

28 August 2019

His Worship the Mayor & Councillors

**Notice of Policy Committee Meeting of Bathurst Regional Council -
Wednesday, 4 September 2019**

I have to advise that a **Policy Committee Meeting** will be held in the Council Chambers on Wednesday, 4 September 2019 commencing at 6.00 pm.



D J Sherley
GENERAL MANAGER

BUSINESS AGENDA

POLICY COMMITTEE

TO BE HELD ON WEDNESDAY, 4 SEPTEMBER 2019

1. 6:00 PM - MEETING COMMENCES

2. PRAYER AND ACKNOWLEDGEMENT OF COUNTRY

3.01 Almighty God, Give wisdom to those in authority and guide all peoples in the way of righteousness and peace, so that we may share with justice the resources of the earth, work together in trust and seek the common good. Amen.

3.02 I would like to acknowledge that this meeting is being held on the traditional lands of the Wiradjuri people and recognise the strength, resilience and capacity of Aboriginal people in this land.

3. APOLOGIES

4. REPORT OF PREVIOUS MEETING

* MINUTES - POLICY COMMITTEE MEETING - 7 AUGUST 2019

5. 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 Part 4 and Part 5 of the Council Code of Conduct, in relation to Declaration of Interest at meetings.

6. RECEIVE AND DEAL WITH GENERAL MANAGER'S AND DIRECTORS' REPORTS

* DIRECTOR CORPORATE SERVICES & FINANCE'S REPORT
* DIRECTOR CULTURAL & COMMUNITY SERVICES' REPORT

7. RESOLVE INTO OPEN COMMITTEE

8. ADOPT REPORT OF THE COMMITTEE OF THE WHOLE

9. GENERAL BUSINESS

10. DISCUSSION FORUM - DEVELOPMENT APPLICATION SUBMISSIONS

11. DISCUSSION FORUM OTHER

12. MEETING CLOSE

MINUTE

1 MEETING COMMENCES

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

MINUTE

2 APOLOGIES

MOVED: Cr B Bourke SECONDED: Cr I North

RESOLVED: That the apology from Cr Christian be accepted and leave of absence granted.

REPORT OF PREVIOUS MEETING AND MINUTES

POLICY COMMITTEE

1 MINUTES - POLICY COMMITTEE MEETING - 7 AUGUST 2019 (07.00064)

Recommendation: That the Minutes of the Policy Committee Meeting held on 7 August 2019 be adopted.

Report: The Minutes of the Policy Committee Meeting held 7 August 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 - 7 AUGUST 2019
(07.00064)

MOVED: Cr I North SECONDED: Cr J Fry

RESOLVED: That the Minutes of the Policy Committee Meeting held on 7 August 2019 be adopted.

MINUTES OF THE POLICY COMMITTEE
HELD ON 7 AUGUST 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 - 3 JULY 2019 (07.00064)
MOVED Cr I North and **SECONDED** Cr J Rudge

RESOLVED: That the Minutes of the Policy Committee Meeting held on 3 July 2019 be adopted.

DECLARATION OF INTEREST

4 DECLARATION OF INTEREST
MOVED Cr I North and **SECONDED** Cr W Aubin

RESOLVED: That the Declaration of Interest be noted.

8 **Item 2 AMBULANCE STATION 22.01504**

Cr Bourke - Where is the acquisition of this building at?

Director Corporate Services Finance - Currently seeking further information from the state, understand contracts are being drawn up.

9 **Item 3 ROUNDABOUT MITRE/ SUTTON/ LAMBERT 25.00095**

Cr Bourke - Advised that Councillor Christian asked that all be thanked for their assistance on this project.

10 **Item 4 LOCAL GOVERNMENT WEEK AWARDS 23.00036**

Cr Rudge - Bathurst Regional Council received two awards, excellence in communication for re-homing rates at the pound and one for cultural services. Congratulated all involved.

11 **Item 5 WINTER FESTIVAL 23.00152**

Cr Rudge - Noted success of the event and the attendance numbers that occurred, particularly the feature nights. The event attracted many visitors and showcased Bathurst.

12 **Item 6 LOCAL MEDIA LANDSCAPE 20.00299**

Cr Rudge - Spoke to recent interview of Murray Nicholls and his comments on identity and success. A very positive look on Bathurst.

13 **Item 7 PUBLIC TOILETS 04.00012, 04.00045**

Cr Rudge - Machattie Park toilets need some works undertaken eg mirrors. Also noted Morse park facilities need works.

Director Engineering Services - There is a cleaning contract in place. Will look at the facility for works needed.

14 **Item 8 ENTRANCE SIGNAGE VALE ROAD 20.00326**

Cr Jennings - Good to see this signage going up.

15 **Item 9 SEYMOUR STREET GIVE WAY SIGN 25.00070**

Cr Jennings - Thanks for the prompt reinstatement of this sign.

16 **Item 10 TORPYS BRIDGE PARKING - SATURDAY MORNINGS 25.00011**

Cr Jennings - There are problems with No Standing signs not being obeyed. Do we monitor this area on Saturdays?

General Manager - Advised no rangers operate generally on Saturdays. If there are safety risk concerns by residents the matter should be referred to police.

17 **Item 11 SUPERMARKET: SMART CAR PARKING SYSTEMS 28.00006**

Cr Jennings - Are there any proposals to upgrade to smart system parking in the shopping centres?

General Manager - Advised unaware of any proposals, Council can write to shopping centres to see if any such suggestions have been considered.

18 **Item 12 BEN CHIFLEY DAM WATER QUALITY 32.00018**

Cr Jennings - As levels go down will we have reduced water quality?

Director Engineering Services - Yes there will be some decrease in water quality, however the treatment system is able to cater for those expected levels.

19 **Item 13 BEN CHIFLEY DAM: CONTAINING EVAPORATION 32.00018**

Cr Jennings - Are we looking at this as part of our emergency response/ eg plastic balls?

Director Engineering Services - Spoke to review in place, issues with spillway and environmental factors.

20 Item 14 BOARDWALK MOUNT PANORAMA - P.BROCK SHRINE (SELFIE APP) 04.00019

Cr Jennings - Would like something to happen, can we do a virtual memorial via an app?

Director Cultural Community Services - Current tourism apps have this capability, currently reviewing opportunities.

21 Item 15 SOCCER FIELDS - PARKING TORPY'S BRIDGE 25.00011

Cr Aubin - Gate is open on Russell Street side, why aren't we encouraging people to use the new car park? Suggest lock the gate.

22 Item 16 WRECKED MOTOR VEHICLES POLICY ON ROADSIDES 30.00005

Cr Aubin - What is Councils practice/ policy? Gave an example of a vehicle in Stewart Street could this be removed.

Director Environmental Planning Building Services - Spoke to legislated protocols in place.

23 Item 17 EGLINTON ROAD WORKS 25.00045

Cr Aubin - Noted this has now been line marked, why, given road condition concerns?

Director Engineering Services - Working with contractor and will have AC applied by end of year. Line marking is a safety matter.

24 Item 18 OBERON DAM WATER USE 32.00026

Cr Morse - Can this be used for Sydney?

Director Engineering Services - Oberon Dam is operated by the State and there are various licences in place which determines where allocations can go to.

25 Item 19 DEMOLITION BY NEGLECT 20.00162

Cr Morse - Is there any possibility, where in the Conservation Area owners can be ordered to maintain buildings. Spoke to concerns with Stanley Street Development and Service station corner (Keppel and William Streets)

Director Environmental Planning Building Services - Generally no powers available.

26 Item 20 PETER BROCK - SIGNATURES ON SKYLINE 23.00122

Cr Morse - When he died there were many signatures and notes at Brocks skyline, what has happened with this?

Director Cultural Community Services - Images are on Council's NMRM website.

27 Item 21 STEWART STREET PARKING 25.00036

Cr Morse - Spoke to an owner about problems on this road with parking/ traffic. Feedback has been there are no real issues.

28 Item 22 SMART CITIES PROSPECTUS 20.00315

Cr Fry - This has been discussed, have we moved forward on producing this? Can we produce a document detailing climate risk? Spoke to document from Melbourne.

Director Environmental Planning and Building Services - Currently finalising Smart City Plan first, which will list projects for consideration. Council could look at a climate action plan and develop a report for Council to consider this matter.

29 Item 23 ACCESS COMMITTEE - FOOTPATH DINING 20.00035

Cr North - Thanked staff for responding to BRAC. Asks that dining on footpaths policy be reviewed by Council to ensure appropriate access occurs.

Director Environmental Planning and Building Services - Will start review and spoke to actions occurring.

30 Item 24 CARILLON ACCESS 04.00021

Cr North - Noted not accessible for all persons. Can we review this to see what council could do to allow all people to have an opportunity to spend quiet reflection time in the Carillon.

31 **Item 25 DOG POUND (NEW STRUCTURE) 22.03440**

Cr North - Where is Council at with the new Pound? Also are dog attacks on an increase?

Director Environmental Planning and Building Services - There is an increasing trend in the number of dogs not registered and dog attacks are increasing - 53 last year. Report will come back to Council on this and development of the Pound.

32 **Item 26 AFL GIANTS 18.00293**

Cr North - Spoke to the ongoing future of this sport. Noted number of girls participating and referred to document produced by the group for future directions. Tabled document and requested a Working Party be held on this.

33 **Item 27 PARAMEDICS/ POLICE/ FIREMEN 20.00179**

Cr North - Spoke to treatment of these persons and safety issues. Can Council be a voice to ensure their safety and used as an example what recently happened to a Councillor who is a police officer. We need to see what we can do.

34 **Item 28 ABORIGINAL COMMUNITY COMMITTEE 09.00031**

Cr North - Spoke to former BLACC Committee which existed a number of years ago. Council needs to have a committee and spoke to possibility of a liaison officer for Council. Funded through Mount Panorama. The Committee could discuss issues occurring and provide feedback to the Council.

35 **Item 29 HONOUR BOARD 21.00007**

Cr North - Could Council have a morning tea to recognise those people who have been put on the Board.

Mayor - Will be organised.

36 **Item 30 WATER MATTERS 32.00046**

Cr North - Could Council have a report on the status of the recent meetings and future proposals that could be implemented.

DISCUSSION FORUM - DEVELOPMENT APPLICATION SUBMISSIONS

37 **Item 1 DEVELOPMENT APPLICATION NO. 2019/133 – DEMOLITION OF 2 EXISTING DWELLINGS AND ASSOCIATED INFRASTRUCTURE AND CONSTRUCTION OF 38 RESIDENTIAL UNITS, 48 HAVANNAH STREET BATHURST. APPLICANT: HOUSING PLUS. OWNER: HOUSING PLUS (DA/2019/133)**

Discussion included:

M. Griffiths - Ratepayer - Resident Havannah St

Made a number of comments;

1. Refusal being given to access the geotech paperwork.
2. Spoke to Hillside application and linkage with prior applicants.
3. Operator - Watts is not licensed to do works
4. Site not locked off from public and safety concerns eg warning signs
5. Site is contaminated
6. Material has been removed off site which is contaminated, referenced DEC reports.
7. Has there been checks of the background of Hillside, there may be conflicts?
8. Need geotechs available to make fair assessments, there are procedural fairness concerns in the matter
9. Housing Plus have contradicted themselves by now saying there is contamination on site.

W. Feebrey - National Trust

Concerned at proposed demolition of 48 Havannah Street. Spoke to heritage value of this building and future protection and heritage by neglect. Noted ability to restore the building. If needs to be destroyed then reinstated, utilising as many of the materials that can be reused.

Supports increased open space as proposed.

David Fisher - Housing Plus - Chief Executive

Spoke to role of Housing Plus and facilities it provides and the history of the group. Housing Plus is a provider selected by State Government to provide affordable housing in the Central West. 47 houses/ accommodation will be built in Bathurst. Noted population growth estimates and future demands for accommodation and the levels of housing stress, that are occurring.

Justin Cantello - Housing Plus - Project Director

The project creates an integrated/ inclusive neighbourhood. There is a mix of social, affordable and private accommodation. It will focus on over 55's and young families. Noted previous successful developments run by Housing Plus. The proposal is compliant and consists of 38 homes. Noted open spaces, access routes, community garden etc. There is a current valid DA for the site. Noted remediation proposal for Lot 5 and actions to occur. there has been consultation and the proposal meets heritage requirements, will utilise Hines Constructions.

Ingrid Pearson - Architect

The entrance for over 55's need to comply with Australian standards. The development appears to comply with heritage requirements and spoke to preservation of buildings.

B. Triming - BRAC

Access into buildings need to be accessible, asks Housing Plus ensure lips into houses etc comply with standards. Would like to see sealed footpaths be put in place; to pedestrian traffic lights up to Sydney Rd, as well as Baillie Street and portion of Havannah Street to get to CBD.

David Stanley - Housing Plus - Housing Manager

Noted warning signs issue, fences have been repaired, doing best to make site safe. Contamination issues, material does not have to be removed, will be treated on site. Geotech reports are in the DA paperwork. Referred to toxins on site. 48 Havannah Street is structurally unsound and would be prohibitively expensive to retain. Will try and rescue as many of the bricks on the site as possible. Landscaping/ Planting will be increased on the site. Heritage matters have been addressed and changes made where practicable. This is a complementary development for the neighbourhood. Designed to 'silver' level access standards and compliance, will work with Council on footpaths.

Y. Griffin - GHD Environmental Planners

Spoke to contamination at the site and their assessments on behalf of Housing Plus. Remediation action plans have been put in place and actioned. Noted removals off site, capping that has and will occur, there is a site management plan. All plans for the site are provided with the DA.

DISCUSSION FORUM OTHER

38 **Item 1 HERITAGE CONSERVATION AREA REVIEW 2018 (20.00129)**

Discussion included:

W. Feebrey - National Trust

The Trust supports extension of the Heritage Zone and possible future extensions for buildings that haven't been considered heritage at this time, but should be into the future.

I Pearson - Architect

Spoke to submission made and encourages Council to develop guidelines. Heritage does matter and supports the significance of a place.

MEETING CLOSE

39 **MEETING COSE**

The Meeting closed at 7.29 pm.

CHAIRMAN: _____

Precis:

MINUTE

4 DECLARATION OF INTEREST
MOVED: Cr I North SECONDED: Cr J Rudge

RESOLVED: That the Declaration of Interest be noted.

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

POLICY COMMITTEE

4 SEPTEMBER 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 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 adopt the Policy - 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 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 J Rudge

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

**DIRECTOR CULTURAL & COMMUNITY SERVICES' REPORT AND
MINUTES**

POLICY COMMITTEE

4 SEPTEMBER 2019

1 REVIEW OF CHILDREN'S SERVICES POLICY (11.00008, 41.00089)

Recommendation:

That Council adopt the updated Children's Services policy as outlined in the report.

Report: Councillors would be aware that a review of Children's Services has been undertaken which culminated with the recent opening of the Bathurst Regional Council Children's Services building.

Council has adopted a Children's Services policy (refer **attachment 1**) which list the old facilities. The policy has been updated to reflect the changes to Children's Services and is provided at **attachment 2**.

It is recommended that Council adopt the updated Children's Services policy.

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

Bathurst Community Strategic Plan - Objectives and Strategies

- Objective 2: A smart and vibrant economy Strategy 2.4
- 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

- 6** Item 1 REVIEW OF CHILDREN'S SERVICES POLICY (11.00008, 41.00089)
 MOVED: Cr I North SECONDED: Cr J Rudge

RESOLVED:

That Council adopt the updated Children's Services policy as outlined in the report.

Yours faithfully



Alan Cattermole
DIRECTOR
CULTURAL & COMMUNITY SERVICES

GENERAL BUSINESS

POLICY COMMITTEE

MINUTE

7 Item 1 HIGHWAY GUARDRAIL ON BRIDGE 25.00018

Cr Bourke - Guardrail has been damaged for several months, can we get this repaired?

Director Engineering Services - Advised this is RMS responsibility. Awaiting response.

MINUTE

8 Item 2 GUARDRAIL HAVANNAH STREET 25.00027

Cr Bourke - Guardrail around corner is damaged, can it be fixed?

Director Engineering Services - Council is aware of problem and will program the repairs.

MINUTE

9 Item 3 RAILWAY MUSEUM 21.00146

Cr Bourke - Noted Museum works are progressing and carriage is now on site.

MINUTE

10 Item 4 INTERPRETATION FUND GRANT GROUND PENETRATING RADAR (GRP) 13.00091

Cr Rudge - Noted consultant engaged to undertake GPR in Charlotte Street/ lower William Street area. Hoping to find remnants of old government buildings and the Bathurst Female Factory. Hope to involve community. Construction of plaque commemorating women in the Female Factory has commenced.

MINUTE

11 Item 5 COUNCIL WEBSITE CHIFLEY DAM INFORMATION 32.00005

Cr Jennings - Noted current information format and asked if there were other indicators that could be used to give people a better understanding?

MINUTE

12 Item 6 WATER TANKS ON PRIVATE PROPERTY 32.00017

Cr Jennings - Asked if Council has data on the number of tanks in private residences and whether this could be utilised for additional storage?

Director Engineering Services - Advised no statistics available and believes this will have limited benefit.

MINUTE

13 Item 7 AERIAL WATER SURVEYS 32.00005

Cr Jennings - Noted State Government Department is conducting aerial water surveys. Are we part of it?

Director Engineering Services - Aware of program and hope to become involved.

MINUTE

14 Item 8 PARKING IN LOWER KEPPEL STREET 28.00006

Cr Jennings - Noted with new Businesses in Tremains Mill street parking is at capacity.
Can investigate options?

Director Engineering Services - Advised this can be reviewed.

MINUTE

15 Item 9 PARKING BETWEEN SEYMOUR AND HAVANNAH STREETS 28.00006

Cr Jennings - Believes there is an interest in implementing two hour parking.

Director Engineering Services - Advised this could be reviewed if a formal request is received.

MINUTE

16 Item 10 WINTER FESTIVAL 2020 23.00152

Cr Jennings - Will Keppel Street be included in 2020 plans?

Director Corporate Services and Finance - Advised yes, this will be included.

MINUTE

17 Item 11 PROFESSOR BLAKEY VISIT 23.00005

Cr Jennings - Gained a lot from visit and thanked Director for organising visit.

MINUTE

18 Item 12 ABANDONED MOTOR VEHICLE STEWART STREET 30.00005

Cr Aubin - Noted vehicle has been removed.

MINUTE

19 Item 13 KEPPEL STREET PARKING 28.00006

Cr Aubin - Noted additional capacity available in railway carpark.

MINUTE

20 Item 14 WATER PIPELINE 32.00046

Cr Aubin - Can we look at installation of pipeline in conjunction with Regis water pipeline from Lithgow.

Director Engineering Services - Advised listed for review in the long term, currently focusing on shorter term options.

MINUTE

21 Item 15 HOSPITAL SERVICES ACTION GROUP 18.00035

Cr Aubin - Spoke to recent attendance of health representatives at Council, issues relating to services at Bathurst Hospital, and activities of Action Group.

MINUTE

22 Item 16 WATER CONFERENCE 23.00007

Cr Fry - Attended water conference with other Council representatives. State Government is looking seriously at the water issue and hope Council will benefit from State program.

MINUTE

23 Item 17 IRRIGATORS MEETING 32.00017

Cr Fry - Can we ask them to irrigate at night as this is a more efficient use of water?

Director Engineering Services - This is dependent of crops being grown.

MINUTE

24 Item 18 WATER RESTRICTIONS 32.00017

Cr Fry - Suspect people will use grey water from their homes in their gardens when restrictions are introduced. Can Council provide information on dangers associated with this practice?

Director Engineering Services - Advised Council is preparing information. Noted Council has grey water policy in place.

MINUTE

25 Item 19 ROUNDABOUT MITRE/ SUTTON/ LAMBERT STREET 36.00713

Cr North - Advised Cr Christian requested information on meeting with tenderer.

Director Engineering Services - Advised meeting held, however no formal schedule of works available yet.

MINUTE

26 Item 20 STEWART STREET BUSINESSES 28.00006

Cr North - Spoken to Businesses in Stewart Street, can we look at 30 minute parking?

Director Engineering Services - Advised investigation is currently underway.

MINUTE

27 Item 21 WILLIAM STREET PARKING 28.00006

Cr North - Have we investigated parking concerns in William and Russell Street area?

Director Engineering Services - Advised hope to have report available for October Traffic Committee.

MINUTE

28 Item 22 MOUNT PANORAMA SIGN 04.00019

Cr North - Believes money in budget has been reallocated.

Director Engineering Services - Advised cost exceeded funds allocated. Noted sign will be painted prior to October race meeting.

Cr North - Asked if sign could be painted more often?

MINUTE

29 Item 23 ROCKLEY SCHOOL TREES 13.00019

Cr North - Thanked Engineer for prompt response to tree issue at school. Asked if we can do a tree audit more often around schools etc?

Director Engineering Services -Spoke to previous tree audit and noted that only relates to trees on Council land.

MINUTE

30 Item 24 GO KART TRACK DESIGN 2015/196

Cr North - Asked where the design is up to?

Director Engineering Services - Advised awaiting response on proposed design from Karting bodies.

MINUTE

31 Item 25 UPPER MACQUARIE COUNCIL 18.00172

Cr North - Updated Council on activities on last couple months. Noted infringement notices have been issued. Staff will be meeting with constituent Councils and state and federal members before the end of the year. Raised concerns regarding effect weeds and the current drought will have on farmers.

MINUTE

32 MEETING CLOSE

The Meeting closed at 6.45 pm.

CHAIRMAN:

Precis:

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

POLICY COMMITTEE

4 SEPTEMBER 2019

POLICY:	GOVERNANCE – PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR COUNCILLORS
DATE ADOPTED:	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
ORIGINAL ADOPTION:	Director Corporate Services & Finance Report #1 Policy 1 December 2004 Council 8 December 2004 Minute Book No. 9416
FILE REFERENCE:	11.00008
OBJECTIVE:	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 \$
TOTAL				\$

EXPENSES INCURRED:

DATE	Meeting / Purpose / Location	Amount \$
TOTAL		\$

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

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

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.

**DIRECTOR CULTURAL & COMMUNITY SERVICES' REPORT -
ATTACHMENTS**

POLICY COMMITTEE

4 SEPTEMBER 2019

POLICY:	CHILDREN'S SERVICES
DATE ADOPTED:	Director Corporate Services & Finance Report #1 Policy 5 December 2012 Council 6 February 2013 Minute Book No. 11477
ORIGINAL ADOPTION:	Director Corporate Services Report #1 Policy 1 December 2004, Council 8 December 2004 Minute Book No. 9416 (former BCC Policy)
FILE REFERENCE:	09.00005, 09.00007, 09.00008
OBJECTIVE:	To provide guidelines for the delivery of high quality Children's Services

Bathurst Regional Council has adopted the following Children's Services Policies and Procedure Manuals:

Children's Service	Policy & Procedures	Located at
Scallywags Long Day Care Centre	Scallywags Policy and Procedures Manual	Scallywags 32 William Street Bathurst NSW 2795
Bathurst Family Day Care Scheme	Bathurst Family Day Care Scheme Procedural and Information Manual	Bathurst Children's Services Co-ordination Unit 7 Lee Street Kelso NSW 2795
Bathurst Vacation Care Service	Bathurst Vacation Care Service Policy and Procedures Manual (adopted - Policy 28 September 2016. Council 19 October 2016)	Bathurst Children's Services Co-ordination Unit 7 Lee Street Kelso NSW 2795
Little Scallywags Long Day Care Centre	Little Scallywags Policy and Procedures Manual	Little Scallywags 288 Havannah Street Bathurst NSW 2795

POLICY:	CHILDREN'S SERVICES
DATE ADOPTED:	Director Corporate Services & Finance Report #1 Policy 5 December 2012 Council 6 February 2013 Minute Book No. 11477
ORIGINAL ADOPTION:	Director Corporate Services Report #1 Policy 1 December 2004, Council 8 December 2004 Minute Book No. 9416 (former BCC Policy)
FILE REFERENCE:	09.00005, 09.00007, 09.00008
OBJECTIVE:	To provide guidelines for the delivery of high quality Children's Services

Bathurst Regional Council has adopted the following Children's Services Policy Manuals:

Children's Service	Policy & Procedures	Located at
Sallywags Long Day Care and Preschool	Bathurst Regional Council Children's Services Policy Manual	Bathurst Regional Council Children's Services 34 William Street Bathurst NSW 2795
Bathurst Family Day Care	Bathurst Regional Council Children's Services Policy Manual	Bathurst Regional Council Children's Services 34 William Street Bathurst NSW 2795