



9. GOVERNANCE

Policy 9.5

COUNCILLOR EXPENSES AND FACILITIES

Version 7

9. GOVERNANCE

9.5 PAYMENT OF EXPENSES AND PROVISION OF FACILITIES TO COUNCILLORS

OBJECTIVE

This policy has been prepared in accordance with the Local Government Act 1993 (the Act) and Local Government (General) Regulation 2005 (the Regulation), and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

POLICY SUMMARY

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties.

It ensures accountability and transparency, and seeks to align Councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy sets out the maximum amounts Council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

Councillors are encouraged to pool or share facilities where possible, in order to make the best use of Council's resources. Councillors are also encouraged to limit their use of the expenses and resources provided for in this Policy to the minimum required whilst still allowing them to effectively and efficiently discharge the functions of their civic office.

This Policy is to be read in conjunction with the Council's Code of Conduct.

The main expenses and facilities are summarised in the table below. All monetary amounts are exclusive of GST. Maximum amounts are reviewed each year as part of the Operational Plan budgetary process.

Expense or facility	Maximum amount	Frequency
General travel expenses	\$4,500 total for all Councillors	Total per year
Interstate, overseas and long distance intrastate travel expenses	Requires a Council resolution including a vote of funds	
Accommodation and meals	As per the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, adjusted annually	Per meal/night
Professional development	\$18,000 total for all Councillors	Total per year
Conferences and seminars	\$9,000 total for all Councillors	Per year
ICT expenses	\$100 per Councillor	Per year
Carer expenses	\$1,800	Total per year
Postage stamps	Use of Council's postage facilities for official communications	
Christmas or festive cards	Provided by Council upon request	

Expense or facility	Maximum amount	Frequency
Council vehicle and fuel card	Provided to the mayor	Not relevant
Reserved parking space at Council offices	Provided to the mayor	Not relevant
Furnished office	Provided to the mayor	Not relevant

RELATED LEGISLATION, GUIDANCE AND POLICIES

Relevant legislation and guidance:

- Local Government Act 1993, Sections 252 and 253
- Local Government (General) Regulation 2005, Clauses 217 and 403
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009
- Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities
- Local Government Circular 05-08 legal assistance for Councillors and Council Employees.

Related Council policies:

- Code of Conduct

PART 1 – INTRODUCTION

1. Introduction

- 1.1. The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Lithgow City Council.
- 1.2. The community is entitled to know the extent of expenses paid to Councillors, as well as the facilities provided.
- 1.3. The purpose of this policy is to clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties.
- 1.4. Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this policy.
- 1.5. Expenses and facilities provided by this policy are in addition to fees paid to Councillors. The minimum and maximum fees a Council may pay each Councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

2. Policy Objectives

- 2.1. The objectives of this policy are to:
 - Enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties;

- Enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties;
- Ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors;
- Ensure facilities and expenses provided to Councillors meet community expectations;
- Support a diversity of representation; and
- Fulfil the Council's statutory responsibilities.

3. Principles

3.1. Council commits to the following principles:

- **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions;
- **Reasonable expenses:** providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor;
- **Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor;
- **Equity:** there must be equitable access to expenses and facilities for all Councillors;
- **Appropriate use of resources:** providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations; and
- **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to Councillors.

4. Private or political benefit

- 4.1. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- 4.2. Private use of Council equipment and facilities by Councillors may occur from time to time. For example, telephoning home to advise that a Council meeting will run later than expected.
- 4.3. Such incidental private use does not require a compensatory payment back to Council.
- 4.4. Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse the Council.
- 4.5. Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:
 - Production of election material;
 - Use of Council resources and equipment for campaigning;
 - Use of official Council letterhead, publications, websites or services for political benefit; and/or
 - Fundraising activities of political parties or individuals, including political fundraising events.

PART 2 – EXPENSES

5 Responsibility and Accountability

- 5.1. All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 5.2. Expenses not explicitly addressed in this policy will not be paid or reimbursed.
- 5.3. Councillors are responsible for providing original receipts to support claims for reimbursement of expenses and to complete any documentation in support of a claim for reimbursement.
- 5.4. Requests for reimbursement must be received within two months of the cost being incurred. Receipts received outside of this time limit may be accepted in exceptional circumstances, subject to the approval of the Mayor and General Manager.
- 5.5. Any advance payment made for the cost of a service associated with a civic duty must be reconciled within two months of receiving such payment.

6 Specific Expenses

General travel arrangements and expenses

- 6.1. All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.
- 6.2. The total budget for all Councillors is set at \$4,500 per year, for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement:
 - for public transport fares;
 - for the use of a private vehicle or hire car;
 - for parking costs for meetings;
 - for tolls;
 - for taxi charges; and/or
 - for documented ride-share programs, such as Uber, where tax invoices can be issued.
- 6.3. Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.
- 6.4. Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.

Interstate and long distance intrastate travel expenses

- 6.5 Councillors will be entitled to travel to State Government sponsored ad hoc committees and official engagements and functions, where the Councillor has been authorised by the Council by way of a resolution (including a vote of funds) or is deputising for the Mayor or Deputy Mayor.

- 6.6. Where prior notice is given, Councillors will be provided with a motor vehicle when required to attend conferences, seminars, meetings and official engagements and functions.
- 6.7. The Councillor in charge of the vehicle at the time of any infringement notice shall be responsible for all traffic and parking fines incurred.

Overseas Travel

- 6.8. Councillors may only undertake overseas travel where the Council has specifically authorised a Councillor's itinerary and specifically authorised reimbursement by way of a Council resolution made prior to the trip being taken. The resolution must specifically:
 - name any Councillor(s) authorised to undertake overseas travel;
 - indicate the reason the travel has been deemed to be necessary; and
 - include a determination of any reimbursement of expenses.
- 6.9. Councillor/s must have successfully supplied to Council (in an open session of a Council meeting) details via a written report that illustrates the nexus of their overseas trip with the policies and/or objectives of the Council and the report must illustrate the community benefit that will arise from the trip.
- 6.10. The lack of a resolution to reimburse expenses that specifically names the Councillor(s) will preclude the approval of the reimbursement of any travel expenses.
- 6.11. Reimbursements will be on items submitted as receipts or tax invoices only where proof of payment is provided and the appropriate claim form is completed.
- 6.12. Advance payments for any expenses expected to be incurred will not be provided.
- 6.13. Spouses, partners or accompanying persons shall NOT be entitled to any reimbursement of travelling expenses. Any costs for Spouses, partners or accompanying persons incurred by Council must be reimbursed to Council within standard terms of payment.
- 6.14. Reimbursement will be made available provided that travel is undertaken expediently, and by the shortest practicable route, and reimbursement is subject to a formal claim being lodged not later than two (2) months after the expense was incurred.
- 6.15. Bookings for approved air travel are to be made through the General Manager's office.
- 6.16. For air travel that is reimbursed as Council business, Councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

Travel expenses not paid by Council

- 6.17. Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

Travel (Inside the Lithgow City Council LGA)

- 6.18. Councillors will be reimbursed travel expenses in accordance with the Australian Taxation Office approved rates for use of private motor vehicles to attend the following:
 - Council meetings;

- Council Committee meetings;
 - Working Group meetings to which the Councillor is the nominated delegate;
 - Section 355 Committee meetings;
 - External Organisations/Committee Meeting, to which the Councillor is the nominated Delegate, except where fees are paid to the Councillor by the external organisation;
 - Workshops convened by Council;
 - Public Meetings convened by Council;
 - Training programs relating to the role of the Council;
 - Inspections within the area of the Council, undertaken according to a resolution of Council or arranged by Council;
 - A formal function or meeting where a formal invitation to attend arises only as a result of their position as a Councillor.
- 6.19. Reimbursement will be made available provided that travel is undertaken expediently, and by the shortest practicable route, and reimbursement is subject to a formal claim being lodged not later than two (2) months after the expense was incurred.
- 6.20. Council shall not reimburse travelling expenses for distances of less than 10km.
- 6.21. Advance payments for any expenses expected to be incurred will not be provided.
- 6.22. Spouses, partners or accompanying persons shall not be entitled to any reimbursement of travelling expenses. Any costs for Spouses, partners or accompanying persons incurred by Council must be reimbursed to Council within standard terms of payment.

Travel Expenses

- 6.23. All travel should be undertaken by utilising the most direct route and the most practicable and economical mode of transport.
- 6.24. **Use of Private Car** - Where a Councillor uses their private vehicle, including car share and vehicle rental, to attend an approved conference or seminar outside the Lithgow Local Government Area. The rate as prescribed by the NSW Local Government Award shall be applied.
- 6.25. **Train Travel** - Train shall be economy class, with sleeping berths utilised where necessary.
- 6.26. **Transfers** – Taxis, coaches and other transfer transport expenses, including at the destination point, may be reimbursed for approved travel.
- 6.27. **Accommodation** - Council will pay reasonable accommodation including night before and/or after conferences, meetings, or seminars where it is impractical to travel. Accommodation selected shall be approved by the Mayor and General Manager.
- 6.28. **Sustenance** - Council will be responsible for the reasonable cost of meals where they are not otherwise provided e.g. at conferences.

Official Engagements and Functions

- 6.29. Council will be responsible for the expenses of Councillors to attend meetings, official engagements and functions where the Councillor has been authorised by the Council;

the Mayor and the General Manager; or is deputising for the Mayor within the LGA. Expenses relating to a Councillor's partner will be the responsibility of the Councillor.

Accommodation and Meals

6.30. Councillors will be responsible for payment of expenses then may seek reimbursement from the annual Councillor Accommodation and Meals Vote, which is identified in the annual Operational Plan. Eligible expenses relate to participation in the following:

- conferences (including the Annual LGA Conference) and seminars;
- Councillor professional development and training programs;
- elected member courses;
- Local Government Association Industry Working Groups.

6.31. Councillors will not be reimbursed for alcoholic beverages.

Professional Development

6.32. The total budget for all Councillors is set at \$18,000 per year, to facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies.

6.33. In the first year of a new Council term, Council will provide a comprehensive induction program for all Councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.

6.34. Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.

6.35. Approval to attend a conference or seminar, in accordance with a Councillor professional development plan and the annual budget, is subject to a written request to the General Manager. In assessing a Councillor request, the General Manager must consider factors including the:

- relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties; and
- cost of the conference or seminar in relation to the total remaining budget.

6.36. Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the General Manager. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.30-6.32.

6.37. The Executive Assistant to the Office of the Mayor and General Manager will monitor the Councillor Professional Development budget and inform Councillors if they have reached their annual limit.

6.38. In cases where a Councillor wishes to attend a professional development activity which exceeds the value of the total Councillor annual funding allocation, the Councillor must seek a Council resolution (by way of a Notice of Motion).

Extraordinary professional development allocations will only be considered within the constraints of the total annual Councillor expenses vote.

- 6.39. Amounts remaining unexpended as at 30 June each year will expire and any unexpended amounts will not be carried over or available for expenditure in successive years.
- 6.40. The amount in the vote shall be reviewed annually as part of the creation of the budget and Operational Plan.

Special requirement and carer expenses

- 6.41. Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible, including provision for sight or hearing impaired Councillors and those with other disabilities.
- 6.42. Transportation provisions outlined in this policy will also assist Councillors who may be unable to drive a vehicle.
- 6.43. In addition to the provisions above, the General Manager may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.
- 6.44. Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses up to a maximum of \$1,800 per annum for attendance at official business, plus reasonable travel from the principal place of residence.
- 6.45. Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 6.46. In the event of caring for an adult person, Councillors will need to provide suitable evidence to the General Manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

7 Insurances

- 7.1. In accordance with Section 382 of the Local Government Act, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this Policy.
- 7.2. Councillors are covered under the following Council insurance policies on a 24 hour basis while discharging the duties of civic office, including attendance at meetings of external bodies as Council's representative:
 - (a) Public Liability Insurance;
 - (b) Professional Indemnity Insurance;
 - (c) Councillors and Officers Liability Insurance;
 - (d) Personal Accident Insurance, travel insurance with cover included for accompanying partners.
- 7.3. Council will pay the insurance policy excess in respect of any claim made against a Councillor arising from Council business where any claim is accepted by Council's insurers.

- 7.4 Council will pay the insurance policy excess in respect of any claim made against a Councillor arising from Council business where any claim is accepted by Council's insurers.

8 Legal Assistance

- 8.1. Where Council's insurance policies do not cover a Councillor's legal expenses in relation to a matter arising directly as a result of the Councillor's actions in the civic office, Council will determine, by resolution, if the Councillor is to be reimbursed for reasonable solicitor/client costs as long as they relate to:
- Where legal action has been brought against the Councillor;
 - Conduct arising from the execution of a Councillor's civic duties;
 - The matter is finalised;
 - Council authorises by specific resolution naming the Councillor and determining the amount to be reimbursed; and
 - The finding is not substantially unfavourable to the Councillor.
- 8.2. In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the General Manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.
- 8.3. Council will not meet the legal costs:
- of legal proceedings initiated by a Councillor under any circumstances;
 - of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation; and/or
 - for legal proceedings that do not involve a Councillor performing their role as a Councillor.

PART 3 FACILITIES

9. Resource Centre and Office Accommodation

- 9.1. The Mayor's Office and/or Committee Room will be available to Councillors as a Resource Centre and to meet with residents and use telephone facilities where multiple calls may be necessary in the discharge of Councillors' functions of civic office.
- 9.2. Access to the Resource Centre will be available, subject to prior booking, during normal office hours and special arrangements may be made for access outside normal office hours.

Stationery

- 9.3. Council will provide, upon request, the following stationery to Councillors to be used only on Council business:
- Writing pads
 - Letter Head stating "From the Desk of Councillor...."
 - Envelopes
 - Business cards
 - Writing pens
 - Diary

- Year Planner
- Educational and promotional materials
- Christmas or festive cards.

Postage

- 9.4. Council will provide Councillors with postage facilities where the communication being posted is in discharge of the Councillor's functions of civic office.

ICT

- 9.5. Councillors are to be reimbursed for Council related calls that are charged to their personal telephone accounts relating to their place of residency. Councillors are to submit a claim within three months following the payment of such accounts. An annual allocation of \$100 per Councillor per financial year is available.
- 9.6. Councillors will each be provided with iPads. iPads will be loaded with a range of information to assist Councillors in their roles including:
- Lithgow City Council Code of Conduct.
 - Copies of relevant consultancy reports and studies.
 - Lithgow City Council Code of Meeting Practice.

Links will be provided to allow Councillors to search the world wide web (www.) for relevant legislation.

Administrative Support

- 9.7. Council will provide administrative support to all Councillors to facilitate the discharge of functions of civic office. Such assistance shall be subject to staff availability and prior arrangement with the General Manager.
- 9.8. Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

Additional Expenses and Facilities for the Mayor

- 9.9. Council will provide to the Mayor a maintained vehicle to a similar standard of other Council vehicles, with a fuel card, to discharge the functions of civic office and the performance of Council business. The vehicle will be made available to the Mayor for full private usage subject to the payment set by Council annually.
- 9.10. Council will provide the Mayor with a mobile device for use directly associated with the role as Mayor of Lithgow City Council.
- 9.11. The Mayor will be provided with a corporate credit card with a limit of \$2,000. The monthly statement is to be reconciled and provided, with corresponding receipts, to the General Manager for approval. The card may be used for expenses such as travel, accommodation, sustenance, conferences etc in accordance with this policy.

Expenses and Facilities for Councillors with Disabilities

- 9.12. For any Councillor with a disability, Council may resolve to provide reasonable additional facilities and expenses, in order to allow that Councillor to perform their civic duties.

PART 4 PROCESSES

10. Approval, Payment and Reimbursement Arrangements

- 10.1. Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- 10.2. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 10.3. Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
 - local travel relating to the conduct of official business; and
 - carer costs
- 10.4. Final approval for payments made under this policy will be granted by the General Manager or their delegate.

Reimbursement

- 10.5. All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the Financial Services Manager.

Disputes

- 10.6. If a Councillor disputes a determination under this policy, the Councillor should discuss the matter with the General Manager.
- 10.7. If the Councillor and the General Manager cannot resolve the dispute, the Councillor may submit a notice of motion to a Council meeting seeking to have the dispute resolved.

11. Return or Retention of Facilities

- 11.1. All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or mayor ceasing to hold office or at the cessation of their civic duties.
- 11.2. Should a Councillor desire to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the General Manager to purchase any such equipment. The General Manager will determine an agreed fair market price or written down value for the item of equipment.
- 11.3. The prices for all equipment purchased by Councillors under Clause 12.2 will be recorded in Council's annual report.

12. Reporting

12.1. Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.

13. Breaches

13.1. Suspected breaches of this policy are to be reported to the General Manager.

13.2. Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

Maintained by Department:	Executive	Approved by:	Council	Exhibition	
Reference:	Dataworks: Policy Register	Council Policy No:	9.5	Effective Date:	November 2012
Min No:	06-349 (exhibition) 07-54 008-165 (V3) 12-447(V5) V6 - 13-399 V6 - 14-454 V6 - 15-297	Version No:	6	Reviewed Date:	Sept 2013 Sept 2014 Nov 2015 July 2018
Attachments:	Claim form				

DEFINITIONS

Term	Definition
accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a councillor
appropriate refreshments	Means food and beverages, excluding alcohol, provided by council to support councillors undertaking official business
Act	Means the <i>Local Government Act 1993</i> (NSW)
clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct adopted by Council
Councillor	Means a person elected or appointed to civic office as a member of the governing body of council who is not suspended, including the mayor
General Manager	Means the general manager of Council and includes their delegate or authorised representative
incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle
maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1
NSW	New South Wales
official business	Means functions that the mayor or councillors are required or invited to attend to fulfil their legislated role and responsibilities for council or result in a direct benefit for council and/or for the local government area, and includes: <ul style="list-style-type: none"> • meetings of council and committees of the whole • meetings of committees facilitated by council • civic receptions hosted or sponsored by council • meetings, functions, workshops and other events to which attendance by a councillor has been requested or approved by council
professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a councillor or the mayor
Regulation	Means the Local Government (General) Regulation 2005 (NSW)
year	Means the financial year, that is the 12 month period commencing on 1 July each year

COUNCILLOR EXPENSES CLAIM FORM

COUNCILLOR EXPENSE REIMBURSEMENT FORM

COUNCILLOR

To be completed for **ALL** Expense reimbursements- **RECEIPTS MUST BE ATTACHED**

I..... declare that the expense of \$.....
datedwas incurred by me for the following purpose **(specify details)**

ACCOMMODATION/MEALS

.....
.....

FUEL **KLMS Traveled..... Engine Capacity () @ 68 c per km**

EDUCATIONAL

.....
.....

PHONE

.....

OTHER

.....
.....
.....

.....
COUNCILLOR SIGNATURE

.....
DATE

.....
**GENERAL MANAGER
APPROVAL**

**Office Use
Only:**

CREDITOR NO......

COST ACCOUNT NO......

Appendix 2

STATUTORY DECLARATION
Oaths Act 1900, NSW, NINTH Schedule

I..... of..... do hereby solemnly declare and affirm that the expenses of was/were incurred by me for the purpose of Carers Expenses as per Section 18 of the *Payment of Expenses and Provision of Facilities to Councillors* Policy.

Expense Description:

.....
.....
.....
.....
.....
.....

I make this solemn declaration, as to the matter (or matters) aforesaid, according to the law in this behalf made - and subject to punishment by law provided for any wilfully false statement in any such declaration.

Declared at..... On.....
[place] [date]

.....
[Signature of declarant]

in the presence of an authorised witness, who states:

I, a.....
[name of authorised witness] [qualification of authorised witness]

certify the following matters concerning the making of this statutory declaration by the person who made it: [please cross out any text that does not apply]

1. *I saw the face of the person OR * I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and

2. *I have known the person for at least 12 months OR *I have confirmed the person's identity using an identification document and the document relied on was.....
[describe identification document relied on]

.....
[signature of authorised witness]

.....
[date]