police Force</li> <li>f) Director of Public Prosecutions</li> <li>g) Council's Conduct Review Committee/Reviewer</li> </ul> <ul style="list-style-type: none"> <li>• In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the General Manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.</li> <li>• Notwithstanding clause 8.1.4., legal costs will not be made available to a Councillor regarding a code of conduct complaint alleging pecuniary interest or misbehaviour, unless the Office of Local Government has commenced a formal investigation and the formal investigation makes a finding favourable to the Councillor</li> </ul> <p>8.2. Legal expenses incurred in relation to</p>		

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							<p>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.</p> <p>8.3. Council will not meet the legal costs:</p> <ul style="list-style-type: none"> <li>• of legal proceedings initiated by a Councillor under any circumstances</li> <li>• of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation</li> <li>• for legal proceedings that do not involve a Councillor performing their role as a Councillor.</li> </ul> <p>8.4. Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.</p>		
69.	Reference to Councillor	16	14	Removed and reworded	Annex B	21	<p>Included in definitions as:  “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, unless the contrary is expressly indicated.”</p>	Yes	

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70.	Allowance Claim Form	Annex A	15	Extra wording	Annex C	22	Extra wording following the "I hereby certify" sentence. Additional text in italics below: "I hereby certify that the above expenses have been incurred and accordingly claim reimbursement in accordance with Council Policy. All receipts for sundry items are attached to this Claim Form <i>and are in my name. I understand that reimbursement can only be paid directly to me, not to a third party.</i> "	No	
71.	Fitness Passport			New clause	6.53 6.54	12	6.53 Councillors are entitled to become members of Council's Fitness Passport Program.  6.54 Councillor's membership to the Fitness Passport Program is only valid for the duration of their term of Council.	No	Added following Strategic Planning Workshop discussion held 7/9/17
72.	Councillor assistance program			New clause	6.52	12	6.52 Council has a duty of care for the mental health and wellbeing of its employees and Councillors. Council will reimburse the cost of up to five sessions with a registered psychologist for each Councillor per calendar year.	No	Added following Strategic Planning Workshop discussion held 7/9/17
73.	Publication			New clause	14	18	14.1. This Policy will be published on Council's website.	Yes	
74.	Reporting			New clause	15	18	15.1. Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.	Yes	
75.	Breaches			New clause	16	18	16.1. Suspected breaches of this Policy are to be reported to the General Manager.  16.2. Alleged breaches of this Policy shall be dealt with by following the processes	Yes	

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							outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.		