

New Reference Points

Summary of where to locate current policy references (from Northern Beaches Council Policy for Payment and Reimbursements of Expenses Incurred by, and the Provision of Facilities to the Mayor, Deputy Mayor and Councillors) in the proposed new draft Councillor Expenses and Facilities Policy

| Current Policy Sections | Current Policy Page No. | Action | New Location – Reference in Draft Councillor Expenses and Facilities Policy | New Policy Page No. |
|---|--------------------------------|--|---|----------------------------|
| Title of Policy Policy for Payment and Reimbursement of Expenses Incurred by, and the Provision of Facilities to the Mayor, Deputy Mayor and Councillors | | Title of Policy Councillors Expense and Facilities Policy | To simplify the policy title and to bring in line with the DPC's suggested template title | |
| <i>not included in current policy</i> | | Policy Summary | To provide an overarching statement and provide summary of budget entitlements for specific expenses and facilities not previously included | 4-5 |
| Section 1 - Introduction | 4 | Included | Wording amended in line with DPC's suggested template | 5 |
| Section 2 – Preliminary | 4 | Amended | Wording now included in Policy Objectives | 5 |
| 2.1 Citation | 4 | Amended | Wording now included in Policy Objectives | 5 |
| 2.2 Policy Objectives | 4 | Included | Wording now included in Policy Objectives | 5 |
| <i>not included in current policy</i> | | Principles | New section and wording in line with DPC's suggested template | 6 |
| 2.3 Commencement | 4 | Included | Updated under Policy Summary | 5 |
| <i>not included in current policy</i> | | Private or political benefit | New section and wording in line with DPC's suggested template | 6 |

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| 2.4 General Provisions | 4-6 | Amended | <p>This Section of the Policy mostly relates to the appointment of the Administrator and arrangements in relation to the LRC and IAGs during Administration so has been removed except statements in relation to -</p> <p>Approvals now under Part E - Processes Dispute resolution now under Part E – Processes</p> <p>Accessibility now under Part C – Expenses – Special requirements and Child Care and/or Family Member Care</p> | <p>17</p> <p>12</p> |
| Section 3 – Annual Fees, Mayor, Deputy Mayor and Councillors | 6 | Included | Wording amended – refer to Part B – Annual Fees, Mayor, Deputy Mayor and Councillors | 7 |
| 3.1 Fees Payable to Councillors | 6 | Included | Wording amended | 7 |
| 3.2 Fees Payable to the Mayor | 6 | Included | Wording amended | 7 |
| 3.3 Fees Payable to the Administrator | 6 | Removed | Not current | - |
| Section 4 – Payment of Expenses for, and reimbursement of Expenses and Provision of Facilities for the Mayor, Deputy Mayor and, Councillors | 6 | Removed | This Section has been amended to sit more clearly under two new sections of Facilities or Expenses throughout the Policy | - |
| 4.1 Mayor | 6 | Amended | This section has been amended and included in Part D – Section 11 - Additional facilities and or expenses for the Mayor | 14 |
| 4.1.1 Transport / Mayoral Vehicle | 6 | Amended | This section has been amended and included in Part D – Section 11 - Additional facilities and or expenses for the Mayor | 15-16 |

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| 4.1.2 Office | 7 | Amended | This section has been amended and included in Part D – Section 11 - Additional facilities and or expenses for the Mayor | 16 |
| 4.1.3 Executive Support Services | 7 | Amended | This section has been amended and included in Part D – Section 11 - Additional facilities and or expenses for the Mayor | 16 |
| 4.1.4 Office and Reception | 7 | Amended | This section has been amended and included in Part D – Section 11 - Additional facilities and or expenses for the Mayor | 16 |
| 4.1.5 Mobile Telephone | 7 | Amended | This section has been amended and included under Part C – Expenses - ICT and applies to the Mayor, Deputy Mayor and Councillors | 11 |
| 4.2 Councillors (including the Mayor and Deputy Mayor) | | | | |
| 4.2.1 Office | 7 | Amended | This section has been amended and included under Part D – Facilities | 14 |
| 4.2.2 Administration Support | 8 | Amended | This section has been amended and included under Part D – Facilities | 14 |
| 4.2.3 Stationery | 8 | Amended | This section has been amended and included under Part D – Facilities | 14 |
| 4.2.4 Food and Refreshments | 8 | Amended | This section has been amended and included under Part C – Expenses - Refreshments for Council related meetings | 11 |
| 4.2.5 Clothing | 8 | Amended | This section has been included under Part D – Facilities – 10.3 | 14 |
| 4.2.6 Transport / Councillors' Vehicles / Cabcharge | 8 | Amended | This section has been included under Part C – Expenses - General expenses – 7.2 | 7 |

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| 4.27 E-Tag | 8 | Amended | This section has been included under Part C – Expenses - General expenses – 7.2 | 7 |
| 4.2.8 Furniture and Equipment 4.2.8.1 Bookcase 4.2.8.2 Filing Cabinet 4.2.8.3 Printer / Fax / Copier / Telephone | 8-9 | Amended | This section has been amended and included under Part C – Expenses - Home office expenses | 12 |
| 4.2.9 Domestic Telephone Service | 9 | Amended | This section has been amended and included under Part C – Expenses - ICT Expenses | 11 |
| 4.2.10 Laptop / ipad | 9 | Amended | This section has been amended and included under Part C – Expenses - ICT Expenses | 11 |
| 4.2.11 Internet Services | 9 | Amended | This section has been amended and included under Part C – Expenses - ICT Expenses | 11 |
| 4.2.12 Ownership and Damage | 9 | Amended | This section has been amended and included under Part C – Expenses - ICT Expenses | 11 |
| 4.2.13 Telephone Reimbursements | 9 | Amended | This section has been amended and included under Part C – Expenses - ICT Expenses | 11 |
| 4.2.14 Standard Domestic Service 4.2.14.1 Mobile Telephone Service | 9-10 | Amended | This section has been amended and included under Part C – Expenses - ICT Expenses | 11 |
| 4.2.15 Parking Sticker | 10 | Removed | Councillors receive Northern Beaches Parking Sticker as residents of the Northern Beaches. Council Car parking arrangements outlined under Part D – Facilities – 10.1 | 14 |
| 4.2.16 Car Parking | 10 | Amended | This section has been amended and included under Part D – Facilities – 10.1 | 14 |
| 4.2.17 Glen Street Theatre | 10 | Amended | This section amended and included under Part D | 15 |

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| Complimentary Tickets | | | – Facilities (Additional facilities for the Mayor and Deputy Mayor) – <i>based on Policy yet to be adopted</i> | |
| 4.2.18 Care and Other Related Expenses | 10 | Amended | This section has been amended and included under Part C – Expenses - Special requirements and Child Care and/or Family Member Care | 12 |
| 4.2.19 Training and Conference Budget (Including Travel and Accommodation) | 11 | Amended | This section has been amended and included under Part C – Expenses (General travel expenses, professional development, conferences and seminars * <i>exception outlined under 4.2.19 (1) relating to the Mayor have been amended and included under Part D – Additional facilities for the Mayor</i> * <i>exception outlined under 4.2.19 (2) have been amended and included under Part C – Expenses – professional development</i> | 7-10 |
| 4.2.20 Attendance at Council Functions | 11 | Amended | This section has been amended and included in Part C – Expenses – 7.2 In relation to the Mayor, this section has been amended and included in Part D- Expenses - Additional facilities and or expenses for the Mayor – 11.22 | 7 17 |
| 4.2.21 Gifts and Benefits | 11-12 | Amended | This section has been amended and included in Part E – Processes – Gifts and Benefits | 19 |
| 4.2.22 Reporting | 12 | Amended | This section has been amended and included in Part E – Processes – Reporting | 20 |
| Section 5 - Travel Costs, Use of Mayor and Councillors Private Vehicles | | | | |

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| 5.1 Mayor and Councillors | 12-13 | Amended | This section has been amended and included in Part C – Expenses – Specific expenses and Part D – Facilities - Additional facilities and or expenses for the Mayor | 7 and 15 |
| Section 6 - Conferences held in Australia | | | | |
| 6.1 Who may Attend Conferences | 13 | Amended | This section has been amended and included in Part C – Expenses – Professional Development and Conferences and seminars | 9-10 |
| 6.2 What Conferences may be Attended | 13-14 | Amended | This section has been amended and included in Part C – Expenses – Professional Development and Conferences and seminars | 9-10 |
| 6.3 Conference Costs | | | | |
| 6.3.1 - Registration | 14 | Amended | This section has been amended and included in Part C – Expenses – Professional Development and Conferences and seminars | 9-10 |
| 6.3.2 – Accommodation | 14 | Amended | This section has been amended and included in Part C – Expenses - Accommodation and meals while attending conferences, seminars and training courses | 10 |
| 6.3.3 – Travel | 14 | Amended | This section has been amended and included in Part C – Expenses - General expenses | 7-8 |
| 6.3.4 – Out of Pocket Expenses | 15 | Amended | This section has been amended and included in Part C – Expenses - General expenses and Accommodation and meals while attending conferences, seminars and training courses | 7 and 10 |

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| 6.3.5 – Frequent Flyer Loyalty Programs/Points | 15 | Amended | This section has been amended and included in Part C – Expenses - Interstate, overseas and long distance intrastate travel expenses – 7.15 | 8 |
| 6.3.6 When a Councillors Spends Over Their Budget | 15 | Amended | This section has been amended and included in Part E – Processes -Reimbursement | 18 |
| 6.3.7 Conference Costs, Payment in Advance | 15 | Amended | This section has been amended and included in Part C – Expenses - Conferences and Seminars | 18 |
| 6.3.8 Conference Costs, Mayor and Councillors / Delegates or Accompanying Persons | 15-16 | Amended | This section has been included in Part C – Expenses - Conferences and Seminars | 9-10 |
| Section 7 - Conferences Overseas | | | | |
| 7.1 Attendance at Overseas Conferences | 16 | Amended | This section has been included in Part C – Expenses – Specific expenses – Interstate, overseas and long distance intrastate travel expenses | 8 |
| Section 8 – Legal Assistance for the Mayor and Councillors | | | | |
| 8.1 Legal and Representation Costs – Enquiries, Investigations, Hearings, etc | 16-17 | Amended | This section has been amended and included in Part C – Expenses (Legal Assistance) and now based on the DPC template – 9.1-9.5 | 13 |
| Section 9 – Insurances and Health Maintenance and Assessments Programs | | | | |
| 9.1 Insurance – Mayor and Councillors | 17 | Amended | This section has been amended and included in Part C – Expenses (Insurances) - 8.1-8.4 | 12-13 |
| 9.1.3 Health and Wellbeing Services | 18 | Amended | This section has been included under Part D – Facilities (Health and Wellbeing Services) 7.51-7.52 | 12 |

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| Appendix A Provision & Use of a Mayoral Vehicle | | | | |
| 1. Introduction | 19 | Amended | This section has been included under Part D – Facilities (Additional Facilities for the Mayor) – 11.1 – 11.16 | 15-16 |
| 2. Policy Statement | 19 | Amended | This section has been included under Part D – Facilities (Additional Facilities for the Mayor) 11.1 – 11.16 | 15-16 |
| 3. Principles | 19 | Amended | This section has been included under Part D – Facilities (Additional Facilities for the Mayor) 11.1 – 11.16 | 15-16 |
| 3.1 Use of Vehicle | 19 | Amended | This section has been included under Part D – Facilities (Additional Facilities for the Mayor) 11.1 – 11.16 | 15-16 |
| 3.2 Restrictions on Use of Vehicle | 19 -20 | Amended | This section has been included under Part D – Facilities (Additional Facilities for the Mayor) 11.1 – 11.16 | 15-16 |
| 3.3 Conditions of Use of Mayoral Vehicle | 20 | Amended | This section has been included under Part D – Facilities (Additional Facilities for the Mayor) 11.1 – 11.16 | 15-16 |
| 4. Definitions | 20 | Amended | This section has been included under Appendix II - Definitions | 22 |
| Appendix B 1.1 Provisions under the Local Government Act 1993 | | | | |
| 1.1.1 General policy-making requirements | 20 | Removed | This section has been removed as information provided in the current Policy is straight from the Local Government Act 1993 which is referred to | - |

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| | | | in the Policy Summary or under Part F – Appendices. This is an attempt to not duplicate information that is documented in the legislation | |
| 1.1.2 Policy development, review and submission requirements | 20-21 | Removed | This section has been removed as information provided in the current Policy is straight from the Local Government Act 1993 which is referred to in the Policy Summary or under Part F – Appendices. This is an attempt to not duplicate information that is documented in the legislation | - |
| 1.1.3 The role of a councillor | 22 | Removed | This section has been removed as information provided in the current Policy is straight from the Local Government Act 1993 which is referred to in the Policy Summary or under Part F – Appendices. This is an attempt to not duplicate information that is documented in the legislation | - |
| 1.1.4 Other requirements | 22-23 | Removed | This section has been removed as information provided in the current Policy is straight from the Local Government Act 1993 which is referred to in the Policy Summary or under Part F – Appendices. This is an attempt to not duplicate information that is documented in the legislation | - |
| 1.2 Provisions under the Local Government (General) Regulation 2005 | 23 | Removed | This section has been removed as information provided in the current Policy is straight from the Local Government Act 1993 which is referred to in the Policy Summary or under Part F – Appendices. This is an attempt to not duplicate information that is documented in the legislation | - |

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| 1.3 Other NSW Government policy provisions | | | | |
| 1.3.1 Office of Local Government Guidelines | 24 | Amended | This section has been included under Part F – Appendices – Appendix I | 21 |
| 1.3.2 Circulars to Councils | 24 | | This section has been included under Part F – Appendices – Appendix I | 21 |
| 1.3.3 The Model Code of Conduct for Local Councils in NSW (OLG) | 24 | | This section has been included under Part F – Appendices – Appendix I | 21 |
| 1.3.4 Councillor Induction and Professional development Guide (OLG) | 24 | | This section has been included under Part F – Appendices – Appendix I | 21 |
| 1.3.5 No Excuse for Misuse, preventing the misuse of council resources (ICAC) | 24-25 | | This section has been included under Part F – Appendices – Appendix I | 21 |
| Appendix C Payment and reimbursement of Expenses Incurred by, and Provision of Facilities to, the Mayor, Deputy Mayor and Councillors | 26-27 | Amended | This section has been included under the Policy Summary and Part A - Introduction | 4-5 |