



# muswellbrook shire council

## **C42/1 Payment of Expenses and Provision of Facilities to Councillors**

Updated by  
Scott McNamara

Adopted by Council  
14 November 2011

Minute No:  
138

## **Payment of Expenses and Provision of Facilities to Councillors - C42/1**

### **OBJECTIVE**

To comply with the provisions of Section 252 of the Local Government Act, 1993 (the Act), the Local Government (General) Regulation 2005 (the regulations) and the Guidelines released by the Department of Local Government (October 2009) concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the Mayor, the Deputy Mayor and Councillors in relation to discharging the functions of Civic Office.

Note: This policy excludes annual fees paid to the Mayor and Councillors under sections 248-251 inclusive of the Local Government Act.

### **POLICY STATEMENT**

In accordance with Section 252 of the Act and this policy, Council will pay expenses incurred or to be incurred, and provide facilities for, the Mayor, the Deputy Mayor and Councillors to enable them to discharge their functions of Civic Office.

The purpose of the policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by Councillors. The policy also ensures that the facilities provided to assist Councillors to carry out their civic duties are reasonable.

Note; That in any situation where a request, dispute or payment involves the Mayor, The Deputy Mayor will be required to authorise the process.

### **APPLICATION**

This policy applies to all Councillors.

### **PAYMENT OF EXPENSES:**

#### **1. GENERAL PROVISIONS**

##### **1.1 Payment of Expenses**

###### **Allowances and Expenses:**

Expenses and costs incurred by Councillors will only be reimbursed in accordance with this policy. Councillors must make a claim for reimbursement of expenses in accordance with this policy within **one** month following the incurrence of the expense.

###### **Reimbursement and Reconciliation of Expenses:**

Where all the expenses of discharging the functions of Civic Office on approved Council business are not paid for in advance by Council, in accordance with this Policy, the Councillor shall:

1. Retain all documentation substantiating the incurring of such expenses.
2. Complete a claim form for all expenses incurred and attach all documentation.
3. Lodge claim form for payment with the Director of Corporate and Community Services within one month after the completion of the specific Council business.

Note: Councillors can only receive reimbursement for expenses when the expense is identified by this policy.

### **Payment in Advance:**

Councillors may request payment in advance in anticipation of expenses to be incurred in attending conferences, seminars and councillor development away from home. Councillors may also request an advance payment for the cost of any other service or facility covered by this policy. However, Councillors must fully reconcile all expenses against the cost of the advance as soon as possible following the incurrence of the expense.

Requests for payment in advance should be made to the General Manager or the Director of Corporate and Community Services.

### **1.2 Establishment of Monetary Limits and Standards**

Identifying and publishing monetary limits allows members of the public to know the expected cost of providing services to Councillors and to make comment during the public consultation phase of making or amending the policy. It also avoids situations where Councillors incur costs that are unforeseen or considered unreasonable by other Councillors and the public.

Subsequently, where practical and appropriate, this policy sets out the monetary limits for all the expense provisions, Shown in table 1.1, available to Councillors, as well as the standards for the provision of equipment and facilities provided to Councillors.

The total costs associated with the implementation of this Policy are set out in the Annual Management Plan and the Annual Report.

### **1.3 Approval Arrangements**

Approval for discretionary trips and attendance at conferences and the like, should be where possible, approved by a full meeting of the Council. If this is not possible then the approval should be given jointly by the Mayor and the General Manager. If the Mayor requires approval it should be given jointly by the Deputy Mayor and the General Manager.

### **1.4 Spouse and Partner Expenses**

Council will, in limited circumstances, reimburse Councillors for expenses incurred by the Councillor for their spouse, partner or accompanying person in the performance of his or her official duties. An accompanying person is considered to be a person who has a close personal relationship with the Councillor and/or provides carer support to the Councillor.

Council will reimburse the reasonable costs of spouses and partners or an accompanying person for attendance at official council functions that are of a formal and ceremonial nature, are within the local government area, and where there is a reasonable community expectation that the Councillor's spouse, partner or accompanying person will attend. Examples could include Australia Day ceremonies, Citizenship ceremonies, civic receptions and charitable functions for charities formally supported by Council, service club annual changeover functions, awards nights, such as business awards, and debutant balls where generally partners are invited and the Mayor or Councillor attends as representatives of the Council.

Council will also reimburse the reasonable expenses incurred by the spouse, partner or accompanying person of the Mayor, or a Councillor when they are representing the Mayor, when they are called on to attend an official function of Council or carry out an official ceremonial duty while accompanying the Mayor outside of the Council area, but

within the State. Examples could include charitable functions to which the Mayor has been invited and award ceremonies and other functions to which the Mayor is invited to represent the Council.

Council will not reimburse any expenses incurred by a Councillor's spouse, partner or accompanying person when they are accompanying a Councillor to a conference, seminar or the like. An exception to this is the Local Government Association's (LGA) annual conference, where Council will reimburse the cost of registration and the official conference dinner incurred by Council's elected delegates' spouse, partner or accompanying person when accompanying a Councillor to this conference. Expenses incurred by a Councillor's spouse, partner or accompanying person, where a Councillor is only attending the LGA annual conference as an observer will not be reimbursed by Council.

The payment of expenses for spouses, partners or accompanying persons for attending appropriate functions as permitted above is limited specifically to the ticket, meal and/or the direct cost of attending the function. Council will not reimburse peripheral expenses incurred by spouses, partners or accompanying persons such as transport, special clothing or grooming.

### **1.5 No General Allowance**

Council in accordance with Section 252 of the Act and clause 403 of the regulations will not provide an allowance in nature of a general expenses to any Councillors under any circumstances.

### **1.6 No personal Benefit**

In carrying out their civic duties Councillors should not obtain any private benefit from the provisions or facilities provided to them. Any such loyalty programs while on Council business should be avoided. It is however, acknowledged that that incidental use of Council resources derives a minor personal benefit. These minor benefits are not subject to compensatory payment back to Council.

### **1.7 Dispute Resolution Process**

The Councillor shall notify the Mayor in writing of any dispute or Grievance in relation to the payment of an expense or facilities provided. A meeting shall be held between the Councillor, Mayor and the General Manager to discuss the grievance or dispute and the remedy sought within two weeks of notification. If the matter remains unresolved, an independent dispute resolution adviser may be engaged to provide mediation.

### **1.8 Giving of Hospitality, Gifts and Benefits**

Council's Code of Conduct sets a nominal figure or token value that does not create or imply any sense of obligation on the recipient. Councillors should also recognise that any gift or benefit extended to any individual during their official duties should also be limited to the token value as to not create a sense of commitment, in the same way a recipient would.

## **2. SPECIFIC EXPENSES FOR MAYORS AND COUNCILLORS**

### **2.1 Conference and Seminar Expenses**

Council will be responsible for the expenses of the Councillors attending conferences, seminars, meetings and official engagements and functions, where the Councillor has been duly authorised by the Council or the Community and Resources Committee, or is deputising for the Mayor.

Council will meet the direct costs associated with the conference, seminar, and the like. These costs may include registration fees, travel costs, accommodation, official lunches and dinners, and associated tours where they are relevant to the business and interest of Council.

Council will also be responsible for meals not included in the conference fee for attendance by Councillors at these functions. A maximum of seventy five (\$75) dollars per Councillor, per day will be reimbursed for expenses claimed under this provision.

### **Councillor Development (Training) expenses**

Council encourages councillors to attend councillor development (training) courses and other accredited training programs. Expenses will be paid under the same conditions in clause 2.1 above.

Councillors wanting to attend conferences, seminars, councillor development courses and the like will be required to make an application to the Community and Resources Committee for approval. Applications are to be submitted on the prescribed form (a copy of the form is attached to this policy). Attendance at these functions is subject to annual budget limits.

After returning from the conference, seminar or the like, Councillors, or a member of staff accompanying the Councillor/s, should provide a written report to Council on the aspects of the conference relevant to Council business and/or the local community.

## **2.2 Travelling Expenses**

### **General Travel Arrangements:**

All travel by councillors should be undertaken by utilising the most direct route and the most practicable and economical mode of transport subject to any personal medical considerations.

In the case accommodation is to be provided to Councillor(s) the cost of the accommodation should be reasonable. Where practicable Councillors must seek accommodation limited to three star quality.

### **Interstate and Overseas Travel:**

Council policy T30/1 - "Travel – Interstate and Overseas", details Council's requirements for interstate and overseas travel. Any travel by Councillors interstate or overseas must be in accordance with Council policy T30/1. For the purpose of Council policy T30/1 the Australian Capital Territory (ACT) is considered to be a part of New South Wales (NSW). This policy T30/1 is intended to be consistent with the approach is taken for this policy (C42/1).

Council may be responsible for the costs incurred by Councillors for interstate and overseas travel if the requirements of Council Policy T30/1 are met. In particular such travel is subject to budgetary constraints and approval at an open Council meeting following consideration of the costs and benefits to the community.

Applications for interstate travel should include full details of the travel, including itinerary, costs and reasons for travel.

Application for overseas travel should include detailed proposals of the nomination of the Councillors undertaking the trip, purpose of the trip and expected benefits. The duration, itinerary and approximate total costs of each overseas trip should also be provided.

Overseas travel must be approved on an individual trip basis by a meeting of the full Council.

#### **Council Provided Vehicle:**

Councillors will be entitled to travel to conferences, seminars, meetings and official engagements and functions, where the Councillor has been duly authorised by the Council or is deputising for the Mayor, at the expense of the Council, by Council vehicle, unless specifically authorised otherwise by Council resolution.

When a Council vehicle is allocated to a Councillor for use on Council business, only a Councillor, a staff member or a licensed driver authorised by the Councillor should operate the vehicle.

Where a Council vehicle is provided, Council shall reimburse the Councillor for any incurred fuel, oil, parking fees, or similar vehicle costs.

Council has purchased several RTA E-Toll Tags for use by Councillors and Council staff when required to travel on Council business.

Any traffic or parking fines incurred while travelling in a private or Council vehicle on Council business is the responsibility of the person driving at the time of the offence, Council will not reimburse any of these costs.

#### **Provision of Own Motor Vehicle:**

Where a Councillor is required to utilise his/her own private vehicle in connection with approved Council business, he/she will be paid a rate per kilometre equivalent to the appropriate engine capacity rate of an employee's vehicle as contained in the Local Government (State) Award 2010. This will apply to travel outside the 15 kilometre radius of the Councillor's residence.

Council will generally only reimburse a maximum of fifty (\$50) dollars per month, per Councillor for expenses claimed under this provision. Any expenses claimed in excess of this amount require authorisation from the Mayor and the General Manager. Examples where this may be necessary are for attendance by Councillors at routine meetings, or where a Councillor is unable to access a Council vehicle and is required to utilise their private vehicle to travel long distances for conferences or councillor development seminars.

Where a Councillor's private vehicle is utilised Council shall reimburse the Councillor for any incurred parking fees and/or RTA Tollway fees.

Where a Councillor is required to use their own vehicle, they should advise their comprehensive insurance provider that the vehicle will be used on council business.

## **2.3 Meals and Beverage Expenses**

Council will provide food and beverage at Council and Council Committee meetings.

Council will provide food and drink when hosting meetings, civic receptions and citizenship ceremonies.

## **2.4 Care and Other Related Expenses**

Council will reimburse Councillors the reasonable cost of carer arrangements, including childcare expenses and the care of elderly, disabled and/or sick immediate family members of Councillors, to allow Councillors to undertake their functions of Civic Office. The provisions for these expenses are as follows:

- (a) Childcare expenses for children up to and including the age of 16 years are payable when a Councillor attends:
  - i. Council meetings, inspections, formal briefing sessions and civic or ceremonial functions convened by the Mayor or Council;
  - ii. Committee meetings,
  - iii. Meetings scheduled by Council or the Mayor;
  - iv. Meetings arising as a result of a Councillor being appointed by Council to an outside body or committee; or
  - v. A meeting or function or other official role as a representative of Council or the Mayor.
- (b) Expenses are paid child care services approved by the General Manager up to one hour before and one hour after such functions set out above (based on advertised starting time).
- (c) A maximum amount of \$400 per month per Councillor will be paid in accordance with this provision.
- (d) Claims are to be submitted on the prescribed form (A copy of the claim form is attached to this policy) to the General Manager or the Director of Corporate and Community Services within one month after the occurrence of expenses under this provision. The General Manager may request such documents as may be reasonable and necessary to validate any claim.

## **2.5 Reasonable Legal Expenses**

Council may reimburse reasonable legal expenses in the following circumstances:

1. A Councillor defending an action arising from the performance in good faith of a function under the Act (section 731); or
2. A Councillor defending an action in defamation provided the statements complained of were in good faith in the course of exercising a function under the Act; or
3. A Councillor for proceedings before the Local Government Pecuniary Interest and Disciplinary Tribunal or an investigative body provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the Tribunal or investigative body makes a finding not substantially unfavourable to the Councillor.

Expenses are not covered in relation to proceedings arising merely from something that a councillor has done during his or her term in office. Also Council will not meet the costs of a Councillor seeking advice in respect of the Councillor taking possible defamation action, or in seeking a non-litigious remedy for possible defamation. (DLG Circular 05/08). Council will not meet the costs of legal proceedings initiated by a Councillor under any circumstances.

Prior to incurring any legal expenses, Councillors must seek in writing, where possible to do so, approval through Council resolution to claim reasonable legal costs.

## **2.6 Insurance**

Council will provide all Councillors with personal accident cover, Councillors' & Officers' Liability Insurance and other appropriate insurance cover required in the discharge of their official duties.

## **PROVISION OF FACILITIES:**

### **3. GENERAL PROVISIONS**

#### **3.1 Provision of Facilities Generally**

Council will provide facilities to support the Mayor and the Councillors to undertake their functions of Civic Office.

#### **3.2 Use of Council Resources**

Use of Council resources is subject to provisions of the Code of Conduct and Council's Policies.

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

#### **3.3 Return of Facilities**

At the end of involvement with Council, all property of the Council must be delivered to the General Manager.

Council may provide Councillors with the opportunity to purchase Council equipment previously allocated to them at the cessation of their duties. If Council makes available such an option, the item for sale should be purchased at an agreed fair market price or written down value.

#### **3.4 Private use of Equipment and Facilities**

In accordance with the Code of Conduct Councillors must use Council resources ethically, effectively, efficiently and carefully in the course of Councillors undertaking their public duties, and must not use them for private purposes unless this use is lawfully authorised and proper payment is made where appropriate.

Councillors should not generally obtain private benefit from the provision of equipment and facilities, nor from travel bonus or any other loyalty schemes. This does not apply to activities undertaken for private purposes and paid for by the Councillor (e.g. frequent flyer points or fly-buys obtained as a result of private travel funded by the Councillor).

Council acknowledges that incidental use of Council equipment and facilities may occur from time to time. Such incidental private use is not subject to a compensatory payment.

#### **4. PROVISION OF EQUIPMENT AND FACILITIES FOR COUNCILLORS**

Council will provide the following facilities to the Councillors to support them undertake their functions of Civic Office.

##### **4.1 Stationery**

Council will provide, upon request, the following stationery to Councillors to be used only on Council business:-

- i. Writing Pads
- ii. Envelopes
- iii. Paper
- iv. Business Cards
- v. Writing Pens
- vi. Diary
- vii. Postage for associated mailing of official correspondence.

##### **4.2 Administration Services**

Council will provide an administrative service to all Councillors to facilitate the discharge of functions of Civic Office.

##### **4.3 Corporate Dress**

Council will provide Councillors with a Muswellbrook Shire Council name badge.

##### **4.4 Resource Centre**

Council will provide an office suite, "Councillors Room" located in the Administration Centre, available to Councillors.

##### **4.5 Information Technologies and Resources**

Council may provide resources in accordance with Council Policy – C51/1 Computer & Information Technology Use. The use of such equipment, if provided, is to be in accordance with the Policy.

The resources are currently defined as computer equipment, including personal computers, scanners and printers, including those connected to any council network, email, facsimiles, internet, intranet, mobile telephones, pagers, telephones, two way radios, digital cameras and blackberries.

Access to these facilities may be provided in Councils offices. Also the following items may be provided in the Councillor's place of residence for use on Council business and that all associated costs/rentals be paid by Council. Such resources shall remain the property of the Council. These items include a multi-function fax/copier/phone and internet connection.

#### **5. PROVISION OF ADDITIONAL EQUIPMENT AND FACILITIES FOR THE MAYOR**

In addition to the facilities, equipment and services provided to Councillors the following additional facilities may be provided to the Mayor:

## **5.1 Mayoral Motor Vehicle**

The Mayor may be provided with a fully maintained motor vehicle to discharge the function of Civic Office and the performance of Council business. The vehicle will be of an appropriate standard as agreed by the Mayor and the General Manager (E.g. Fairlane, Statesman or similar).

### **If provided:**

The vehicle shall always remain the property of the Council.

The Mayor will be entitled to use the motor vehicle for purposes other than the discharge of functions of the Civic Office and the performance of Council business. Fees payable to the Mayor will not be reduced for any private benefit gained from the private use of the vehicle.

The Mayor is entitled to authorise any licensed driver to drive the Mayoral vehicle.

Communication facilities will be included with the vehicle for use on Council business and will remain the property of the Council. The Council will pay associated costs/rentals.

Council shall reimburse the Mayor for any incurred fuel, oil, parking fees, or similar vehicle costs.

The vehicle will be fitted with a dedicated RTA E-Toll Tag for tollways throughout Australia. Council will be responsible for the associated costs and any accumulated fares accrued by utilising the E-Toll Tag.

## **5.2 Resource Centre**

Council will provide a furnished office suite, "Mayor's Room" located in the Administration Centre, available to the Mayor.

## **5.3 Information Technologies and Resources**

The Mayor will be provided with information technologies/resource to be used at the Administration Centre, or any location, which the Mayor may decide, with all costs being paid by Council. The Mayor will be given access to all Council data necessary for the discharge of Mayoral duties and be subject to access and usage protocols observed by all users of Council's computer system.

Council will provide the Mayor with appropriate communication facilities (E.g. mobile phone, Blackberry or similar) with a monthly usage limit not exceeding seventy five dollars (\$75). Amounts exceeding this limit should be advised to the Council.

The use of such equipment, if provided, is to be in accordance with the guidelines set out in Council Policy – C51/1 Computer & Information Technology Use.

## **6. USE OF COUNCIL RESOURCES**

***Attention is drawn to the Councillors responsibilities under the Code of Conduct inter alia, requiring use of council resources ethically, effectively, efficiently and***

***carefully in the course of your official duties, and must not use them for private purposes unless this use is lawfully authorised and proper payment is made where appropriate.***

## **REPORTING REQUIREMENTS**

Sections 428 (2) (f) and (r) of the Local Government Act 1993 requires a Council to include in its Annual Report:

- i. Total amount of money expended during the year on Mayoral Fees and Councillor Fees;
- ii. Council's policy on the provision of facilities for, and the payment of expenses to Councillors;
- iii. Total amount of money expended during the year on providing those facilities and paying those expenses.
- iv. Such other information the Local Government (General) Regulations 2005 may require.

Reporting requirements regarding councillor expenses and facilities are included in section 428 (2)(f) of the Act and clause 217 of the Regulation.

Councils are required to report on the total cost of all expenses and facilities, and the total cost of each of the following types of expenses and facilities:

- i. Dedicated office equipment
- ii. Telephone calls
- iii. Attendance at conferences and seminars
- iv. Councillor training
- v. Interstate visits
- vi. Overseas visits
- vii. Spouse/partner expenses
- viii. Carer expenses.

In addition to the statutory reporting requirements, councils should report other costs where these are significant. For example, councils should report the cost of the provision of facilities and equipment where such provision is above what would normally be required for the day-to-day running of the council.

## **LEGISLATION**

Local Government Act 1993 – Sections 23A, 252-254A, 382 and 428  
Local Government (General) Regulations 2005 – Sections 217 and 403

## **OTHER GOVERNMENT POLICY PROVISIONS**

- DLG Guidelines for payment of expenses and provision of facilities (October 2009)
- Code of Conduct
- DLG Circulars to councils
- ICAC publications
- Council policies
- LGMA/ICAC Governance Health Check

**PROCEDURE**                      As set above

**Author**                              Originally prepared by Toby Vero Corporate Support Officer

**Revised by** Bill Spicer, Executive Officer (2009)  
 Sharyn Franks, Community Services Manager (2010)  
 Scott McNamara, Graduate Executive Officer (2011)

**Date** September 2011

**REVIEW HISTORY**

|                      | <b>Current</b>    | <b>Previous</b>   | <b>Prior</b>      | <b>Prior</b>      |
|----------------------|-------------------|-------------------|-------------------|-------------------|
| <b>Minute No:</b>    | <b>138</b>        | <b>335</b>        | <b>157</b>        | <b>223</b>        |
| <b>Meeting Date:</b> | <b>14/11/2011</b> | <b>08/11/2010</b> | <b>10/11/2008</b> | <b>10/12/2007</b> |

|                     |                         |
|---------------------|-------------------------|
| <b>Review Date:</b> | <b>Annually in July</b> |
|---------------------|-------------------------|

**Table 1.1**

**Approval and Reimbursement Limits Table**

| <b>Claim</b>                                 | <b>Process</b>  | <b>Reimbursement limit</b>                           | <b>Approval</b>  |
|--|---|--|--|
| Training and Development (clause 2.1)        | Complete course details and associated costs form.  | \$12000 per year                                     | Approval required by the General Manager and Mayor.  |
| Conference and Seminar Expenses (clause 2.1) | A written request should be submitted to the Mayor and General Manager.                   | \$12000 per year                                     | Approval required from the General Manager and Mayor.  |
| Council Motor Vehicle (clause 2.2)           | Arrange via the General Manager the availability of a Council Car.                        | Cost are accounted for on a log sheet for each car.  | Approval by the General Manager and the Mayor.   |
| Own Motor Vehicle (clause 2.2)               | All documentation and claim form to be submitted to the General Manager within one month. | \$50 per month                                       | Approval required from the General Manager. Excess amounts to be approved by the General Manager and the Mayor.  |
| Interstate and Overseas Travel (clause 2.2)  | Written report to Council.  | Unspecified below \$1,500<br>Specified above \$1,500 | Approval from Council.   |
| Child-Care Provisions (clause 2.4)           | All documentation and claim form to be submitted to the General Manager within one month. | \$400 per month                                      | Approval required from the General Manager. Excess amounts to be approved f by the General Manager and the Mayor |
| Meals and Beverage expenses (clause 2.3)     | All documentation and claim for to be submitted to the General Manager within one month.  | \$75 per day   | Approval required from the General Manager. Excess amounts to be approved by the General Manager and the Mayor   |
| Reasonable Legal Expenses (clause 2.5)       | Written request to Council.   | Undefined  | Approval from Council.   |

Please Note; that the reimbursement limits referred above are the maximum amount that will apply in any given year. Persons to whom this policy applies will also need to be cognisant of the annual budget allocations for each of these items, and that they may not match the upper limits stated above.



# MUSWELLBROOK SHIRE COUNCIL

## COUNCILLOR EXPENSES CLAIM

| PERSONAL DETAILS      |  |
|-----------------------|--|
| Date:                 |  |
| Name:                 |  |
| Councillor Signature: |  |

| DETAILS OF EXPENSES CLAIMED                     |  |
|---|--|
| Type of Expenses<br>e.g. child care, travel etc |  |
| Course Name:                                    |  |
| Provider:                                       |  |
| Cost:   |  |
| Location:                                       |  |
| Accommodation details (if applicable):          |  |
| Cost of Accommodation (if applicable):          |  |
| Meals   |  |
| Other expenses                                  |  |
|   |  |
| General Ledger No.                              |  |

I hereby certify that the expenses claimed are in relation to a council approved activity and were incurred by me discharging the functions of civic office.  
I have attached all receipts and/or diary statement to verify expenses.

\_\_\_\_\_  
Councillor signature

\_\_\_\_\_  
Date

## OUTCOME OF EXPENSES CLAIMED

Approved                       Declined

|                         |  |
|-------------------------|--|
| <b>Date of payment:</b> |  |
| <b>Name:</b>            |  |
| <b>Position:</b>        |  |
| <b>Signature:</b>       |  |
| <b>Date:</b>            |  |

|  |               |
|--|---------------|
| <b>Conference and Seminar Expenses</b>             | 1060.0010.500 |
| <b>Mobile Telephones</b>                           | 1060.0270.565 |
| <b>Meal (sustenance) expenses</b>                  | 1060.0450.557 |
| <b>Spouse/partner/accompanying person expenses</b> | 1060.0450.581 |
| <b>Care and other related expenses</b>             | 1060.0450.582 |
| <b>Councillor Development</b>                      | 1060.0451.500 |
| <b>Travelling expenses</b>                         | 1060.0820.003 |

**TOTAL**



# MUSWELLBROOK SHIRE COUNCIL

## COUNCILLOR DEVELOPMENT PROGRAM

| PERSONAL DETAILS      |  |
|-----------------------|--|
| Date:                 |  |
| Name:                 |  |
| Councillor Signature: |  |

| COURSE DETAILS & ASSOCIATED COSTS  |   |
|--|---|
| Course Name:   |   |
| Training Provider:   |   |
| Cost:  |   |
| Location:  |   |
| Other details about the course:  |   |
| Accommodation details (if applicable):                                     |   |
| Cost of Accommodation (if applicable):                                     |   |
| General Ledger No  |   |
| Any additional time required to attend the course or travel to the course: | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, please indicate the proposed additional time required:<br><hr/> <hr/> |

**DESIRED SKILLS TO BE ACQUIRED THROUGH THIS TRAINING**

|  |
|--|
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**OUTCOME OF TRAINING REQUEST**

Approved       Declined

**Date of meeting:**

**Name:**

**Position:**

**Signature:**

**Date:**