

**ITEM-56 CCL 28/06/22 – ADOPTION OF COUNCILLOR EXPENSES AND FACILITIES POLICY**

**REPORT BY: GOVERNANCE**  
**CONTACT: DIRECTOR GOVERNANCE AND CHIEF FINANCIAL OFFICER / MANAGER LEGAL**

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**PURPOSE**

To adopt City of Newcastle's (CN's) Councillor Expenses and Facilities Policy.

**RECOMMENDATION**

That Council:

- 1 Adopts the Councillor Expenses and Facilities Policy at **Attachment A**.

**KEY ISSUES**

- 2 Policies are key control documents for CN that mitigate risk. They are critical to supporting effective and evidence-based decision making and ensure CN complies with relevant legislation and guidelines. Policies are most effective when they are regularly reviewed and updated.
- 3 Sections 252 and 253 of the *Local Government Act 1993* (the Act) requires councils:
  - i) to adopt a councillor expenses and facilities policy within 12 months of each local government election; and
  - ii) prior to adoption, to place the policy on public exhibition for a period of at least 28 days during which submissions may be made.
- 4 At the Council meeting held on 24 May 2022, Council resolved to place CN's draft Councillor Expenses and Facilities Policy on public exhibition for 28 days (from 25 May to 22 June 2022), as is required under section 253 of the Act.
- 5 No submissions were received during the public exhibition period and as such no changes are proposed.

**FINANCIAL IMPACT**

- 6 The expenses proposed under the Policy are included in CN's 2022/23 budget.

**COMMUNITY STRATEGIC PLAN ALIGNMENT**

- 7 Adopting the Councillor Expenses and Facilities Policy is consistent with the priorities of the Newcastle 2040 Community Strategic Plan.

## **Achieving Together**

### 4.2 Trust and Transparency

#### 4.2.1 Genuine engagement

#### 4.2.2 Shared information and celebration of success

## **IMPLEMENTATION PLAN/IMPLICATIONS**

- 8 Once adopted, the Councillor Expenses and Facilities Policy will be updated on CN's website.

## **RISK ASSESSMENT AND MITIGATION**

- 9 Reviewing policies regularly and in line with each Council term ensures that policies remain up-to-date and relevant.

## **RELATED PREVIOUS DECISIONS**

- 10 At the Council Meeting on 24 May 2022, Council resolved to place the Councillor Expenses and Facilities Policy on public exhibition.

## **CONSULTATION**

- 11 The Councillor Expenses and Facilities Policy was placed on public exhibition from 25 May to 22 June in accordance with section 253 of the Act.

## **BACKGROUND**

Nil.

## **OPTIONS**

### **Option 1**

- 12 The recommendation as at Paragraph 1. This is the recommended option.

### **Option 2**

- 13 Council does not adopt the recommendation as at Paragraph 1. This is not the recommended option.

## REFERENCES

City of Newcastle's Councillor Expenses and Facilities Policy (August 2018)

<https://www.newcastle.nsw.gov.au/getmedia/bf215d59-153f-48bd-8615-3fa781f57e54/Councillor-Expenses-and-Facilities-Policy>

Office of Local Government's Councillor Expenses and Facilities Policy – suggested template (June 2017)

<https://www.olg.nsw.gov.au/wp-content/uploads/Councillor-Expenses-and-Facilities-Policy-Suggested-Template.docx>

Office of Local Government's Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW (October 2009)

<https://www.olg.nsw.gov.au/wp-content/uploads/Guidelines-for-the-payment-of-expenses-and-the-provision-of-facilities-for-Mayors-and-Councillors-in-NSW-2009.pdf>

## ATTACHMENTS

**Item-56 Attachment A:** Councillor Expenses and Facilities Policy

**Item 56 Attachment A distributed under separate cover**