

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 whilst 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:

- 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.

Elected members shall not receive reimbursement for attendance at the following:

- i) ANZAC Day services;
- ii) Remembrance Day Services.

1. 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 29 of the Local Government Officers' (Western Australia) Award 1999 for the 'South West Land Division' at the appropriate rate set for an engine displacement;
- c) Where a Councillor is a member of an external committee and reimbursement of expenses is a condition of the membership, reimbursement of mileage expenses will not be provided by the Council; and
- d) If a Council vehicle is made available and not utilised, then no mileage will be reimbursed for the use of a private vehicle.

2. Accommodation

Reimbursement of accommodation, meals, and parking expenses incurred to a maximum of \$350.00 per day will be accommodated 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.

3. Conference/Meeting Attendance Costs
All conference attendance costs will be paid/reimbursed to all members. Reimbursement for partners of members will be limited to:
 - a) All meal costs;
 - b) Accommodation, where such accounts 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.
4. 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.
5. 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.
6. 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.
7. Conferences or seminars in other states would be dealt with in the same way as any other conference within the State, except that whenever attendance at the conference entails travelling outside the State, the proposal is to be referred for the approval of the Council.
8. Reports of conference or seminar attendance are preferred to be in writing to the Council by inclusion in the Information Bulletin.
9. The type of conference or seminar that Councillors attend would generally be related to a particular function or activity in which the Councillor is involved, rather than individual or personal development type conference/seminars.
10. All newly elected Councillors who have not previously attended are strongly encouraged to attend the module 'Getting Started – Introduction to Local Government for Elected Members', which is the first module of the Elected Member Development Program, as soon as possible.
11. All Councillors are encouraged to complete all 14 modules of the Elected Member Development Program, potentially leading to the award Diploma of Local Government (Elected Member).

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: 24 MARCH 2009

