

ELECTED MEMBER EXPENSES TO BE REIMBURSED

DIVISION	BUSINESS UNIT	RESPONSIBILITY AREA
CEO	CEO	Councillor Services

OBJECTIVE

To enable Councillors to attend meetings, conferences and training opportunities while ensuring that individuals are not financially disadvantaged in doing so.

POLICY

That elected members receive reimbursement of expenses as detailed below whilst attending the following:

1.
 - a) Council and Committee meetings held in accordance with the provisions of the Local Government Act;
 - b) Any function or meeting as an appointed representative of the Council where specifically authorised by the Council;
 - c) Conferences and training sessions specifically authorised by the Council;
 - d) Any official social function organised by, or on behalf of, the Shire of Plantagenet.
2. Travel
 - a) Councillors should utilise Council vehicles to attend meetings where they are authorised delegates of the Council subject to a vehicle being available;
 - b) Reimbursement for the use of a private vehicle to be set in accordance with Clause 15.2 (Vehicle Allowance) of the Local Government Industry Award 2010;
 - c) Where a Councillor is a member of an external committee and reimbursement of expenses is a condition of the membership, reimbursement of expenses will not be provided by the Council; and
 - d) If a Council vehicle is made available and not utilised, no expenses will be reimbursed for the use of a private vehicle.

3. Accommodation

Accommodation, meals, and parking expenses incurred to a maximum of \$400.00 per day will be reimbursed provided that all receipts are presented. Any unforeseen or additional expenses incurred will be paid only with respect to each individual claim at the discretion of the Chief Executive Officer in consultation with the Shire President.

Refreshments consumed with meals will be reimbursed, however all other refreshments (e.g. hotel mini bar) will not be reimbursed by the Council.

4. Conference/Meeting Attendance Costs

Where conference attendance is authorised by the Council, all conference attendance costs will be paid/reimbursed. Reimbursement for partners of members will be limited to:

- a) All meal costs;
- b) Accommodation, where such does not incur any additional expenditure for the Council;
- c) Any official social functions included on the official program of the conference/meeting; and
- d) All events listed on the partner's itinerary.

5. Priority will be given to any conference or seminar that is specifically relevant to Councillors. Attendance at such conference or seminar is subject to approval by the Council. Councillors' attendance at seminars/conferences is subject to budget provision.

6. Conferences, seminars or courses held by organisations of which the Council is a member, or has an interest in, would usually be attended by the Council's appointed representatives to those organisations.

7. When determining costs of a conference or seminar, all costs associated with attendance at the conference or seminar, including travel, accommodation, meals, telephone and other expenses, within reason and supported by receipts, to be included and paid for by the Council.

8. Reports of conference or seminar attendance are required in writing to the Council for inclusion in the Information Bulletin immediately following the conference/seminar attendance.

9. The type of conference or seminar that Councillors attend would generally be related to a particular function or activity in which the Council is involved, rather than individual or personal development type conference/seminars.

10. Elected Member – Local Government Training – Learning and Development Pathway

10.1 As soon as practicable after appointment, newly elected are encouraged to undertake the training module 'Understanding Local Government'. This course provides an overview of the roles and responsibilities of Elected Members, the Local Government environment and protocols and procedures affecting the way Local Governments operate.

10.2 Within their first term, Councillors are encouraged to undertake the Elected Member Skill Set which involves two days or six hours online training which addresses the introductory skills required to operate effectively in the Local Government environment.

10.3 All Councillors are encouraged to strive for a Diploma of Local Government which involves 10 modules (two of which may have been completed within the 'Elected Member Skill Set' training).

- 10.4 All Local Government training requests referred to in 10.1, 10.2 and 10.3 above are to be forwarded to the Chief Executive Officer who, in consultation with budget allocations, make arrangements for registrations.

Notes:

Accommodation requirements, whenever possible, are to be arranged in advance by the Chief Executive Officer and confirmed by an official purchase order. With regard to all other expenses, receipts are to be submitted to the Chief Executive Officer for reimbursement.

ADOPTED: 24 SEPTEMBER 2002

LAST REVIEWED: 12 SEPTEMBER 2017