

## Agenda

### Planning and Strategy Committee

Notice is hereby given that a meeting of the Planning and Strategy Committee of Council will be held at Council Chambers, 1 Belgrave Street, Manly, on:

**Monday 2 November 2015**

Commencing at 7.30pm for the purpose of considering items included on the Agenda.

Persons in the gallery are advised that the proceedings of the meeting are being taped for the purpose of ensuring the accuracy of the Minutes. However, under the Local Government Act 1993, no other tape recording is permitted without the authority of the Council or Committee. Tape recording includes a video camera and any electronic device capable of recording speech.

*Copies of business papers are available at the Customer Service Counters at Manly Council, Manly Library and Seaforth Library and are available on Council's website:*

[www.manly.nsw.gov.au](http://www.manly.nsw.gov.au)



# Seating Arrangements for Meetings

Executive  
Manager

Minute  
Taker

General  
Manager

**Chairperson**  
**Clr Adele**  
**Heasman**

Deputy  
General  
Manager

Deputy  
General  
Manager

Clr Cathy Griffin

Clr Hugh Burns

Clr Barbara Aird

**Deputy Chairperson** Clr Alan Le Surf

**Mayor** Jean Hay AM

Clr Candy Bingham

**Chairperson** Clr Adele Heasman

Clr James Griffin

Press

Public  
Addresses

## Public Gallery

**Chairperson:** Clr Adele Heasman  
**Deputy Chairperson:** Clr Alan Le Surf

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#### Item For Brief Mention Report No. 15

*Item For Brief Mention Report - Closed It is recommended that the Council resolve into closed session with the press and public excluded to allow consideration of this item, as provided for under Section 10A(2) (d) of the Local Government Act, 1993, on the grounds that the report contains commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the council; or (iii) reveal a trade secret.*

\*\*\*\*\* END OF AGENDA \*\*\*\*\*

**TO:** Planning and Strategy Committee - 2 November 2015  
**REPORT:** Item For Brief Mention Report No. 14  
**SUBJECT:** Items For Brief Mention  
**FILE NO:** MC/15/125795

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## 1. Tabled Documents

Date	Author	Subject Matter
28 Sep 15	Martin Schwiebert Acting General Manager Accreditation, Transport Roads & Maritime Services NSW Government	Reply to Council's Safety Committee recommendation regarding additional security guard at North Steyne late night taxi rank.
Sept 15	Manly Community Centre & Services	Annual Report 2014-2015
6 Oct 15	Mike Baird MP State Member for Manly	Acknowledgement of Council's letter regarding the sale of state assets.
12 Oct 15	Geoff Withycombe Executive Officer Sydney Coastal Councils Group Inc.	Minutes and Actions from Sydney Coastal Councils Group Annual General Meeting held on 19 September.
16 Oct 15	The Hon Tony Abbott MP Member for Warringah	Reply to Council regarding Access & Mobility Committee regarding accessible parking at Centrelink in Brookvale and North Head.
16 Oct 15	Cr Geoff Stevenson Chairperson Sydney Coastal Councils Group	SCCG Strategic Plan 2015-2019:  <a href="http://sydneycoastalcouncils.com.au/sites/default/files/SCCG_Strategic_Plan_2015-2019_Web.pdf">http://sydneycoastalcouncils.com.au/sites/default/files/SCCG_Strategic_Plan_2015-2019_Web.pdf</a>  & SCCG Annual Report 2014-2015
26 Oct 15	Mike Baird MP State Member for Manly	Acknowledgement of Council's letter regarding fire protection in NSW public schools.
26 Oct 15	Mike Baird MP State Member for Manly	Reply to Council's letter regarding accessible parking at Centre, Brookvale.

## Item For Brief Mention Report No. 14 (Cont'd)

**2. Carpark Operations Update**

The summary for 2014/15 is as follows:

	Whistler	Pacific	Peninsula	Manly National
Capacity	314	153	289	220
Parking Throughput	425,387	216,223	573,704	150,230
Revenue Parking	112,676	52,258	118,918	93,719
Exit within free period	312,711	163,965	454,786	56,511
% Free	73.5%	75.8%	79.3%	37.6%
Annual Average Turnover	3.76	3.93	5.51	1.90
Non Revenue (Nested Residential + Operational Fleet)	18,419	1,651	1,200	25,599
Operational Revenue	\$1,383,277	\$709,470	\$1,259,553	\$806,242
Operational Expense				
Staff and Agency	\$127,792	\$62,268	\$117,617	\$89,536
Utilities and Services	\$146,458	\$91,994	\$150,686	\$35,791
Strata Levy	\$0	\$96,446	\$96,218	\$105,120
Maintenance	\$89,730	\$35,030	\$64,766	\$15,821
Income from operation	\$1,019,297	\$423,732	\$830,266	\$559,974
Average Max Occupancy				
Weekend (Oct - April)	91%	74%	93%	73%
Weekday (Oct - April)	90%	78%	89%	73%
Weekend (May - Sept)	82%	68%	86%	96%
Weekend (May - Sept)	81%	70%	79%	72%

**RECOMMENDATION**

1. That IFBM reports 1 and 2 be received and noted.

**ATTACHMENTS**

There are no attachments for this report.

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\*\*\*\*\* End of Item For Brief Mention Report No. 14 \*\*\*\*\*

**TO:** Planning and Strategy Committee - 2 November 2015  
**REPORT:** Report Of Committees Report No. 28  
**SUBJECT:** Minutes for notation by Council - Special Purpose Advisory Committee without recommendations of a significant nature.  
**FILE NO:** MC/15/131268

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That the following Special Purpose Advisory Committee meetings are tabled at the meeting, for formal notation.

1. Art & Culture Advisory Committee – 15 September 2015
2. Waste Advisory Committee – 16 September 2015
3. Economic Development & Tourism Advisory Committee – 24 September 2015

### **RECOMMENDATION**

That the minutes of the following Special Purpose Advisory Committee meetings be noted.

1. Art & Culture Advisory Committee – 15 September 2015
2. Waste Advisory Committee – 16 September 2015
3. Economic Development & Tourism Advisory Committee – 24 September 2015

### **ATTACHMENTS**

There are no attachments for this report.

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\*\*\*\*\* End of Report Of Committees Report No. 28 \*\*\*\*\*

**TO:** Planning and Strategy Committee - 2 November 2015  
**REPORT:** Environmental Services Division Report No. 40  
**SUBJECT:** Development Applications being processed during October 2015  
**FILE NO:** MC/15/5269

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## SUMMARY

Development applications being processed during October 2015.

## REPORT

The following applications are with the Town Planners for assessment:

DA#	Year	Site	Proposal
409	2007	11 Oyama Avenue	Section 96 Modification - Part 3
89	2009	25 Maretimo Street	Section 96 Modification - Part 3
289	2010	48 Wood Street	Section 96 Modification - Part 2
134	2011	16 Augusta Road	Section 96 Modification - Part 3
161	2011	468 Sydney Road	Section 96 Modification - Part 3
171	2011	72 Fairlight Street	Section 96 modification - Part 2
153	2012	25 Eurobin Avenue	Section 96 Modification - Part 3
181	2012	69 Pittwater Road	Section 96 Modification - Part 2
196	2013	75 Fairlight Street	Section 96 Modification - Part 2
203	2013	3 Ogilvy Road	Section 96 Modification - Part 2
63	2014	20 Monash Crescent	Section 96 Modification - Part 2
28	2015	4 Dalwood Avenue	Demolition of existing dwelling house, construction of a new (2) storey dwelling house with decks, swimming pool, driveway, front fence and landscaping
32	2015	24A Beatty Street	Section 96 Modification - Part 2
62	2015	17 Monash Crescent	Section 96 Modification - Part 2
66	2015	56B Smith Street	Section 96 Modification - Part 2
97	2015	244 Sydney Road	Alterations and additions to an existing dwelling house including internal alterations, extension of an existing first floor rear deck, carport, driveway, swimming pool and vergola, demolition of garden shed, new front fence with gates and landscaping
105	2015	14 Osborne Road	Demolition of existing garage building, laundry and brick walls, construction of a parking garage for seven (7) vehicles, new hardstand area and new driveway to an existing Residential Flat Building

## Environmental Services Division Report No. 40 (Cont'd)

DA#	Year	Site	Proposal
132	2015	402 Sydney Road	Alterations and additions to an existing building including changes to the existing ground floor commercial level, addition of new shop top housing at rear with ground floor commercial, two (2) storeys above comprising of four (4) residential units, tree removal, stairs and landscaping
133	2015	37 Boyle Street	Alterations and additions to an existing dwelling house including a first floor addition, enclosure of an existing ground floor deck with a new deck, pergola and privacy screens
151	2015	Rignold Street	Demolition of existing structures, construction of a three(3) storey dwelling house with a double carport, decks, above ground swimming pool and landscaping.
152	2015	6 Ocean Road	Demolition of existing rear structures, construction of rear three (3) levels addition, internal alterations, swimming pool, detached garage and landscaping
160	2015	10 Vista Avenue	Alterations and additions to an existing dwelling house including first floor internal reconfiguration, new windows and new roof.
162	2015	5-7 North Harbour Street	Removal of existing sea wall and reconstruction of a sea wall with a balustrade, new stairs and landscaping
166	2015	33 Upper Clifford Avenue	Alterations and additions to an existing dwelling house including redevelopment of an existing double garage, awnings, balconies, deck, swimming pool with spa, internal reconfiguration, addition of rooftop garden and landscaping
170	2015	27 Gurney Crescent	Alterations and additions to an existing dwelling house including first floor and rear additions, internal reconfiguration, double carport and deck
172	2015	10 Harvey Street	Construction of a three (3) level dwelling house with double garage, swimming pool, decks and landscaping
173	2015	65 Griffiths Street	Demolition of existing structures, construction of a two (2) storey dual occupancy (attached) with single car garage for each, new driveway, and landscaping
178	2015	19 Vista Avenue	Alterations and additions to an existing dwelling house including first floor addition, internal alterations and extension to an existing garage
181	2015	15 Bungaloe Avenue	Alterations additions to an existing dwelling house including a pergola, retaining wall, swimming pool and landscaping
182	2015	2 Hayes Street	Alterations and additions to existing and approved building to consolidate them into one (1) building including an extension to connect the buildings, modification to façade, internal modifications, signage and consolidation of the lots
184	2015	103 Pittwater Road	Alterations and additions to an existing dwelling house including first floor addition

## Environmental Services Division Report No. 40 (Cont'd)

DA#	Year	Site	Proposal
187	2015	9 Cliff Street	Demolition of existing structures, construction of two (2) new three (3) storey semi detached dwellings with garages, driveways, landscaping and Torrens Title Subdivision
189	2015	1 Harland Street	Alterations and additions to an existing dwelling house including second floor addition
190	2015	8 Waterview street	Installation of an inclinor along the eastern boundary
191	2015	45 Fisher Street	Construction of a detached two (2) storey dwelling house with double garage and landscape for approved Lot 1 under DA230/2014
192	2015	1 The Corso	Establishment of use as a restaurant, new entry and business identification sign
193	2015	50 Pacific Parade	Alterations and additions to an existing dwelling house including a new first floor addition, rear extension with deck, fence, driveway and hardstand area
194	2015	18 Glenside Street	Alterations and additions to an existing dwelling house including rear extensions, new front deck, swimming pool, new fence and landscaping
196	2015	54 Bungaloe Avenue	Alterations and additions to an existing dwelling house including new single carport, replacement of existing front fence, new planter box and landscaping
198	2015	55 Darley Road	Alterations and additions to an existing dwelling house including rear extension and new flat roof to an existing carport
199	2015	42 Kirkwood Street	Alterations and additions to an existing dwelling house including front and rear extension on first floor
201	2015	2A Coral Street	Construction of a new four (4) storey dwelling house, in-ground swimming pool and landscaping
202	2015	1 Abernethy Street	Alterations and additions to an existing dwelling house including internal alterations, new staircase, new external walls and landscaping (AKA: 10 Sangrado Street, Seaforth)
204	2015	51 Hope Street	Alterations and additions to an existing dwelling house including first floor addition, demolition of an existing garage and construction of a double garage
205	2015	23 Thornton Street	Alterations and additions to an existing semi-detached dwelling including first floor addition, rear ground floor rear deck extension and internal alterations
206	2015	14 Laurence Street	Alterations and additions to an existing dwelling house including new first floor addition with deck
207	2015	83 Condamine Street	Alterations and additions to an existing dwelling house including first floor addition, rear extension, internal reconfiguration, new driveway, extension to an existing garage, new fence, swimming pool and landscaping
209	2015	13 Margaret Street	Alterations and additions to an existing Residential Flat Building including replacement of the existing doors and windows with bi-fold doors – Unit 3

## Environmental Services Division Report No. 40 (Cont'd)

DA#	Year	Site	Proposal
210	2015	19 Beatty Street	Alterations and additions to an existing dwelling house including second floor addition, new first floor front balcony, new doors, windows and internal stairs
211	2015	68 Ponsonby Parade	Alterations and additions to an existing dwelling house including new first floor addition with deck, new double garage, new driveway, swimming pool and landscaping
212	2015	68 Curban Street	Construction of a two (2) storey dwelling house with double garage and and new driveway
216	2015	151 Darley Road	Replacement of existing signage to the Darley Road entrance for for International College of Management
217	2015	49 Stuart Street	Alterations and additions to an existing Residential Flat Building including the addition of a vergola to the north western side of the existing ground floor - Unit 1
218	2015	151 Darley Road	Torrens Title Subdivision into three (3) lots - St Patrick's Estate
219	2015	9 The Crescent	Alterations and additions to an existing Residential Flat Building including the removal of rear external stairs, installation of rear lift and partial enclosure of front balcony – Unit 5
220	2015	49 Gordon Street	Alterations and additions to an existing dwelling house including additions at rear, demolition of rear sunroom and balcony, replacement with new sunroom, balconies and stairs, changes to roof and skylights at rear, changes to windows and door, new swimming pool and landscaping
221	2015	169 Pittwater Road	Alterations and additions to an existing Shop Top housing development including demolition of existing garage and in ground swimming pool , construction of new storey rear addition and loft addition, internal alterations, new carparking for 5 (five) cars and One (1) loading bay area and Strata Subdivision
222	2015	44 Bower Street	Alterations and additions to the existing dwelling house including rear addition, extended deck, swimming pool, pergola and retaining walls
223	2015	92 The Corso	Installation of two (2) business identification signs to an existing shop front - Volcom
224	2015	15 Bolingbroke Parade	Alterations and additions to an existing Residential Flat Building including changes to ground floor opening and addition of timber access stairs – Unit 1
225	2015	20 Smith Street	Alterations and additions to an existing semi-detached dwelling house including a first floor addition with dormer window
226	2015	92 Frenchs Forest Road	Alterations and additions to an existing dwelling house including first floor addition, rear extension, attached garage and decks
229	2015	4 Gilbert Street	Alterations and additions to an existing dwelling house including new first floor addition, partial rear demolition, new rear addition, internal alterations, changes to windows and doors, retaining walls and landscaping

## Environmental Services Division Report No. 40 (Cont'd)

DA#	Year	Site	Proposal
231	2015	139 Seaforth Crescent	Alterations and additions to an existing dwelling house including first floor addition, new rear lower ground floor and ground floor addition, enlargement of existing front garage, new rear ground floor deck, new roof and landscaping
232	2015	67 Birkley Road	Alterations and additions to an existing dwelling house including new rear secondary dwelling and rear garage, new rear ground floor addition and new front carport.
233	2015	91 Gurney Crescent	Alterations and additions to an existing dwelling including additions at first and second floor levels, internal alterations to existing ground and first floor level
234	2015	39 Bungaloe Avenue	Construction of a new retaining wall at the rear of the existing dwelling
235	2015	1 Addison Road	Alterations and additions to an existing Residential Flat Building including new balconies, roof extension, internal reconfiguration, replacement of windows and doors - Unit 81
236	2015	323-325 Sydney Road	Demolition of an existing structures, construction of a four (4) storey Residential Flat Building containing fifteen (15) units including five (5) affordable rental units, eleven (11) car parking spaces) with basement carpark, decks and landscaping
237	2015	73 Collingwood Street	Demolition of an existing detached rear outbuilding and construction of a new rear outbuilding – Salty Rooster
238	2015	9 Fairlight Street	Alterations and additions to existing dwelling including addition of new attic, loft and new carport with reconfiguration of internal areas

**Significant Development Applications:**

DA#	Year	Site	Proposal
91	2015	Sandy Bay Road, Clontarf	Section 96 Modification - Part 2
139	2015	559 & 563 Sydney Road & 42 Ethel Street	Demolition of existing structures, construction of a four level building containing a three (3) level basement with forty-one (41) car parking spaces, retail/ commercial arcade with ten (10) tenancies, shop top housing with twenty-two (22) residential units and landscaping
167	2015	22 Victoria Parade	Demolition of existing structures, construction of three (3) storey hotel with thirty-six (36) rooms, basement car parking with twenty-two (22) spaces and landscaping – Manly Lodge

## Environmental Services Division Report No. 40 (Cont'd)

DA#	Year	Site	Proposal
230	2015	21 Belgrave Street	Alterations and additions to existing Telstra building including Construction of a new Five (5) level shop top housing development containing retail, commercial uses to part of the building , Twenty five (25) residential units, three (3) level basement car parking for Thirty (30) spaces, Stratum Subdivision, two designated on-street spaces at Whistler Street and landscaping works

The following applications are with Lodgment & Quality Assurance for advertising, notification and referral to relevant parties:

19/2014 18 Raglan St, MANLY 2095

LEC - Section 96 to Modify approved Demolition of existing structures and construction of a three (3) storey Mixed Use development containing a funeral home, five (5) residential apartments and eleven (11) car parking spaces - involving the deletion of condition no's 2(b) in regard to use of roof as terrace, 6(a) in regard to level internal access, 6(b) requiring sliding door to adaptable unit 3, 7(b) in regard to locating letterboxes in foyer, 7(c) requiring front entrance to include automatic door, 40 to amend awning height, 61 requiring face brickwork to walls within 600mm of side boundaries and the addition of a vergola to northern facing balconies – Part 4

176/2015 47 Beatty St, BALGOWLAH HEIGHTS 2093

Alterations and additions to an existing dwelling house including attached secondary dwelling, addition of new garage, decks, swimming pool, new driveway and landscaping

197/2015 8 Upper Gilbert St, MANLY 2095

Alterations and additions to existing dual occupancy (attached) including deck extension and external lifts

227/2015 4 Kamiri St, SEAFORTH 2092

Alterations and additions to an existing dwelling house including first floor addition and replacement of carport

228/2015 72 Baringa Av, SEAFORTH 2092

Demolition of existing structures, construction of a new two (2) storey dwelling house with double garage and decks.

240/2015 30-38 Ethel St, SEAFORTH 2092

Alteration and additions to existing registered club including external stairs to carpark - Balgowlah RSL Club

241/2015 11 Old Sydney Rd, SEAFORTH 2092

Alterations and additions to existing dwelling house including awning over an existing deck

242/2015 108 Frenchs Forest Rd, SEAFORTH 2092

Alteration and additions to existing dwelling house including conversion of an existing double carport to a double garage, rear deck, swimming pool and landscaping

243/2015 17 Addison Rd, MANLY 2095

Alteration and additions to existing dwelling house including first floor addition, demolition of rear sunroom, replacement of existing garage, new rear balcony with pergola, new front fence with gate, demolition and relocation of rear waterfront access stairs with deck within the foreshore building line

**Environmental Services Division Report No. 40 (Cont'd)****MIAP**

The following applications were presented to the Manly Independent Assessment Panel on 15 October 2015.

<b>DA#</b>	<b>Address</b>	<b>Proposal</b>	<b>Determination by MIAP</b>
142/2011	Wharves and Jetties	Section 96 Modification - Part 2	Approved
234/2012	92 The Corso	Section 96 Modification - Part 5	Approved
108/2014	44 Alma Street	Alterations and additions to an existing dwelling house including first floor addition, lower ground and ground floor rear addition, terrace, access stairs and retaining walls	Deferred Consent
36/2015	46 West Street	Alterations and additions to the existing dual occupancy (attached) including addition of decks, privacy screens, new spa, lawn areas, boundary fence, infilling of an existing swimming pool, vergola and modification to the existing Strata Plan	Approved
63/2015	27 Adelaide Street	Alterations and additions to an existing dwelling house including first floor addition with balconies, new double garage, new windows, new doors, internal alterations and landscaping	Approved
123/2015	2 Moore Street	Demolition of an existing dwelling house, construction of a new three (3) level dwelling house with swimming pool and landscaping	Deferred Consent
147/2015	31 Lodge Street	Demolition of existing structures, construction of a two (2) storey dual occupancy (attached) with basement garages, rear first floor balconies and Torrens Title Subdivision	Approved
154/2015	52-56 Darley Road	Alterations and Additions to an existing boarding house to contain thirty-seven (37) boarding rooms and (1) manager accommodation	Refused
174/2015	53 East Esplanade	Change of use to a food and drink premises, shop fitout and signage – KFC – Lot 18	Approved
1862015	59 Baranbali Avenue	Alterations and additions to an existing dwelling house including first floor addition	Approved

**RECOMMENDATION**

THAT the information be received and noted.

**ATTACHMENTS**

There are no attachments for this report

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\*\*\*\*\* End of Environmental Services Division Report No. 40 \*\*\*\*\*

**TO:** Planning and Strategy Committee - 2 November 2015  
**REPORT:** Environmental Services Division Report No. 41  
**SUBJECT:** List of LEC Appeals relating to DAs during October 2015  
**FILE NO:** MC/15/5279

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**SUMMARY**

A list of appeals relating to Development Applications currently listed with the Land and Environment Court.

**REPORT**

DA#	LEC Reference	House #	Address	Date lodged	Firm	Status
DA233/2014	Class 1 10607/2015	38	Frenchs Forest Road	10/07/15	Marsdens	<b>Directions on 20/11/15</b>
DA243/2014	Class 1 10797/2015	138-139 30	North Steyne Bonner Avenue	09/09/15	Pikes	<b>S34 conference 06/11/15</b>
DA154/2015	Class 1 10830/2015	52-56	Darley Road	17/09/15	HWL Ebsworth	<b>S34 conference 27/11/15</b>

**RECOMMENDATION**

THAT the information be received and noted.

**ATTACHMENTS**

There are no attachments for this report

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\*\*\*\*\* End of Environmental Services Division Report No. 41 \*\*\*\*\*

**TO:** Planning and Strategy Committee - 2 November 2015  
**REPORT:** Corporate Services Division Report No. 19  
**SUBJECT:** Policy for the Payment of Expenses and Provision of Facilities to Mayor and Councillors  
**FILE NO:** MC/15/135761

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## SUMMARY

This report recommends the exhibition of the policy on *Payment of Expenses and Provision of Facilities to Mayor and Councillors*.

## REPORT

Council's policy on *Payment of Expenses and Provision of Facilities to Mayor and Councillors*, was last adopted at the Planning and Strategy Meeting of 3 November 2014.

Section 252(1) of the *Local Government Act 1993*, provides that within five (5) months after the end of each year, Council is required to adopt a policy concerning the payment of expenses and the provision of facilities to the Mayor and Councillors.

Where a Council is to adopt or amend its policy, Section 253(1) requires that public notice be given allowing at least 28 days for the making of public submissions. Council must publicly exhibit the *Payment of Expenses and Provision of Facilities to Mayor and Councillors Policy* before they annually adopt the policy, even if the policy is not amended or the amendments are not substantial.

Section 253(4) then requires that a copy of the policy be forwarded to the Director General within 28 days of its adoption.

After reviewing this policy it is considered that Council's policy substantially meets the requirements of the legislation and the guidelines issued in October 2009 by the Division of Local Government, in relation to the payment of expenses incurred and the provision of facilities to the Mayor and Councillors. However some minor amendments have been included in the attached draft policy to provide current wording relating to technology provisions.

It is recommended that Council give notice of its intention to adopt the *Payment of Expenses and Provision of Facilities Policy* pursuant to Section 253(3) of the *Local Government Act 1993*, and publicly exhibit it for 28 days.

## RECOMMENDATION

That:

1. Pursuant to Section 253 of the *Local Government Act 1993*, Council gives public notice of its intention to adopt the policy on *Payment of Expenses and Provision of Facilities to the Mayor and Councillors*; and
2. the policy be exhibited for 28 days and thereafter adopted if no submissions are received.

## ATTACHMENTS

<b>AT-1</b>	Policy for the Payment of Expenses and Provision of Facilities to Mayor and Councillors	11 Pages
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\*\*\*\*\* End of Corporate Services Division Report No. 19 \*\*\*\*\*

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**Corporate Services Division Report No. 19.DOC - Policy for the Payment of Expenses and Provision of Facilities to Mayor and Councillors**  
**Policy for the Payment of Expenses and Provision of Facilities to Mayor and Councillors**

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## **P51. Payment of Expenses & Provision of Facilities to Mayor and Councillors**

**Title:** Payment of Expenses & Provision of Facilities to Mayor and Councillors  
**Policy No:** P51  
**Keywords:** Payments, Expenses, Facilities, Benefits, Travel, Mayor, Councillors, Equipment, Private Use, Accommodation, Spouse  
**Responsible Officer:** Executive Manager, Corporate Services

### **PART 1 INTRODUCTION**

#### **1. Preliminary**

This policy is in accordance with the requirements of the *Local Government Act 1993* and may be cited as the "Payment of Expenses and Provision of Facilities to Mayor and Councillors Policy".

#### **1.2 Purpose and Authority---Policy Objectives**

The purpose of this policy is to allow for Councillors to receive adequate and reasonable expenses and facilities to enable them to carry out their civic duties as elected representatives of their local communities.

This policy will also apply as applicable to NSW Council administrators in the event of their appointment.

#### **1.3 Legislative and other Government Policy Provisions**

1. This policy is made under the *Local Government Act 1993* ("the Act"), including sections 252 to 254. The Act requires that Council must adopt a policy concerning the payment of expenses and the provision of facilities to the Mayor and other Councillors.
  - The Local Government (General) Regulation 2005 ("the Regulation").
  - Division of Local Government, Department of Premier and Cabinet Guidelines for the payment of expenses and provision of facilities for Mayors and Councillors for Local Councils in NSW" (October 2009).
  - Department of Local Government Circular No 05/08 – Legal Assistance for Councillors and Council Employees and No 08/24 – Misuse of Council Resources
  - Council's Code of Conduct
  - ICAC Publication – No Excuse for Misuse, preventing the misuse of Council resources
  - Other relevant publications.
2. Clause 403 of the Regulation states that a policy under section 252 of the Act must not include any provision enabling Council:
  - (a) to pay any councillor an allowance in the nature of a general expense allowance, or
  - (b) to make a motor vehicle owned or leased by Council available for the exclusive or primary use or disposition of a particular Councillor other than the Mayor.

#### **1.4 Reporting**

Section 428(2) (f) of the Act requires a council to include in its Annual Report:

- Council's policy on the provision of facilities for, and the payment of expenses to Councillors.
- Total amount of money expended during the year on providing those facilities and paying those expenses.

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**Corporate Services Division Report No. 19.DOC - Policy for the Payment of Expenses and Provision of Facilities to Mayor and Councillors**

**Policy for the Payment of Expenses and Provision of Facilities to Mayor and Councillors**

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Clause 217(1)(a) and (a1) of the Regulation requires Council to include in the Annual Report the total cost of expenses and provision of facilities for the Mayor and Councillors, specifically:

- details (including the purpose) of overseas visits undertaken during the year by Councillors while representing Council
- cost of the provision, including rental, of dedicated office equipment allocated to councillors on a personal basis such as laptop computers, mobile phones, telephones and facsimile machines and internet installed in Councillors homes
- cost of telephone calls including mobiles, home located landlines, facsimile and internet services
- attendance of Councillors at conference and seminars
- interstate visits and cost of travel, accommodation, etc
- overseas visits and cost of travel, accommodation, etc
- spouse/partner/accompanying person expenses
- care and other related expenses

#### **1.5 Monetary Limits**

The payment of expenses and provision of equipment and facilities is limited by the budget allocations made for Councillor expenses each year in the adopted Estimates which are included and exhibited as part of Council's Community Strategic Plan, or as otherwise indicated in this policy.

Any claim submitted to Council for reimbursement must be approved by the General Manager. The General Manager will assess the appropriateness of the claim and shall have regard to the budget allocations.

#### **1.6 Dispute Resolution**

Any dispute by a Councillor relating to the administration of this policy must be made in writing to the General Manager detailing the grounds of the dispute.

All such disputes will be referred to the Full Council for determination and resolution.

### **PART 2 FACILITIES FOR MAYOR AND COUNCILLORS**

#### **2.1 Mayor**

In addition to those facilities provided to the Councillors below, the Mayor is entitled to receive the benefit of:

- use of the Mayoral office;
- a mobile telephone for use for in relation to official duties;
- administrative services associated with office of the mayor;
- cost of transport to official functions (if required);
- provision and maintenance of mayoral chain and robes.

#### **2.2 Councillors**

The Councillors, including the Mayor and Deputy Mayor are to receive the benefit of:

- use of official council stationery;
- postage of official correspondence - all mail is to be directed through the Council's own mailing system;

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- meals/refreshments prior to Council and Committee Meetings;
- cost of transport to official functions (if required) when deputising for the Mayor
- an electronic access card for parking in the Whistler Parking Station seven (7) days per week;
- provision of a laptop personal computer (on loan), a modem, a printer and support services from Council IT staff;
- provision of a broadband internet service to the Councillor's residence;
- reimbursement of a Councillor's own residential telephone service OR mobile telephone service - for reasonable expenses incurred by Councillors for telephone calls made in the performance of their duty, up to a maximum of \$100 per month and subject to below.

**Provided** that:

- a) Councillor's telephone numbers in respect of which a claim is made are made available to the public;
- b) claims for reimbursement are made no later than three (3) months after the account is due for payment;
- c) claim for payment of telephone calls are to be certified as being substantially incurred on council business;
- d) copy of telephone account to be provided;
- e) maximum claim for telephone service(s) is limited to \$50.00 per month where calls have not been itemised. Where the account exceeds \$50.00, maximum claim will be \$100.00 per month provided telephone calls made in the performance of their duty are itemised on the account;

Attendance at political fundraising functions are considered to be a personal interest and not covered in the policy.

#### **2.3 Spouse/Partner/Accompanying person**

Council may from time to time hold functions or civic events where Councillor's spouses, partners or accompanying person are also invited. In these instances, Council shall meet the cost of meals and refreshments.

#### **2.4 Private Use of Equipment and Facilities**

Council acknowledges that incidental private use of equipment and facilities may occur from time to time and such use is not subject to compensatory payment. The General Manager shall determine the standard and quality of equipment provided. However, Councillors must not obtain more than incidental private use of facilities.

#### **2.5 Unauthorised use of Council Facilities, Equipment and Services**

Council facilities, equipment and services are not to be used to produce election material or for any other political purposes.

#### **2.6 Return of Equipment and Facilities by Councillors**

Councillors are required to return all Council issued equipment to Council after the completion of the Councillors term of office or at the cessation of their civic duties.

Councillors may choose to purchase Council equipment previously allocated to them at the cessation of their duties. Items will be offered at the written down value at the time of purchase.

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**PART 3 ANNUAL FEES**

**3.1 Mayor and Councillors**

The Councillors are paid an annual fee (s248), and in addition the Mayor receives an annual allowance (s249). Members fees and the Mayoral allowance are set by resolution of Council in accordance with the determination of the Local Government Remuneration Tribunal for the category of Council each year, and do not form part of this policy.

At Council's Meeting held on 27<sup>th</sup> July 1998, Council resolved as follows:

*"That in respect of future determinations by the Local Government Remuneration Tribunal, Council, as policy, set the Mayor and Councillor remuneration fees at the maximum level determined by that body."*

A councillor may elect by agreement with Council to forgo part of their fees under s248 or 249 in return for contributions paid to a complying Superannuation Fund (see Australian Tax Office Interpretive Decision (ATO ID 2007/205)). (Cnl 18/02/2008)

**PART 4 PAYMENT OF EXPENSES FOR MAYOR AND COUNCILLORS**

**4.1 Transport**

In addition to the payment of annual fees in accordance with sections 248 and 249 of the Act, Councillors are entitled to claim "mileage" allowance for use of private vehicles to drive between their place of residence and the Council Chambers, inspections within the area of the Council undertaken in compliance with a resolution of the Council, meetings which Council has endorsed the Councillor's membership, civic receptions hosted by Council, or meetings or functions approved by the Mayor or General Manager, and return. "Mileage" rates will be paid at the then current rate set by the appropriate Local Government Industrial Award or equivalent.

Other out of pocket expenses associated with travel by motor vehicle such as parking fees and road toll charges may be claimed, noting that the driver is personally liable for all traffic or parking fines while travelling in private or council vehicles on Council business.

Reimbursement is subject to a formal claim being lodged not later than three (3) months after the expense was incurred.

Alternatively, Councillors may travel by taxi and use a Councillor issued Taxi charge-card.

**4.2 Conferences and Seminars**

**4.2.1 Who May Attend Conferences and Seminars**

Councillors may be nominated to attend conferences, seminars and similar functions by:

- the Council, through resolution duly taken;
- the Mayor acting under delegated authorities, and
- subject to budget requirements.

In addition the Mayor may nominate a substitute attendee for functions within the Council area or general Sydney Metropolitan Area or on those occasions where the Mayor is unable to be in attendance.

**4.2.2 What Conferences and Seminars may be attended?**

The conferences, seminars, workshops, courses and similar to which this policy applies shall generally be confined to:

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- Local Government Annual Conferences (Federal and State);
- special "one-off" conferences called by Local Government Associations;
- annual conferences and congresses of the major industry associations and professions in local government;
- seminars which further the training and development efforts of the Council and within the budget framework.

#### 4.2.3 Overseas Travel

The cost of overseas travel for purposes such as conferences and delegations to friendship communities shall not be met by Council. In extenuating circumstances, any agreement to meet the costs of overseas travel either in whole or in part, shall be specifically resolved by a meeting of Council and subject to a detailed report to Council on all aspects of the trip relevant to Council business within three (3) months of the completion of the travel.

#### 4.2.4 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.

### 4.3 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, being to and from the periodical conferences and seminars of local government related organisations (generally as listed above) at which attendance has been approved.
- (b) the travel is undertaken with all due expedition, and by the shortest route and the most practicable and economical transport;
- (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 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 an approved claim form, supported by appropriate receipts and tax invoices.
- (g) any expenses in relation to Council related business should only be incurred by Councillors in accordance with the provisions of this policy. All claims shall be submitted for approval by the General Manager or his delegate.

### 4.4 Payment In Advance

The Council will normally pay registration fees, accommodation deposits and airline tickets direct 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.

Any advance payments are subject to a reconciliation statement accompanied by tax invoices/receipts, 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.

### 4.5 Categories of Payment or Reimbursement

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Subject to nomination in accordance with the provisions of Clause 4.4, the categories of payment or reimbursement are as follows:

(a) Travel

All reasonable travel costs will be met by the Council. Where appropriate, travel will be provided by air (economy class). Depending upon the circumstances, it may be more appropriate for travel to be undertaken by car or train. Where trains are used, the Council will provide first class travel, including a sleeping berth where necessary.

Travel by motor vehicle may be undertaken by Council vehicle (where available) or by private vehicle subject to prior approval from the General Manager. Persons using private vehicles will be paid the "mileage" allowance at the then current rate set by the appropriate Local Government Industrial Award from time to time, but subject to any such payment not exceeding economy class air fares to and from the particular destination.

Costs of vehicle hire and/or taxi fares which are reasonably incurred while attending conferences will be reimbursed by the Council.

(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 expenses will be reimbursed for costs associated with attending the conference, seminar, meeting or function including entertainment but excluding expenses of a normal private nature.

(d) Spouse/Partner

All other costs for the spouse/partner (including travel and meals) are to be borne by the attendee.

#### PART 5 INSURANCE - COUNCILLORS

Councillors are to receive the benefit of insurance cover for:

a) Personal Injury

Whilst ever on Council business, world-wide covering bodily injury caused by accidental, violent, external and visible means up to a sub-limit for death of \$500,000. Also covering permanent disablement, temporary total disability and temporary partial disability. The cover does not include medical expenses other than that covered by travel insurance taken out in respect of the travel on approved council business. Full details of personal accident insurance are available in Council's Insurance Manual held by the Risk Manager.

b) Professional Indemnity

For matters arising out of Councillors' performance of civic duties or exercise of their functions as councillors, provided the performance or exercise of the relevant civic duty or function is *authorised under the Act, was carried out in good faith and is* in the opinion of Council bona fide and/or proper; subject to any limitations or conditions set out in the policy of insurance which is, at the direction of Council, taken out. No such benefit, irrespective of insurance cover, shall be provided in relation to an action by one Councillor against another Councillor or a Councillor against a member of staff.

c) Public Liability

For matters arising out of Councillors performance of civic duties or exercise of their functions as councillors provided the performance or exercise of the relevant civic duty or function is *authorised under the Act, was carried out in good faith and is* in the opinion of Council bona fide and/or proper; subject to any limitations or conditions set out in the policy of insurance which is, at the direction of Council, taken out. No such benefit, irrespective of insurance cover, shall be provided in relation to an action by one Councillor against another Councillor or a Councillor against a member of staff

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d) Councillors and Officers Liability

For matters arising out of Councillors performance of civic duties or exercise of their functions as councillors provided the performance or exercise of the relevant civic duty or function is *authorised under the Act, was carried out in good faith and is* in the opinion of Council bona fide and/or proper; subject to any limitations or conditions set out in the policy of insurance which is, at the direction of Council, taken out.

**PART 6     LEGAL ASSISTANCE FOR COUNCILLORS**

**6.1    Legal Assistance for Councillors**

In the event of:

1.    An enquiry, investigation or hearing by any of:
  - The Independent Commission Against Corruption
  - The Office of the NSW Ombudsman
  - Division of Local Government, Department of Premier and Cabinet
  - The NSW Police Force
  - The Director of Public Prosecutions; or
  - The Local Government Pecuniary Interest and Disciplinary Tribunal
  - Council's Conduct Review Committee/Reviewer

into the conduct of a Councillor provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the body makes a finding substantially favourable to the Councillor, or

2.    Legal proceedings being taken against a Councillor, arising out of or in connection with the Councillor's performance of his or her civic duties or exercise of his or her functions as a Councillor, Council shall, providing the body makes a finding substantially favourable to the councillor, reimburse such Councillor, after the conclusion of the enquiry, investigation, hearing or proceeding, for all legal expenses properly and reasonably incurred, given the nature of the enquiry, investigation, hearing or proceeding, on a solicitor/client basis, PROVIDED THAT:
  - a.     the amount of such reimbursement shall be reduced by the amount of any monies that may be or are recouped by the Councillor on any basis;
  - b.     the Councillor's performance or exercise of the civic duty or function was, in the opinion of Council, bona fide and/or proper.
  - c.     the amount of such reimbursement be limited to the extent that only fees charged at a rate equivalent to the hourly rate than being charged by Council's solicitors will be paid, ie any portion of the expenses representing any hourly charge rate higher than the hourly charge rate of Council's solicitors will not be reimbursed.
  - d.     In the case of a conduct complaint made against a Councillor, legal costs should only be made available where a matter has been referred by the General Manager to a conduct reviewer/conduct review committee to make formal enquiries into that matter in accordance with the procedures in the Model Code of Conduct.
  - e.     In the case of a pecuniary interest misbehaviour matter, legal costs will only be made available where a formal investigation has been commenced by the Division of Local Government.

Despite the above, Council in its absolute discretion may refuse any or part of a reimbursement.

3.    Defamation proceedings, or other proceedings arising from the making of public statement, where a Councillor is a defendant or anticipated defendant in such proceedings.

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To ensure that indemnity or reimbursement in respect of costs of defending an action in defamation or other action is only available in circumstances where the person to be indemnified or reimbursed was acting properly when making the statement complained of, the threshold criteria for the application of the indemnity or reimbursement will apply.

#### 6.2 General

Where proceedings have been foreshadowed or commenced against any of the Mayor and Councillors arising from a public statement or statements made or acts done by any of them and, in the opinion of Council's appointed solicitor the following "Three Criteria" are satisfied through the required procedure set out below namely:

- i. The statement was made or the act was done in relation to discharging the functions of civic office;
- ii. The Councillor concerned was acting in good faith; and
- iii. The statement or the act in question was reasonable in the circumstances and not made or done maliciously or frivolously and, in the case of a statement, was not made with knowledge of its falsity or with recklessness as to whether it was true or false,

Then Council will indemnify or reimburse the Councillor for:

- i. All legal expenses properly and reasonably incurred, given the nature of the legal services provided; and
- ii. Any other loss, expense, liability or cost incurred (including without limitation any order for the payment of damages, interest and/or costs or any other order for the payment of money made against the Councillor),

In responding to or defending such proceedings **PROVIDED THAT** the amount of such indemnity or reimbursement shall be reduced by the amount of any moneys that may or are recouped by the Councillor on any basis.

#### 6.3 Engagement of Legal Representatives – Required Procedure

1. The Councillor must, as soon as practicable after they become aware that a claim may be forthcoming or aware that they may have made a statement or action which may give rise to a claim, notify either the General Manager, Public Officer or Mayor that there is a possibility of a claim against the Councillor. This notification must:
  - (a) Be in written or electronic form;
  - (b) Include all details including any correspondence from the alleged injured party concerning the possible claim; and
  - (c) Include the Councillor's comments on whether the Councillor considers that the Three Criteria are satisfied.
2. The Councillor must not respond to any allegations made or accept any liability in respect to any allegations made unless authorised to do so by council or its solicitor or the insurer or its solicitor. The Councillor must at all times without undue delay keep Council fully informed of any oral or written communications made to the Councillor by the alleged injured party or the injured party's agents or legal representative in respect of the claim.
3. The General Manager must immediately upon becoming aware that a claim may be forthcoming or aware that a statement has been made which may give rise to claim, notify and forward to Council's insurer any information in relation to the matter with a view to obtaining the Insurer's acceptance and carriage of the claim should the three criteria be satisfied
4. (a) If proceedings are threatened (and not commenced), the General Manager must without undue delay inform Council's appointed solicitor and Council's insurer of the notification. The Council's solicitor at Council's cost must form a view as to whether the Three Criteria are satisfied, and must notify the General Manager who in-turn will notify the Councillor concerned in written or electronic form of that view.

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- (b) If the Council's solicitor considers that the Three Criteria are satisfied, the General Manager will either instruct Council's solicitors or if Council's Insurers have accepted the matter as a possible claim then it will represent the Councillor concerned.
5. If Council's solicitor forms the view that the Three Criteria are not satisfied under clause 4(a), the Councillor may request a review of that advice from an independent legal practitioner as agreed in advance between the Councillor concerned and the General Manager and failing agreement as nominated the President for the being of the Law Society of NSW or the President of the NSW Bar Association.
6. If the proceedings are commenced and the Three Criteria are satisfied then the following procedure must be followed:
- In the case that the claim is accepted by Council's insurer it will have sole carriage of the matter and Councillor will be required to abide by any reasonable instruction of the insurer or its nominated lawyer.
  - If the Insurer does not accept the claim as it is of the opinion that the matter is outside the policy then the General Manager in consultation with Council's solicitor will nominate a legal practitioner that they consider should represent the Councillor. If the Councillor considers that such representation is appropriate then the procedures in clause 7 must be followed. If Council's solicitors are not of the same opinion as the Insurers the General Manager in consultation with Council's solicitors will take whatever action is necessary (without unduly holding up the defamation proceedings) to have the question determined.
  - If the Councillor considers that the legal practitioner nominated is not appropriate then the Councillor concerned and the General Manager must attempt to reach agreement on an alternative legal practitioner, and failing agreement the legal practitioner must be as nominated by the President for the time being of the Law Society of NSW or the President of the NSW Bar Association.
7. If Council's insurers have not accepted the claim the General Manager must contact the proposed legal practitioner and must require that an agreement be entered into between the legal practitioner and the Council which will include such terms and conditions as the General Manager sees fit including:
- (a) Terms and conditions as to costs and disbursements including procedures for costs estimates to be given at appropriate times; and
  - (b) Accounts being considered and approved by the General Manager prior to payment; and
  - (c) All instructions provided to the legal representatives by the Councillor concerned to be subject to the concurrence of the General Manager.
8. Notwithstanding the provisions of paragraphs 2(b) and 5 above, once proceedings have actually been commenced then the procedures set out in paragraph 5 above must be followed.

[Note: The General Manager should regularly review Council's insurance policies with respect to the application of them to the Council's possible liability pursuant to this policy.]

#### **6.4 Exclusion from Policy**

This policy will not apply to:

1. any action in defamation taken by a Councillor or Council staff member as plaintiff in any circumstances as Council will not meet these costs.
2. costs incurred by a Councillor or Council employee seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation as Council will not meet these costs.
3. any defamation or other action brought by any Councillor or Council employee against any Councillor, arising from the making of a statement by any of the latter of and concerning any of the former, unless in addition to the Three Criteria set out above:

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- a) the statement complained of is made to a person or body in circumstances where it is likely to be subject to qualified privilege or absolute privilege (including without limitation statements made in good faith to the Police or Director of Public Prosecutions, the Department of Local Government, statements made ancillary to, and in giving evidence to, a Court or Tribunal or other body conducting any inquiry, investigation or hearing, statements made to the Office of the Ombudsman and statements made to any Parliamentary Committee) (but in such circumstances the policy will only apply to the extent of the publication of the statement in these circumstances, and not to any other publication of the statement); or
- b) the statement:
  - i. is made at a meeting of Council, a briefing of Councillors or a meeting of a Committee of Council in respect of an item on the agenda for that meeting or briefings; and
  - ii. is in accordance with the Local Government (General) Regulation 2005 (Meetings) and Council's Code of Meeting Practice current at the time the statement was alleged to have been made; and
  - iii. does not breach any other law.

**PART 7 MISCELLANEOUS MATTERS**

**7.1 SCOPE**

This policy applies to all Councillors who are involved, directly or indirectly, in decision-making (including preparatory and recommendatory decision-making) with respect to the subject-matter of this policy.

**7.2 DEFINITIONS**

See the Dictionary at the end of the Local Government Act 1993 for definitions of various terms and expressions used in this policy.

**7.3 IMPLEMENTATION**

This policy will be implemented without delay once adopted by Council.

Council and/or the General Manager may, during a civil emergency only, set aside any policy terms to ensure public safety.

**7.4 MONITORING AND BREACHES**

Breaches of this policy are considered to be breaches of Manly Council's Code of Conduct and therefore invoke the relevant sanctions outlined in that Code. Persons in breach of any legislation may be subject to relevant criminal action.

**7.5 REPORTING**

No specific reporting is required by this policy.

**7.6 POLICY REVIEW**

Within 5 months after the end of each year, 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: s.252(1), Local Government Act 1993. Accordingly, this policy is subject to annual review, with each such review being conducted strictly within 5 months after the end of each year.

Council must give public notice of its intention to adopt or amend this policy, allowing at least 28 days for the making of public submissions. In addition, before adopting or amending the policy, Council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment. (Note. Council need not give public notice of a proposed amendment to this policy if Council is of the opinion that the proposed amendment is not substantial. See s.253, Local Government Act 1993.)

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For the purposes of carrying out and giving effect to this policy, the General Manager may from time to time prepare, adopt or vary, and otherwise issue to Council staff, guidelines and directions relating to any aspect of this policy.

Any recognised change to relevant legislation; or directives or guidelines issued by agencies including the NSW Ombudsman and the Division of Local Government; or to Manly Council's related guidelines and procedures will activate an immediate review of this policy to ensure it remains current and aligned to best practice policies.

#### 7.7 RELEVANT REFERENCES AND LEGISLATION

Local Government Act 1993  
Local Government (General) Regulation 2005  
DLG Guidelines on Payment of Expenses and Provision of Facilities to Mayor and Councillors  
DLG Circular No 05/08 – Legal Assistance for Councillors and Council Employees and No 08/24 – Mis-use of Council Resources  
ICAC Publication – No Excuse for Misuse, preventing the misuse of Council resources.

#### 7.8 RELEVANT COUNCIL POLICIES

Manly Council Code of Conduct

#### PART 8 REVISION SCHEDULE

Minute No	Date of Issue	Action	Report / Source	Author	Checked by
	16 August 2004	Policy adopted by Council	Policy No. M70		
OM15/07	19 February 2007	Policy revised	DLG Circular 06/57		
OM19/08	18 February 2008	Minor amendment to CI 3.1	CSD Report No 3		
OM198/08	8 December 2008	Minor amendment to CI 2.2	CSD Report No 28		
OM182/09	14 December 2009	Compliance with DLG Circular 9/36 and Guidelines	CSD Report No 32		
OM 207/10	8 November 2010	Minor revision only	CSD Report No	DGM PPI	
PS53/11	2 May 2011	Periodic Review	CSD Report No	Secretariat, Corporate Services	Manager, Administration
OM206/11	14 November 2011	No change, policy Adopted by Council.	CSD Report No. 45	Office Manager Corporate Services	Manager, Administration
PS/OM	5 November 2012	No change, policy Adopted by Council	CSD Report	Manager Administration	Legal / General Counsel team
PS/OM 11/13	4 November 2013 & OM	Periodic Review – Minor Revisions	CSSD Report	Manager Administration	Legal / General Counsel team
PS 52/14	3 November 2014	Periodic Review – No Change	CSSD Report	Manager Administration	Legal / General Counsel team