

26 June 2019

His Worship the Mayor & Councillors

**Notice of Policy Committee Meeting of Bathurst Regional Council -  
Wednesday, 3 July 2019**

I have to advise that a **Policy Committee Meeting** will be held in the Council Chambers on Wednesday, 3 July 2019 commencing at 6.00 pm.



D J Sherley  
**GENERAL MANAGER**

## **BUSINESS AGENDA**

### **POLICY COMMITTEE**

**TO BE HELD ON WEDNESDAY, 3 JULY 2019**

1. **6:00 PM - MEETING COMMENCES**
2. **APOLOGIES**
3. **REPORT OF PREVIOUS MEETING**  
\* MINUTES - POLICY COMMITTEE MEETING - 5 JUNE 2019
4. **DECLARATION OF INTEREST**  
To assist the Councillors and committee members in their correct consideration of business before them at the meeting, please give consideration to Section 451 of the Local Government Act, in relation to Declaration of Interest at meetings.
5. **RECEIVE AND DEAL WITH GENERAL MANAGER'S AND DIRECTORS' REPORTS**  
\* DIRECTOR CORPORATE SERVICES & FINANCE'S REPORT
6. **RESOLVE INTO OPEN COMMITTEE**
7. **ADOPT REPORT OF THE COMMITTEE OF THE WHOLE**
8. **GENERAL BUSINESS**
9. **DISCUSSION FORUM - DEVELOPMENT APPLICATION SUBMISSIONS**
10. **DISCUSSION FORUM OTHER**
11. **MEETING CLOSE**

## MINUTE

### 1 MEETING COMMENCES

**Present:** Councillors Hanger (Chair), Aubin, Bourke, Christian, Fry, Jennings, Morse, North, Rudge.

**MINUTE**

**2 APOLOGIES**

Nil

## REPORT OF PREVIOUS MEETING AND MINUTES

POLICY COMMITTEE

## **1 MINUTES - POLICY COMMITTEE MEETING - 5 JUNE 2019 (07.00064)**

**Recommendation:** That the Minutes of the Policy Committee Meeting held on 5 June 2019 be adopted.

**Report:** The Minutes of the Policy Committee Meeting held 5 June 2019, are **attached**.

**Financial Implications:** N/A

### **Bathurst Community Strategic Plan - Objectives and Strategies**

- Objective 6: Community leadership and collaboration Strategy 6.4

### **Community Engagement**

- Inform To provide the public with balanced and objective information to help them understand the problem, alternatives opportunities and/or solutions.

## MINUTE

- 3 Item 1 MINUTES - POLICY COMMITTEE MEETING - 5 June 2019 (07.00064)  
MOVED: Cr J Rudge SECONDED: Cr B Bourke

**RESOLVED:** That the Minutes of the Policy Committee Meeting held on 5 June 2019 be adopted.

**MINUTES OF THE POLICY COMMITTEE**  
**HELD ON 5 JUNE 2019**

**MEETING COMMENCES**

**1 MEETING COMMENCES 6:00 PM**

**Present:** Councillors Hanger (Chair), Aubin, Bourke, Fry, Jennings, Morse, North, Rudge.

**APOLOGIES**

**2 APOLOGIES**

**MOVED** Cr I North and **SECONDED** Cr B Bourke  
**RESOLVED:** That the apology from Cr Christian be accepted and leave of absence granted.

**REPORT OF PREVIOUS MEETING**

**3 Item 1 MINUTES - POLICY COMMITTEE MEETING - 1 MAY 2019 (07.00064)**  
**MOVED** Cr J Rudge and **SECONDED** Cr I North

**RESOLVED:** That the Minutes of the Policy Committee Meeting held on 1 May 2019 be adopted.

**DECLARATION OF INTEREST**

**4 DECLARATION OF INTEREST 11.00002**  
**MOVED** Cr I North and **SECONDED** Cr B Bourke

**RESOLVED:** That the Declaration of Interest be noted.



## **RECEIVE AND DEAL WITH GENERAL MANAGER'S AND DIRECTORS' REPORTS**

### **Director Environmental Planning & Building Services' Report**

**5**      **Item 1 STREET VENDING AND ROADSIDE STALLS POLICY (41.00089 & 10.00004)**

**MOVED** Cr J Fry

and **SECONDED** Cr J Jennings

**RESOLVED:** That Council:

- (a) place the policy "Street Vending and Roadside Stalls – Operation during full track closure motor racing events" on public exhibition for a period of 28 days, and
- (b) if no submissions are received, adopt the policy
- (c) if submissions are received, request an additional report.

### **Director Corporate Services & Finance's Report**

**6**      **Item 1 STAFF RECOGNITION AWARDS (41.00089)**

**MOVED** Cr B Bourke

and **SECONDED** Cr J Rudge

**RESOLVED:** That Council remove the policy Staff - Service Recognition Awards from the Council Policy Manual.

## **GENERAL BUSINESS**

**7**      **GASWORKS SITE (22.00052-06)**

**Cr Bourke** - Queried where this matter is at, spoke to; damaged fences, EPA position - toxic issues. Needs more feedback, concern Jemena leaving things until lease runs out. Hasn't progresses in the last 15 years.

**Cr Morse** - Spoke to feedback she has received from Newcastle.

**Director Environmental Planning & Building Services** - Jemena Assets group have advised they have been on site and have commenced repairs and have increased security controls. They will be coming again to the site in the near future. Council is pursuing safety of the site.

**8**      **Item 2 KEPPEL STREET LANEWAY UPGRADE (25.00039)**

**Cr Jennings** - Seeking update on this matter.

**Director Engineering Services** - Tenders will be called by end of June.

**9**      **Item 3 WATER SECURITY (32.00017-03)**

**Cr Jennings** - Concern at water supply levels, what is Plan 'B'? Noted Dam levels and available water levels from current 43%. Would like to see correspondence sent to other levels of Government to see what options are available. Also what drought support can we provide?

**General Manager** - Will refer the matter to next Wednesdays working party.

**10**      **Item 4 DROUGHT SUPPORT (16.00171)**

**Cr Jennings** - Drought support needs to be discussed eg drought coordinators, rate relief, health support etc.

**11**      **Item 5 MOBILE 5G NETWORK (08.00002)**

**Cr Jennings** - Are we aware of any health risks?

**Director Environmental Planning & Building Services** - Government sources indicate there are no issues.

**12**      **Item 6 PUBLIC ART POLICY (11.00038)**

**Cr Jennings** - Where is this at?

**Director Engineering Services** - Public art directory, register and website are being developed. Terms of reference for committee being developed.

**13**      **Item 7 COURTHOUSE CLOCK (22.01071)**

**Cr Jennings** - Noted not on the right time.

**Director Corporate Services Finance** Courthouse aware clock is not working, has been reported to NSW Property.

**14**      **Item 8 HEALTH FUNDING GRANTS (16.00110)**

**Cr Jennings** - Noted grant opportunities through Western NSW Health of \$5-\$50k. Could this be reviewed.

**General Manager** Noted not generally focussed in Councils operational functions but will review possibilities.

**15**      **Item 9 HOSPITAL SERVICES (22.01047)**

**Cr Aubin** - Spoke of recent case where a woman was injured and the experience that occurred in being treated. Unavailability of beds, continual transfer between Bathurst and Orange. The timeline was very poor. There are no emergency orthopaedic services on weekends in Bathurst.

**16**      **Item 10 REMEDIATION GAS WORKS (22.00052)**

**Cr Morse** - Spoke to contacts available to assist in this matter.

**17**      **Item 11 AGM ARTS OUTWEST (18.00036)**

**Cr Morse** - Hosted by Bathurst Regional Council, went very well noted tours put in place etc. Thanks from Arts Outwest

**18**      **Item 12 REGIS INFORMATION SESSION BLAYNEY (20.00333)**

**Cr Fry** - Around 160 - 170 persons attended. Very comprehensive session. Main issues discussed were water and food. Also location of water pipeline and water treatment matters raised, including salt level. Most farmers in attendance were against the mine.

**19**      **Item 13 STEWART STREET PARKING NEAR THE DUDLEY (25.00036)**

**Cr Fry** - Noted problems with trucks in this area, can something be done about this parking as it is very tight.

**Department Engineering Services** matter has been raised at Traffic Committee.

**20**      **Item 14 HOSPITAL (22.01047)**

**Cr North** - has received representations about service levels. Staff do a good job, it is the support provided that is a problem. Need to look at calling a public meeting for hospital and also the gas works. Get state and Federal members to attend.

**21**      **Item 15 PSSA Carnival (04.00044)**

**Cr North** - Attended on councils behalf. Feed back from all areas on our facilities at Proctor Park was fantastic.

**22**      **Item 16 PHOTON ENERGY - SOLAR FARM (20.00010)**

**Cr North** - Has there been anymore feedback on this proposal? Could council look at an energy partnership?

**Cr Fry** - Spoke to discussions with Photon, they are currently building two farms outside the area and will be coming back to this area.

**23**      **Item 17 CHIFLEY DAM AND WATER ISSUES (23.00017)**

**Cr North** - Not sure people understand the severity of the circumstances, need to ramp up our message. Also should look at grey water use into the future. Then raised revenue impacts on the water fund, due to drought conditions.

**24**      **Item 18 EXTRACTION INDUSTRY (13.00017)**

**Cr North** - Noted local business has sought changes to conditions. Do we need a specific policy in place for extraction industries.

**Director Environmental Planning & Building Services** - Noted a policy has been developed in some Councils, could be investigated.

**25**      **Item 19 PARKING IN CITY (20.00090)**

**Cr North** - Advised a large parking solutions company has contacted Cr North about possible future option.

**26**      **Item 20 PERTHVILLE PUBLIC SCHOOL - RECREATION PARK (22.00299)**

**Cr North** - When will works commence?

**Director Engineering Services** - Design for park almost completed. There are funds for multi-purpose courts to be built in near future

**MEETING CLOSE**

**27**      **MEETING CLOSE**

The Meeting closed at 6.43 pm.

**CHAIRMAN:** \_\_\_\_\_

**MINUTE**

**4     DECLARATION OF INTEREST 11.00002**  
**MOVED: Cr B Bourke SECONDED: Cr I North**

**RESOLVED:** That the Declaration of Interest be noted.

**DIRECTOR CORPORATE SERVICES & FINANCE'S REPORT AND  
MINUTES**

POLICY COMMITTEE

3 JULY 2019

## **1 GOVERNANCE - PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR COUNCILLORS (11.00008, 41.00089)**

**Recommendation:** That Council:

- (a) Adopt the policy as outlined in the report.
- (b) Note that as there is no changes proposed to the policy that Council does not need to place the policy on public display and seek submissions

**Report:** Section 252(1) of the Local Government Act 1993 states *within the first 12 months of each term of a council, the council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor (if there is one) and the other councillors in relation to discharging the functions of civic office.* Council has complied with this requirement.

Council also as part of its governance procedures reviews this policy on a regular basis. There are at the present time no identified changes to the existing policy and it is provided for Councillors to review and suggest changes if required. A copy of the current policy is provided at **attachment 1**.

It is recommended that Council confirm adoption of the Policy: Governance - Payment of Expenses and Provision of Facilities for Councillors and note that there is no requirement to advertise the policy seeking public submissions as there are no proposed changes to the current policy.

**Financial Implications:** Funding for this item is contained within existing budgets.

### **Bathurst Community Strategic Plan - Objectives and Strategies**

- Objective 28: To plan for the growth of the region and the protection of the region's environmental, economic, social and cultural assets. Strategy 28.8
- Objective 32: To ensure Council is supported by an adequate workforce and appropriate governance procedures. Strategy 32.2

### **Community Engagement**

- Inform To provide the public with balanced and objective information to help them understand the problem, alternatives opportunities and/or solutions.



## MINUTE

### **5 Item 1 GOVERNANCE - PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR COUNCILLORS (11.00008, 41.00089)**

**MOVED: Cr I North SECONDED: Cr A Christian**

**RESOLVED:** That Council:

- (a) Adopt the policy as outlined in the report.
- (b) Note that as there is no changes proposed to the policy that Council does not need to place the policy on public display and seek submissions

Yours faithfully

A handwritten signature in black ink, appearing to read 'A Jones', written over a large, hand-drawn oval shape.

A Jones  
**DIRECTOR**  
**CORPORATE SERVICES & FINANCE**

**GENERAL BUSINESS**

POLICY COMMITTEE

## MINUTE

### **6 Item 1 BUSINESS OWNER REPRESENTATIONS - PARKING WILLIAM STREET (28.00006)**

**Cr North** - Concerns at parking in area near Council. Could the limit between Russell and Keppel Street be reduced from 2 hours. Tabled a letter of request from business owner.

## MINUTE

### 7     Item 2    WORKING PARTY - CONSTRUCTIVE ENERGY (13.00065)

Cr North - Recently held a meeting with this group, would like to ensure this is followed up.

**General Manager** - Will be organising a working party in near future to discuss energy directions.

## **MINUTE**

### **8 Item 3 REGIS RESOURCES (20.00333)**

**Cr North** - Where is the project at? Noted proposal to utilise land in Bathurst Regional Council to run a pipeline?

**General Manager** - Noted Regis is currently working on DA approval.

**MINUTE**

**9 Item 4 EGLINTON ROAD (25.00045)**

**Cr North** - The road work recently undertaken is very poor. Need some action taken.

## MINUTE

### 10    Item 5    SECOND CIRCUIT (20.00278)

**Cr North** - Where is this at? Noted benefits of project and need to keep Federal Member up to date.

**Direction Engineering Services** - Provided update on design, EIS and community consultation process.

**MINUTE**

**11 Item 6 STEWART STREET (ROCKET/LAMBERT) PARKING TIMES (28.00006)**

**Cr Christian** - Businesses would like parking times reduced from 1 hour to 1/2 hour.

**Director Engineering Services** - Requested businesses write to Council.



**MINUTE**

**12 Item 7 TRAFFIC ISLAND HOLY FAMILY SCHOOL- MARSDEN LANE**  
**(25.00124)**

**Cr Christian** - could a traffic island be installed?

**Director Engineering Services** - Such a proposal would need to go to Traffic Committee for consideration.

## **MINUTE**

### **13 Item 8 5G ISSUES / IMPACTS (08.00002)**

**Cr Christian** - Where are we at locating independent studies?

**Director Environmental Planning Building Services** - Noted seeking advice from bodies like CSIRO, when obtained will be reported to Councillors.

## **MINUTE**

### **14 Item 9 DIGITAL MEDIA ACCESS (11.00008)**

**Cr Fry** - Can Councillors access Sydney Morning Herald (SMH), Australian newspapers etc digitally via a Council licence?

**General Manager** - the matter will be investigated.

## **MINUTE**

### **15 Item 9 FACEBOOK LIVE COMMUNICATIONS**

**Cr Jennings** - Do we use this type of facility? Perhaps use eg for WMC advice, water advice.

**General Manager** - Will review and get back to Cr Jennings.

## **MINUTE**

### **16 Item 10 CLIMATE EMERGENCY (07.00047)**

**Cr Fry** - This went to Orange Council and was lost. We need to look at food and water security. Have we voted to join the Murray Darling Association?

**General Manager** - Bathurst Regional Council previously belonged to the Murray Darling Association but withdrew due to limited benefits of membership.

## **MINUTE**

### **17 Item 11 LEGACY TURNOVER DINNER (09.00011)**

**Cr Fry** - Attended the recent dinner and spoke to members about their role and business. Then referred to CSU spare beds and possible use of their bed capacity for support of veteran families.

**General Manager** - Recommended that Legacy contact the University direct.

## **MINUTE**

### **18    Item 12    ICE RINK WATER USAGE (23.00152)**

**Cr Morse** - Has received a query about water being used on the ice rink. How do we present a positive story on this?

**Director Engineering Services** - Spoke to water usage and community well-being of the event.

**MINUTE**

**19    Item 13    EMAIL SYSTEM (03.00004)**

**Cr Morse** - With new system in place will people get an automatic response?

**Director Corporate Services Finance** - Programs being put in place to facilitate this.



**MINUTE**

**20    Item 14    PIPER STREET - TRAFFIC ISSUES (28.00007)**

**Cr Morse** - With the volume of traffic, there area concerns with the Bentinck/ Piper street intersection. Could a stop sign be put in place?

**Director Engineering Services** - Would need to be referred to the Traffic Committee.

**MINUTE**

**21 Item 15 AGEING STRATEGY (09.00017)**

**Cr Morse** - Need to consider priorities for an Ageing city, noted recent State Government strategy. Referred to studies completed in the USA.

## MINUTE

### 22    Item 16    WATER SECURITY (32.00006)

**Cr Aubin** - With our growth and water capacity, we need to consider very hard the raising of the dam wall as well as a pipeline. Noted water security funding actions by the federal government.

## **MINUTE**

### **23    Item 17    EGLINTON ROAD (25.00045)**

**Cr Aubin** - The works are terrible. Council should not need to comeback and repair the road. Then spoke to cost of hotmix-v-topseal and benefits purported to occur. Bathurst Regional Council should look at hotmix seal for all the road we put down.

**Director Engineering Services** - Spoke to works undertaken and reseal programs implemented.

## MINUTE

### 24    Item 18    BATHURST HEALTH SERVICE ACTION GROUP (18.00035)

**Cr Aubin** - The local member is meeting with the CEO of Western Health area. The Group has produced a letter of issues/needs for him to present to Western Health. Detailed some of the needs eg cardiology, emergency orthopaedics, anaesthetists, gastric, urology, ears, nose and throat (ENT) and palliative care. Then noted goal extension and the demands it will place on the hospital.

**MINUTE**

**25    Item 20    IPART RECENT STUDIES (16.00004)**

**Cr Jennings** - Spoke to these, are there implications for Council?

**General Manager** - The reviews including rating and red tape are being assessed.

**MINUTE**

**26    Item 21    MARSDEN LANE TRAFFIC ISSUE (25.00124)**

**Cr Jennings** - Spoke of bridges used in Sydney, is a warrant needed for such proposal?

**Director Engineering Services** - Warrant would not be needed, noted cost implications.

## MINUTE

### 27    Item 22    DPI DROUGHT MAP (13.00031)

**Cr Jennings** - Shows Bathurst is not in drought. Spoke to economic and social impacts being felt. Would like Council to get more insight into drought impacts and asks that Council have meetings with agricultural bodies etc. Eg: Reps from Bathurst Farmers Association, agricultural supply businesses, stock and station agents and Bathurst Business Chamber to discuss the issues.



**MINUTE**

**28    Item 23    KELSO COMMUNITY HUB (09.00026)**

**Cr Rudge** - This was opened today and is an amazing design. Encouraged everyone to have a look.

## MINUTE

### 29    Item 24    SUNRISE VISIT LAST SUNDAY (20.00020)

**Cr Rudge** - Attended the visit, it was a real coup for Bathurst, visitations were made for a number of facilities. Great publicity for the city. All are to be congratulated.

**MINUTE**

**30 Item 25 MUSEUMS STRATEGY (18.00289, 18.00165)**

**Cr Rudge** - Supports proposed submission to LGNSW in the ordinary meeting tonight.

**MINUTE**

**31    Item 26    HOME OUTREACH EDUCATION PROGRAM (21.00002)**

**Cr Rudge** - Offered by Art Gallery, spoke to this and the participation levels of 220 students. Exciting program which will lead to an exhibition at the end of the year.

**MINUTE**

**32 Item 27 AGEING POPULATION (09.00017, 11.00019)**

**Cr Rudge** - Noted CMWCG session to occur in August on making Bathurst a dementia friendly town.

**MINUTE**

**33    Item 28    ROCKLEY CEMETERY (09.00035)**

**Cr Rudge** - Thanked staff for assistance provided.

## MINUTE

### 34    **Item 29    RIVER ROAD CAR PARKING    (28.00007)**

**Cr Rudge** - Bridge near Lions Club Drive with cars parking there is causing issues, can this be addressed.

**Director Engineering Services** - Will review this matter, noted prior placement of no parking signs.

**MINUTE**

**35**    **Item 30**    **CHURCH LANE / RIVER ROAD POTHOLE (25.00226)**

**Cr Ridge** - Please check this and get repaired.



## **MINUTE**

### **36    Item 31    GASWORKS SITE (22.00052)**

**Cr Bourke** - Matter is starting to progress. Have spoken to Jemena about actions needed. There will be more patrols, CCTV will be installed, will be covering asbestos. Queried where is Crown Lands on possible funding ?

**Director Environmental Planning Building Services** - Noted interaction in place and there is a working party in July.

**MINUTE**

**37    Item 32    STEWART STREET (25.00036)**

**Cr Bourke** - Raised concerns about parking safely on the road. Need to talk to Roads and Maritime Services (RMS) over these problems.

## MINUTE

### 38 Item 33 GILMOUR / HEREFORD STREET INTERSECTION (25.00031)

**Cr Bourke** - What is going to happen to this intersection?

**Director Engineering Services** - Noted Roads and Maritime Services (RMS) study being undertaken, previously RMS have favoured traffic lights, any action has been deferred until study has been received.

**MINUTE**

**39    Item 34    ESSENTIAL ENERGY (18.00124)**

**Cr Bourke** - Have advised they are shedding jobs. What is impact to Bathurst of this?

**General Manager** - Council will contact Essential Energy to discuss the implications.

## MINUTE

### 40 MEETING CLOSE

The Meeting closed at 7.03 pm.

**CHAIRMAN:** \_\_\_\_\_

**DIRECTOR CORPORATE SERVICES & FINANCE'S REPORT -  
ATTACHMENTS**

POLICY COMMITTEE

3 JULY 2019

<b>POLICY:</b>	GOVERNANCE – PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR COUNCILLORS
<b>DATE ADOPTED:</b>	Director Corporate Services & Finance Report #6 Council 13 December 2017 Minute Book No. 12647/12648  Director Corporate Services & Finance Report #1 Policy 7 September 2016 Council 21 September 2016 Minute Book No. 12357
<b>ORIGINAL ADOPTION:</b>	Director Corporate Services & Finance Report #1 Policy 1 December 2004 Council 8 December 2004 Minute Book No. 9416
<b>FILE REFERENCE:</b>	11.00008
<b>OBJECTIVE:</b>	Provide guidelines for payment of expenses and provision of facilities for Councillors in accordance with the Local Government Act.

## 1. PURPOSE

Section 252 of the Local Government Act 1993, requires Councils to adopt a policy for the payment of expenses and provision of facilities to the Mayor, Deputy Mayor and Councillors.

The policy identifies expenses that will be paid and facilities that will be provided, to the Mayor, Deputy Mayor and Councillors in relation to discharging the functions of civic office.

**In the event that an Administrator is appointed for Bathurst Regional Council, this policy will apply to the Administrator in the same manner as the Mayor.**

## 2. OBJECTIVE

- To ensure that no Councillors suffer hardship by reason of meeting their civic responsibilities as an elected person.
- To adequately reimburse Councillors for expenses incurred in the performance of their duties, including expenses incurred in becoming adequately informed on subjects relevant to their civic duties.

## 3. STATEMENT OF PRINCIPLES

The Councillors are the elected governing body of Bathurst. To assist them to discharge their civic, statutory and policy making functions, they are entitled to be

provided with the range of necessary facilities and to be reimbursed the expenses specified in this policy.

Recognising the special role of the Mayor this policy allows for the payment of some additional expenses and the provision of some additional facilities.

Claims for facilities and expenses not included in the policy will not be approved.

Where replacement equipment or facilities is required, Council's policy on plant and asset replacement will be followed. Equipment and facilities will be compatible with and of the same standard as other Council equipment and facilities.

Council's facilities and services, as detailed in this Policy, are available to Councillors while carrying out the functions of civic office. These facilities and services are not available for use by members of a Councillor's family, unless the use is directly related to attendance at a civic function or to another aspect of the Councillor's civic duties.

#### **4. LEGISLATIVE & LEGAL REQUIREMENTS**

The Local Government Act 1993 (Chapter 9, Part 2, Division 5) states:

##### 248 Fixing and payment of annual fees for Councillors

- (1) A Council must pay each Councillor an annual fee.
- (2) A Council may fix the annual fee and, if it does so, it must fix the annual fee in accordance with the appropriate determination of the Remuneration Tribunal.
- (3) The annual fee so fixed must be the same for each Councillor.
- (4) A Council that does not fix the annual fee must pay the appropriate minimum fee determined by the Remuneration Tribunal.

##### 248A Annual fees or other remuneration not to be paid during period of suspension

A council must not at any time pay any fee or other remuneration, to which a councillor would otherwise be entitled as the holder of a civic office, in respect of any period during which:

- (a) the councillor is suspended from civic office under this Act, or
- (b) the councillor's right to be paid any fee or other remuneration is suspended under this Act,

unless another provision of this Act specifically authorises payment to be made, or specifically permits a person to authorise payment to be made, when the suspension is terminated.

##### 249 Fixing and payment of annual fees for the Mayor

- (1) A Council must pay the Mayor an annual fee.
- (2) The annual fee must be paid in addition to the fee paid to the Mayor as a Councillor.
- (3) A Council may fix the annual fee and, if it does so, it must fix the annual fee in accordance with the appropriate determination of the Remuneration Tribunal.
- (4) A council that does not fix the annual fee must pay the appropriate minimum fee determined by the Remuneration Tribunal..



- (5) A Council may pay the Deputy Mayor (if there is one) a fee determined by the Council for such time as the Deputy Mayor acts in the office of the Mayor. The amount of the fee so paid must be deducted from the Mayor's annual fee.

250 At what intervals are fees to be paid?

Fees payable under this Division by a Council are payable monthly in arrears for each month (or part of a month) for which the Councillor holds office.”

251 What is the consequence of paying fees?

- (1) A person is not, for the purposes of any Act, taken to be an employee of a Council and is not disqualified from holding civic office merely because the person is paid a fee under this Division.
- (2) A fee paid under this Division does not constitute salary for the purposes of any Act.”

252 Payment of expenses and provision of facilities

- (1) Within the first 12 months of each term of a council, the council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor (if there is one) and the other councillors in relation to discharging the functions of civic office.
- (2) The policy may provide for fees payable under this Division to be reduced by an amount representing the private benefit to the mayor or a councillor of a facility provided by the council to the mayor or councillor.
- (3) A council must not pay any expenses incurred or to be incurred by, or provide any facilities to, the mayor, the deputy mayor (if there is one) or a councillor otherwise than in accordance with a policy under this section.
- (4) A council may from time to time amend a policy under this section.
- (5) A policy under this section must comply with the provisions of this Act, the regulations and any relevant guidelines issued under section 23A.

253 Requirements before policy concerning expenses and facilities can be adopted or amended

- (1) A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.
- (2) Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.
- (3) Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the council is of the opinion that the proposed amendment is not substantial.
- (4) (Repealed)
- (5) A council must comply with this section when proposing to adopt a policy each year in accordance with section 252 (1) even if the council proposes to adopt a policy that is the same as its existing policy.

254 Decision to be made in open meeting – Section 254

The Council or a Council committee all the members of which are Councillors must not close to the public that part of its meeting at which a policy for the

payment of expenses or provision of facilities is adopted or at which any proposal concerning those matters is discussed or considered.

#### 254A Circumstances in which annual fees may be withheld

- (1) Despite this Division, a council may resolve that an annual fee will not be paid to councillor or that a councillor will be paid a reduced annual fee determined by the council:
- (a) for any period of not more than 3 months for which the councillor is absent, with or without leave, from an ordinary meeting or ordinary meetings of the council, or
  - (b) in any other circumstances prescribed by the regulations.
- Note.** Section 428 (2) (f) requires a council to include, in its annual report:
- the total amount of money expended during the year on mayoral fees and councillor fees
  - the council's policy on the provision of facilities for, and the payment of expenses to councillors
  - the total amount of money expended during the year on providing those facilities and paying those expenses.
- (2) Despite this Division, if a councillor is absent, with or without leave of the council, from ordinary meetings of the council for any period of more than 3 months, the council must not pay any annual fee, or part of an annual fee, to that councillor that relates to the period of absence that is in excess of 3 months.

The Local Government (General) Regulation 2005 states:

#### 404 Circumstances in which Councillors' annual fees may be reduced or not paid.

For the purposes of Section 254(A) of the Act, the prescribed circumstance for the non-payment or reduction of a Councillor's annual fee is the circumstance where both of the following conditions are satisfied:

- (a) The payment of the annual fee adversely affects the Councillor's entitlement to a pension, benefit or allowance under any legislation of the Commonwealth, a Territory or a State (including NSW),
- (b) The Councillor agrees to a non-payment or reduction.

## **5. REPORTING REQUIREMENTS**

The Local Government Act, 1993 imposes reporting requirements on Councils. Council's Annual Report satisfies the reporting requirements imposed under the Local Government Act 1993 and the Local Government (General) Regulation 2005.

## **6. OTHER GOVERNMENT POLICY PROVISIONS**

This policy has been developed in accordance with the following policies and documents provided by various government departments.

- Office of Local Government Guidelines for Payment of Expenses and Provision of Facilities to Mayors and Councillors.

- Office of Local Government Circulars (issued from time to time) including but not limited to:-
  - 04/04 Appropriate Controls on the use of Council Credit Cards
  - 05/08 Legal Assistance for Councillors and Council Employees
  - 08/24 Misuse of Council Resources
  - 08/37 Council decision making prior to ordinary elections
- Office of Local Government Model Code of Conduct.
- Council's Adopted Code of Conduct
- Various ICAC Publications.

## 7. ANNUAL FEE

Pursuant to Section 248 of the Local Government Act, 1993, an annual fee will be paid to each Councillor in twelve instalments (monthly in arrears). In addition to this, the Mayor will be paid an annual fee in accordance with Section 249 of the Act, to be paid in twelve instalments (monthly in arrears). The amount to be paid will be as determined by the Local Government Remuneration Tribunal and adopted in Council's Management Plan for that year.

## 8. ACCESS AND USE OF FACILITIES/EQUIPMENT

Councillors are to be provided with access and use of the following:

- (i) A room suitably furnished for use by all Councillors;
- (ii) Access to a motor vehicle if available, or alternative arrangement (eg hire car), for the purposes of attending official functions or meetings outside the Council area; (see also Clause 15);
- (iii) Use of Council photocopiers, telephones, computers, (& associated equipment) and fax machine in the course of the Councillor undertaking official business.
- (iv) **Access to Council Operated Facilities**

To assist Councillors to understand the operations of and to promote the various facilities to the community, Council will provide each Councillor with

- (a) annual admission (for the use of the Councillor only) to the following Council operated facilities:
  - Australian Fossil and Mineral Museum
  - National Motor Racing Museum
  - Chifley Home and Education Centre
  - Rail Museum
- (b) two adult tickets (for the use of the Councillor and their spouse/partner) to each of the Theatre Season performances at the Bathurst Memorial Entertainment Centre.

- (v) **Access to Motor Sport Events**

To assist Councillors to promote Bathurst and network with dignitaries,

Council will provide four (4) tickets per Councillor to attend all days of each motor racing event (including attendance at Mayoral functions) that requires full track closure at Mount Panorama.

At some events, Councillors may be provided with access to a reserved parking allocation for one vehicle per Councillor.

In addition to those facilities/equipment listed above, the Mayor will be provided with the use of:

- (vi) An office suitably furnished
- (vii) Mayoral robes and chains;
- (viii) A corporate credit card to meet expenses connected with the entertainment of guests of the city;
- (ix) A "Rex" card to allow the Mayor access to the Rex lounge at the airport for the conduct of meetings and whilst waiting between meetings and flights (a card will also be provided to the Deputy Mayor for official use).

## 9. PROVISION OF EQUIPMENT

Each Councillor will be provided with the following:

- (i) Business cards.
- (ii) Councillor letterhead.
- (iii) A name badge.
- (iv) Stationery, office supplies and other consumables.
- (v) Provision of car parking sticker for parking in designated/authorised parking areas.
- (vi) A corporate credit card to meet expenses as authorized in carrying out the Councillor's role.
- (vii) Each Councillor will be provided with the following for Council use:
  - A computer, e.g. i-Pad or Laptop and associated equipment (printer etc.)
  - Access to the internet.
  - Facsimile transmission device (Fax) (including installation at the principal place of residence).
  - A document shredder.

NB: All rental, call and stationery costs incurred in the course of Council activities will be met by Council.

- (viii) Councillors will have the following options in relation to telephone calls made in the course of Council business:
  - a. Council will reimburse Councillors for the cost of official mobile and landline calls made in the course of Council business up to a limit of \$100 per month. Claims for reimbursement of calls must be made on the appropriate expenditure claim form.

or

- b. Council will provide Councillors with a mobile phone for Council business, limited to an amount of \$100 per month.

In addition to the equipment listed above the Mayor will be provided with the following:

- (ix) A mobile phone with rental and all charges to be met by Council;
- (x) A motor vehicle (including private use) on the basis that all costs are met by the Council. NOTE – that during periods of “leave of absence” of the Mayor the vehicle will be made available to the Deputy Mayor under the same terms and conditions.
- (xi) A permanently allocated parking space.

**Note: A person’s re-election to the Council is considered a personal interest. Official Council material such as letterhead, publications, websites, email, as well as council services and forms must not be used for any such personal interests.**

### **9.1 Acquisition and Return of Council Equipment and Facilities by Councillors**

All equipment provided to the Mayor, Deputy Mayor or a Councillor to assist them to carry out their official duties remains the property of Council and is to be returned to Council upon the Mayor or the Councillor ceasing to hold office.

A Councillor may at the cessation of their duties request to purchase the equipment provided to them for their official duties or part thereof. Any items offered for sale to a Councillor under this clause will be offered on the basis that they are valued at a fair market price or the current written down value, whichever is the greater.

### **9.2 Private Benefit**

Councillors should not generally use Council equipment for their own personal benefit. However, it is acknowledged that incidental use of Council equipment for private benefit may occur. Such incidental use will not be subject to repayment.

Where more substantial use of Council equipment occurs Council will seek reimbursement at a rate determined by the

- (i) Mayor/Deputy Mayor and the General Manager or
- (ii) the Council,

depending upon the circumstances.

## **10. ADMINISTRATIVE SUPPORT**

Councillors will be provided with secretarial support in relation to official correspondence.

## 11. TRAINING

Councillors will be provided with training to enhance their ability to carry out their civic responsibilities. An allowance is made in the annual budget for provision of training to Councillors. The type of training attended would normally be approved by the Council but may, in some circumstances, be approved by the Mayor.

## 12. INSURANCE

Council will provide appropriate insurance for Councillors including insurance against personal injury whether fatal or not, arising out of, or in the course of carrying out duties, or the performance by such Councillor at functions in his/her capacity as a member of Council.

Council will provide the following Insurance cover for Councillors undertaking official Council business:

- Public Liability.
- Councillors and Officers.
- Personal Accident.
- Travel Insurance (where approved) for interstate and overseas travel on Council business.

## 13. SUSTENANCE/MEALS

Councillors are entitled to the provision of a meal and/or refreshments in conjunction with the Committee/Council meeting or at any official ceremony authorised by Council or the Mayor, or in carrying out their Councillor's responsibilities including meetings with residents, ratepayers or guests of the city.

## 14. LEGAL

In the event that indemnity is not granted under the existing Councillors and Officers liability policy in relation to:

- (a) any enquiry, investigation or hearing into the conduct of a Councillor:
- (i) by the Independent Commission Against Corruption;
  - (ii) by the Office of the Ombudsman;
  - (iii) by the Administrative Decisions Tribunal;
  - (iv) by the Office of Local Government, Department of Premier and Cabinet
  - (v) by the NSW Police Force;
  - (vi) by the Director of Public Prosecutions;
  - (viii) by Council's Conduct Review Committee/Reviewer
  - (ix) by the Local Government Pecuniary Interest Tribunal; or
  - (ix) pursuant to FOI legislation;
  - (x) pursuant to Privacy and Personal Information Protection legislation

- (b) legal proceedings against a Councillor:

Council shall reimburse such Councillor on a solicitor/client basis for all legal and associated expenses properly and reasonably incurred having regard to the nature of the enquiry, investigation, hearing or proceedings, provided that:

- (i) the enquiry, investigation, hearing or proceedings relate to conduct arising out of or in connection with a Councillor's performance of his or her civic duty or the exercise of his or her functions as a Councillor;
- (ii) the enquiry, investigation, hearing or proceedings have been finalised and have resulted in a finding, in the opinion of the Council, substantially favourable to the Councillor;
- (iii) the amount of any such reimbursement shall be limited to the amount of moneys that are not otherwise recoverable by a Councillor on any other basis;
- (iv) the Council authorises the reimbursement by resolution.

Note: Council cannot pay any legal expenses for

- (a) legal proceedings initiated by a councillor
- (b) a councillor seeking legal advice in respect of possible defamation

## 15. EXPENSES

- (a) Council will reimburse claims for expenses for actual costs incurred by Councillors in relation to discharging the functions of civic office.

The fundraising activities of political parties, including political fundraising events, are considered to be personal interests. Council will not pay expenses or provide facilities to councillors in relation to supporting and/or attending such activities and events.

- (b) In relation to discharging the functions of civic office, the following facilities will be provided:

- Mayoral Office.
- Councillors' meeting room.
- Provision of a meal/refreshments in conjunction with the Committee/Council meeting.

- (c) Where a Councillor provides his/her own motor vehicle for transport in relation to discharging the functions of civic office, reimbursement of costs will be made on either:

- (i) a per kilometre basis at the rates specified under Clause 4 of the Local Government (State) Award, or
- (ii) based on the presentation of a fuel docket/receipt.

- (d) Where travel is by air, Council will pay the cost of an economy class ticket.

- (e) Costs of vehicle hire, taxi fares and/or public transport which are reasonably incurred while attending conferences will be reimbursed by the Council.
- (f) Council will reimburse the cost of parking fees (upon the provision of an appropriate receipt) and the cost of any road tolls paid while on Council business.

In regard to “functions of Civic Office”, the following guide is provided:

Travel expenses relate to travel that is on Council business (this can be within NSW or interstate, where approved), including:

- to and from Council meetings;
- to and from Committee meetings, Working Parties etc of which the Councillor is a member;
- to and from meetings of external bodies to which the Councillor is an approved delegate;
- inspections within the area of the Council where such inspections have been arranged by a resolution of Council, or by Mayoral approval;
- to and from the periodical conferences, training courses and seminars of Local Government related organisations at which attendance has been approved by a resolution of Council or by Mayoral approval;
- to and from public meetings where such meetings have been arranged by a resolution of Council or by Mayoral approval.

NB: For the purposes of this Policy, travel within the ACT is regarded as travel within NSW.

Payment is subject to:

- the travel being undertaken expediently and by the shortest practicable route;
- claims must be made within three (3) months of incurring the expense;
- wherever possible and appropriate, a Council vehicle will be made available for use by a Councillor travelling outside the Bathurst Regional Council boundary on Council approved business.

N.B. The driver of the vehicle (whether a Council vehicle or private vehicle) will be personally responsible for all traffic or parking fines incurred while travelling on Council business. Under no circumstances will Council reimburse costs associated with traffic or parking infringement fines.

A copy of the “Claim for Reimbursement of Expenses” form is at Appendix A.

### **15.1 Payment of expenses for spouses, partners and accompanying persons**



Council will pay the cost of attendance of a spouse, partner or accompanying person at an official function of the Council (which includes BMEC Theatre Season performances) or other official functions that are of a formal and ceremonial nature. Examples would include Citizenship ceremonies, civic receptions/functions and charitable functions for charities supported by the Council.

Council will also pay for any reasonable expenses incurred for a spouse, partner or accompanying person of the Mayor, or of a Councillor when they are representing the Mayor, when they are called upon to attend an official function of Council or, carry out an official ceremonial duty while accompanying the Mayor (or the Mayor's representative) outside the Council's area, but within the State of New South Wales. Reasonable expenses would include the cost of the ticket and meal etc.

In all other instances any costs incurred as a result of the attendance by a spouse, partner or accompanying person shall be met by the respective Councillor.

### **15.2 Payment in Advance:**

The Council will normally pay all costs associated with attendance by a Councillor on official Council business at a conference, seminar or function in advance. Where this is not appropriate or possible:

- a cash allowance or cheque equivalent thereto will be paid to the attendee in advance;
- An allowance for estimated "out-of-pocket" expenses may be paid to an attendee in advance upon request.

Payment via either of these methods will require the provision of a reconciliation statement, verification of expenses and the refund of any unexpended amount being submitted within ten (10) days of the close of the conference, seminar or function.

N.B. Councillors are provided with a credit card to minimise the requirement for payments in advance.

### **15.3 Childcare**

Council will reimburse Councillors for the cost of child care services incurred while on authorised Council business. The amount of reimbursement will be the actual cost incurred, with a maximum of \$25 per hour applying.

### **15.4 Dependant Care Related Expenses**

Council will reimburse Councillors for the reasonable cost of child/dependant care services (including care of elderly, disabled and/or sick immediate family members of Councillors) incurred while attending Council meetings, Committee meetings, workshops, briefing sessions and other meetings relating to Council's operations.

Councillors will be reimbursed for expenses associated with child/dependent 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 prescribed form being completed and/or the production of appropriate documentation/receipts.

### **15.5 Councillor Care Related Expenses**

Council will give consideration to the payment of other related expenses associated with the special requirements of Councillors such as disability and access needs, including reasonable transportation provisions for those unable or unwilling to drive a vehicle, to allow them to perform their normal civic duties and responsibilities. Costs could include accommodation, meals and travel expenses for carers, accompanying a Councillor where required.

### **16. CORPORATE CREDIT CARD**

Councillors will, upon request, be given a Corporate Credit Card with a limit of \$1,000.

### **17. PROVISION OF COUNCIL UNIFORM**

Councillors are to be provided with a Council uniform. The initial purchase will be subsidised to a maximum of \$800.00 and thereafter an annual allowance for maintenance of a maximum \$200.00 per annum.

A councillor who is re-elected for a new term of office shall, during the first year of that term, be entitled to an allowance of up to a maximum of \$400 and thereafter the annual maintenance amount will apply.

Where Councillors are required to wear personal protective equipment (PPE), this will be provided up to a maximum of \$500 in any one term of Council.

### **18. CODE OF CONDUCT**

Councillors should be aware that where actions are taken in Breach of the Code of Conduct, the failure to comply with the Code of Conduct may be evidence of a lack of good faith which may lead to a denial of payment under the Policy.

Further, Chapter 13, Part 5 of the Local Government Act allows the Office of Local Government to surcharge Councillors to recover any deficiency or loss to Council arising from actions involving misconduct. Councillors should be aware that where actions are taken in breach of the Code of Conduct, the failure to comply with the Code of Conduct may be evidence of misconduct which may lead to personal liability pursuant to the surcharge provision of the Local Government Act in connection with such actions.

### **19. CONFERENCES**

In this part **Conference** means conferences, seminars, congresses, forums, workshops, courses, meetings, deputations, information and training sessions, events, etc. held within Australia, related to the industry of local government.

### **19.1 Who May Attend Conferences**

Councillors may be nominated to attend conferences by:

- the Council, by resolution duly taken;
- the Mayor, acting within his/her delegated authority.

In addition the Mayor may nominate a substitute Councillor in his or her absence to attend functions within and outside the Council area on those occasions where the Mayor is unable to be in attendance.

### **19.2 What Conferences May be Attended**

The conferences to which this policy applies shall generally be confined to:-

- Local Government NSW (LGNSW) and Australian Local Government Association(ALGA) Conferences.
- Special "one-off" conferences called or sponsored by the LGNSW and/or ALGA on important issues.
- Annual conferences of the major Professions in Local Government.
- Australian Sister Cities Conferences.
- Regional Organisation of Councils Conferences.
- Conferences, which further training and development efforts of the Council and of Councillors, or which relate to or impact upon the Council's functions.
- Any Meetings or Conferences of organisations or bodies on which a Councillor of the Council may be elected, or appointed to be, a delegate or member of the Council or the LGNSW.

Other conferences that may be attended would include those listed in the report provided to Council (from time to time) adopting the delegates/duty delegates.

### **19.3 Registration**

The Council will pay all normal registration costs which are charged by organisers, including the costs 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.

### **19.4 Expenses Incurred**

Payment or reimbursement of expenses incurred or to be incurred shall be subject to the requirements that:

- (a) travel expenses relate to travel that is on Council business;
- (b) the travel being undertaken with all due expedition, and by the shortest practicable route;
- (c) only reasonable amounts are claimed or accepted towards necessary out-of-pocket expenses;
- (d) out-of-pocket expenses for which amounts are claimed relate only to the verified costs of refreshments, meals, travel, registration fees,

accommodation, stationery and the like;

- (e) any time occupied or travel incurred in other than Council business is not included in the calculation of expenses to be paid; and
- (f) the claim is made not later than three (3) months after the expenses were incurred, and upon copies of all relevant dockets, receipts and the like being attached to a written claim for payment/reimbursement.

### **19.5 Categories of Payment or Reimbursement**

The categories of payment or reimbursement are as follows:

#### **(a) Travel**

See Clause 15 of this policy

#### **(b) Accommodation**

Reasonable accommodation costs (including meals), including the night before and/or after the conference where this is necessary, will be met by the Council.

#### **(c) Out-of-Pocket Expenses**

Reasonable out-of-pocket or incidental expenses will be reimbursed for costs associated with attending the conference, including entertainment, but excluding expenses of a normal private nature. Incidental expenses are taken to include items such as:

- (i) hotel/motel charges other than accommodation;
- (ii) telephone, facsimile and wi-fi costs;
- (iii) refreshments/meals not included in the Registration fee;
- (iv) any optional activity in a Conference program;
- (v) taxi fares;
- (vi) parking fees.

### **19.6 Payment of Conference expenses**

Councillors, from time to time, may find it necessary to pay day-to-day expenses out of their own pocket. Councillors must then submit a claim (on the claim form attached to this policy) for reimbursement of those expenses in accordance with this policy. Payment of incidental expenses will be limited to a maximum of \$100 per day.

The General Manager reserves the right to decline the reimbursement of any expenses he/she considers to be inappropriate or unreasonable and refer them for further consideration in accordance with the dispute procedures listed in this policy.

### **19.7 Spouse/Partner**

Where the attendee is accompanied by his or her spouse/partner the attendee will pay for any cost supplement involved in the accommodation. All costs for the spouse/partner (including travel and meals) are to be borne by the attendee.

Council will pay for the attendance by a spouse or partner of an attendee at the Local Government NSW Conference. Payment of expenses in these instances will be limited to the cost of registration at the conference and the cost of the official conference dinner.

### **19.8 Reimbursement of Expenses**

All claims for reimbursement of actual expenses incurred by a Councillor in the course of their official duties are to be made under the following conditions:-

- provision of appropriate tax invoices, receipts;
- submission of claim on the Council claim form provided at Annexure A;
- all claims being submitted within 3 months of the expenditure being incurred (except as otherwise specified in this policy);
- completion of a statutory declaration.

## **20. OVERSEAS TRAVEL**

Council will pay the same expenses as detailed above (for conferences) for Councillors travelling overseas on Council business provided Council resolves that such travel be undertaken. Any proposal for overseas travel must be considered at an Open Council Meeting through a report from the General Manager or other appropriate staff member.

Reports are to indicate:

- Who is to take part in the travel;
- The objectives for undertaking the trip, including an explanation of the benefits that will accrue to the community/Council from taking the trip;
- The duration of the trip and general details of travel arrangements;
- The approximate cost of the trip, including accommodation and other expenses payable.

If the trip is to be sponsored by private enterprise, ICAC guidelines and reporting structures shall be followed.

For overseas travel, a daily meal and an incidental expenses allowance will be paid to each authorised attendee in accordance with the appropriate Australian Taxation Office Determination, provided that such expenses are subject to a period of stay not exceeding the period for the conference or authorised business plus one day each way for travelling. Any such payment will be considered as a Payment in Advance and dealt with in accordance with the requirements of clause 15.2 Payment in Advance of this policy.

Where possible proposals for overseas travel by Councillors and staff on Council business should be included in the annual management plan to ensure community awareness.

## **21. DISPUTE RESOLUTION - PAYMENT OF EXPENSE CLAIMS**

Approval for expenses claimed as a result of attendance at a conference, seminar or function for which there is no formal Council resolution to attend will normally be made jointly by the General Manager and the Mayor (or if the claim is

made by the Mayor, the General Manager and the Deputy Mayor or another Councillor). In the event of a dispute as to the payment of expenses claimed by a Councillor the General Manager will prepare a report for consideration at the ordinary monthly Council meeting and the report will be provided as part of the business paper for the meeting. The Council's decision will be final.

Appendix A

Civic Centre  
158 Russell Street  
BATHURST NSW 2795

Telephone 02 6333 6111  
Facsimile 02 6331 7211  
council@bathurst.nsw.gov.au  
www.bathurst.nsw.gov.au  
www.bathurstregion.com.au

Correspondence to:  
Private Mail Bag 17  
BATHURST NSW 2795

**MEMBER FOR COUNCIL CLAIM FOR REIMBURSEMENT OF EXPENSES**

**NAME OF CLAIMANT:** .....

**ADDRESS:** .....

**In accordance with the provisions of Clause 252 of the Local Government Act, 1993, I hereby claim the amount set out hereunder for expenses for conveyance by private car and subsistence in traveling:**

**MOTOR VEHICLE USAGE CLAIM:**

DATE	Meeting / Purpose / Location	KM Travelled	Vehicle Engine Capacity	Amount \$
<b>TOTAL</b>				<b>\$</b>

**EXPENSES INCURRED:**

DATE	Meeting / Purpose / Location	Amount \$
<b>TOTAL</b>		<b>\$</b>

Signature: \_\_\_\_\_ Date: / /

**Please note, these expenses claimed will be paid directly into your nominated bank account.**

**PLEASE ATTACH ALL TAX INVOICES FOR REIMBURSEMENT**

These expenses have been verified by me and reimbursement is authorised.

Signature: \_\_\_\_\_ Date: / /

**GENERAL MANAGER**

<b>OFFICE USE ONLY</b>		<b>Creditor No:</b> _____
Motor Vehicle Usage Claim	\$ .	<b>03020.0330.0619</b>
Expenses	\$ .	_____
<b>TOTAL</b>	<b>\$</b> _____	_____

*The information on this form is being collected to allow Council to process your application and/or carry out its statutory obligations. All information collected will be held by Council and will only be used for the purpose for which it was collected. An individual may view their personal information and may correct any errors.*