

Council

**POLICY REVIEW – ELECTED MEMBER EXPENSES
TO BE REIMBURSED**

Policy with tracked changes

Meeting Date: 28 November 2023

Number of Pages: 3

POLICY NO: CE/CS/1

FORMER POLICY NO:

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, seminars 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 use Council vehicles to attend conferences, seminars and training 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 19.3 (Vehicle Allowance) of the Local Government Industry Award 2020.
 - 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.
 - d) If a Council vehicle is made available and not used, no expenses will be reimbursed for the use of a private vehicle, unless prior arrangements are agreed by the CEO.
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.

10. Childcare

Childcare will be reimbursed as per the Salary and Allowances Tribunal determination.

Childcare costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the council member.

Claims must be made on the claim form provided and be accompanied by a receipt or invoice detailing the date, number of hours, rate and meeting attended and the details of the service provider.

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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: **28 NOVEMBER 2023**~~26 OCTOBER 2024~~