



POLICY NO.	CPCG5
POLICY TITLE	Councillors Donation of Attendance Fees
STATUS	Council
SERVICE	Governance
DOCUMENT ID	659037

## PURPOSE

The purpose of the policy is to:

- enable a Councillor to elect not to receive an annual fee (or part thereof) and instead have Council make an ex-gratia payment, commensurate with the fee to which the Councillor would otherwise be entitled, to the charity or non-profit organisation of their choice.

## SCOPE

This policy applies to Councillors, not-for-profit organisations and members of the general public.

## POLICY STATEMENT

Pursuant to the provisions of Section 248 of the Local Government Act 1993, a Council must pay each Councillor an annual fee. The fee paid is required to be resolved by Council, in accordance with the limits which are reviewed and determined each year by the NSW Local Government Remuneration Tribunal.

This policy allows for the payment of this fee to a charity or non-profit organisation of the Councillor's choice. This can be achieved pursuant to Section 356 of the Local Government Act 1993, which provides that a Council may, in accordance with a resolution of the Council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

### 1. Donation of Annual Councillor Fee

- 1.1. Each Councillor is to advise the General Manager in writing of the charity or non-profit organisation that is to receive payment of the annual fee, to which a Councillor is entitled to receive under section 248 of the Local Government Act 1993.
- 1.2. Council must then make a resolution authorising the contribution of the annual fee to the designated charity or non-profit organisation.
- 1.3. Following the resolution of Council, payments to a designated charity or non-profit organisation, are to be made on an annual basis for the term of Council.

## 2. Contributions by Councillors towards council events or programs

2.1. Councillors may, from time to time, wish to make personal contributions towards community initiatives or programs. For example, donation of fundraising prizes at council events.

2.2. Councillors should refer to the Hunter’s Hill Council Donations Policy for guidance regarding governance frameworks. This policy requires any donations gifted to Council to be approved by the General Manager, in accordance with the requirements of the Code of Conduct, with approved donations recorded on a register published in council’s annual report.

## RELATED POLICIES/PROCEDURES

Councillor Expenses and Facilities Policy

Code of Meeting Practice

Donations Policy

Code of Conduct

## POLICY AUTHORITY

Council (or Executive for minor amendments)

## GETTING HELP

Office of General Manager

## REVIEW

This policy to be reviewed each term of Council. Or, with any changes to relevant legislation and Council policy.

## ADOPTED BY COUNCIL:

DATE: 28 August 2023

RESOLUTION NO: 160/23

## VERSION CONTROL TABLE

DATE	VERSION	RES. NO.	KEY CHANGES	AUTHOR
14.09.2009	1.1	285/09	Revision of policy. Clause 1.2 added	B. Smith
28.08.2023	1.2	160/23	Addition of Clause 2 - referencing council’s Donations Policy.	M. Kenny