

APPENDIX A

Payment of Expenses and Provision of Facilities to Councillors

1 Payment of Expenses

1.1 Objective

To provide appropriate expenses and facilities which will enable Councillors to discharge their duties and obligations under the Local Government Act, 1993, and represent the interests of the residents and ratepayers of the City of Canada Bay.

1.2 Statutory Requirements

i) Section 248 and 249 of the Local Government Act, 1993 provides for the payment of an annual fee to the Mayor and Councillors in accordance with the appropriate determination of the Remuneration Tribunal.

ii) Councillors are entitled to receive reimbursement for prescribed expenses as outlined in this policy pursuant to Section 252 of the Local Government Act, 1993.

iii) Before adopting a policy for the Payment of Expenses and Provision of Facilities for Councillors, the Council must publicly exhibit the policy for a period of 28 days and consider any public submission received -- Section 253 (1) and (2) Local Government Act, 1993.

iv) A Council need not give public notice of a proposed amendment to its policy for Payment of Expenses and Provision of Facilities to Councillors if the Council is of the opinion that the proposed amendment is not substantial.

v) The Council or a Council Committee of the Whole must not close to the public that part of its meeting at which a policy for the Payment of Expenses and Provision of Facilities is adopted or at which any proposed amendment is discussed or considered -- Section 254 Local Government Act, 1993.

1.3 Payment of Expenses to Mayor and Councillors attending civic functions, seminars, conferences or training courses.

a) Where a Councillor represents Council as a delegate at a civic function, seminar, conference or attends a training course and over-night accommodation is required, Council will meet all necessary costs for accommodation. In addition, an expense allowance will be provided and the maximum amount payable will be in accordance with the current Federal Government's Remuneration Tribunal determination for approved

travel allowances relating to meals and incidentals.

b) Where no over-night accommodation is required, a Councillor will be paid any reasonable costs which are associated with attendance at a civic function, seminar, conference or training course.

Interstate/Intrastate

c) i. Travel to seminars, conferences or a training course will be by economy air, Council vehicles or other suitable transportation mode.

CBD

c) ii. Travel to community or civic functions, seminars, conferences or a training course will be by Council motor vehicle, taxi cab or Councillor's own vehicle. Where the mode of transport is the Councillor's own vehicle, a 'per kilometre' allowance will be paid in accordance with the Local Government Award.

Note – The driver of a Council or private vehicle is personally responsible for any traffic or parking incurred whilst travelling on Council business.

d) Council will pay all registration fees for delegates attending conferences, seminars and training courses.

e) All expenses for a partner accompanying a delegate at a conference/seminar/training course will be met by the Councillor, including registration fees and any expenses incurred in the accompanying person's program.

f) The payment of expenses only relates to civic functions, seminars, conferences or training course approved by the Council, Mayor or General Manager. (Note – any overseas travel or related expenses must be approved by a meeting of the full council prior to any travel being undertaken.)

1.4 Child/Dependant Care Expenses

Council will pay reasonable child/dependant care costs incurred by Councillors attending Council meetings, Committee meetings, workshops, briefing sessions and official site inspections relating to Council's operations.

Councillors will be reimbursed for expenses associated with child/dependant care paid to providers other than immediate family, spouse or partner up to 1 hour before and after such meetings (based on advertised commencement time) subject to the production of appropriate documentation/receipts.

The maximum entitlement for reimbursement for each Councillor is \$2,500 per annum.

1.5 Insurance - Councillors

Councillors are to receive the benefit of insurance cover for:

a) Personal injury whilst on Council business.

b) Professional Indemnity.

For matters arising out of Councillor's performance of civic duties or exercise of their functions as Councillors, provided the performance or exercise of the relevant civic duty or function is bona fide. BUT subject to any limitations or conditions set out in the policy of insurance which is at the discretion of Council, taken out.

c) Public Liability

For matters arising out of Councillor's performance of civic duties or exercise of their functions as Councillors; BUT subject to any limitations or conditions set out in the policy of insurance which is, at the discretion of Council, taken out.

1.6 Legal Assistance for Councillors

In the event of:

a) An inquiry, investigation or hearing by any of:

- The Independent Commission Against Corruption
- The Office of the Ombudsman
- Department of Local Government and Co-operatives
- The Police
- The Director of Public Prosecutions
- A Parliamentary Committee or
- The Local Government Pecuniary Interest Tribunal

into the conduct of a Councillor, or

b) Legal proceedings being taken by or against a Councillor, arising 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.

Council shall reimburse such Councillor, after the conclusion of the inquiry, investigation, hearing or proceeding, for all legal expenses properly and reasonably incurred, given the nature of the inquiry, investigation, hearing or proceeding, on a solicitor/client basis, provided that:

- i. the amount of such reimbursement is to be reduced by the amount of any monies that may be or are recouped by the Councillor on any basis;
- ii. in the opinion of the Council the inquiry, investigation, hearing or proceeding results in a finding substantially favourable to the Councillor; and
- iii. the Council authorising the reimbursement by resolution.

c) Council will not meet the costs of an action in defamation taken by a Councillor or Council employee as plaintiff in any circumstances.

d) Council will not meet the costs of a Councillor or Council employee seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.

1.7 Payment in advance and Reimbursement of Expenses

i. Councillors are entitled to receive a payment in advance in anticipation of expenses to be incurred in attending conferences, seminars or training programs requiring over-night accommodation.

ii. Councillors are required to substantiate any out-of-pocket expenses with relevant documentation.

iii. All claims for payment of expenses are to be reconciled within three (3) months of the expense being incurred. Should a Councillor cease to hold office, then expense claims are to be reconciled within one (1) month of the Councillor ceasing to hold office.

2 Provision of Facilities

2.1 Mayor

i. An office suitably furnished within the Civic Centre complex.

ii. A fully serviced and maintained motor vehicle to the standard of a Holden Statesman Caprice or equivalent and be made available for official purposes and personal use.

iii. An allotted parking space underneath the Civic Centre complex.

iv. A Personal Assistant plus a driver of the Mayoral vehicle on a casual basis, when required.

v. A mobile phone or alternative communication device, including all call costs and rental charges to be provided and used for official Council purposes.

vi. A laptop computer and fax/answering machine installed and serviced in the Mayor's home.

vii. Mayoral stationery, business cards, Christmas cards, bereavement and congratulatory letters, information and public relations correspondence on behalf of Council and associated postage costs.

viii. Food and beverage use associated with hosting meetings in conjunction with Council business. Beverage supplies for Mayoral and visitor use in the Mayoral office. Meals and beverages in conjunction with Council, Committee Meetings and Workshops.

ix. Provision of name badge and Mayoral pendant for civic and other functions and corporate clothing, as provided by Council.

x. All equipment and software supplied to the Mayor is to remain the property of Council and is to be returned to Council when the position of Mayor is vacated.

2.2 Councillors

i. A mobile phone to allow Councillors to undertake their official duties. Upon submission of a claim to the General Manager, Council will reimburse Councillors a maximum of \$200 per month for all call costs and rental charges associated with official duties.

ii. Provision of a laptop, home-based computer or blackberry device, fax/answering machine and ancillary equipment (for example, a scanner) and software to the value of \$3,000. This equipment may be replaced to as to ensure the currency of the technology, at the discretion of the General Manager, on advice from the Manager, Information Systems.

iii. Council stationery, business cards and postage for use for Council correspondence.

iv. Meals and beverages in conjunction with Council, Committee meetings and workshops.

v. Provision of a name badge and corporate clothing as provided by Council.

vi. Access to the Charles Halliday Room for official functions, meetings and the like.

vii. All equipment and software supplied to Councillors is to remain the property of Council and is to be returned to Council when the position of Councillor is vacated.

2.3 Amendment to Policy

Amendments to the policy may only occur by resolution of Council.

APPENDIX B

Incoming sponsorships 2008-09

Item/event	Sponsor	Amount/In-kind value
Ferragosto'08	Cleanaway	In-kind support valued at \$5,000
	Club Five Dock	\$12,000
	Ballarini	\$7,000
	Canada Bay Club	\$5,000
	Inner West Courier	In-kind support valued at \$5,000
Concord Carnival	Cleanaway	In-kind support valued at \$3,500
	Billbergia	\$10,000
	Inner West Weekly	In-kind support valued at \$1,560
Mayoral Golf Day	Modum Pty. Ltd.	\$5,000
	Canada Bay Club	\$2,500
	Recoveries & Reconstruction (Aust) Pty Ltd	\$2,500
	Massey Park Golf Club	\$1,500
	Corner Cubbyhouse	\$1,500
	Supabarn Supermarkets	\$1,500
	Tropic Asphalt	\$1,500
Bay Day	Cleanaway	In-kind support valued at \$2,500
	Mirvac	\$3,000
	Five Dock Leisure Centre	\$2,500
Inner West Small Business Expo	RM Gregory Print	10,000 flyers valued at \$2,000
Note: Joint council event	West's Ashfield Leagues	Waiver of room hire fees and support with venue arrangements totalling \$2,000
	Aus Industry	\$500
	Various event speakers	\$20,000
	Cumberland Courier Newspapers	In-kind support valued at \$1833.25

Outgoing sponsorships 2008-09

Item/event	Sponsor	Amount/In-kind value
Opera Night at Rivendell	Concord Repatriation General Hospital	Cash contribution of \$6,000 and loan of Council equipment
Great Strides Walkathon	Cystic Fibrosis NSW	Waiver of associated fees totalling \$920
Inner West Relay for Life	NSW Cancer Council	Waiver of fees and costs totalling \$8,552
Family Fun Fair	Touched by Olivia Foundation	Waiver of fees and costs totalling \$2,890
Cinema in the Park,	Communities for Communities	Cash contribution of \$12,000 and waiver of associated fees
Carols at Halliday Park	Communities for Communities	Cash contribution of \$12,000 and waiver of associated fees
San Bartolomeo Festa	Associazione Isole Eolie Confraternita San Bartolomeo	Cash contribution of \$500 and waiver of associated fees
Inner West Small Business Expo Note: Joint council event	Ashfield, Burwood, City of Canada Bay, Leichhardt and Strathfield Councils, Clearly Business: Business Enterprise Centre and Business Advisory Services Incorporated	Cash contribution of \$3,000
Inner West Local Business Awards	Precedent Productions	Cash contribution of \$2,200

