

ELECTED MEMBERS TO BE REIMBURSED

Purpose

To enable the Shire of Plantagenet (the Shire) Councillors to attend meetings, conferences and training opportunities, while ensuring that individuals are not financially disadvantaged in doing so.

Scope

Elected members may receive reimbursement of expenses, as detailed in this policy, whilst attending the following:

- Shire Council and Committee meetings held in accordance with the provisions of the *Local Government Act 1995*;
- any function or meeting as an appointed representative of the Council where specifically authorised by the Council;
- conferences, seminars and training sessions specifically authorised by the Council; and
- any official social function organised by, or on behalf of, the Shire.

Policy

1. Travel

- 1.1. 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.
- 1.2. 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.
- 1.3. 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.
- 1.4. 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.

2. Accommodation

- 2.1. 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.
- 2.2. 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/Training Attendance Costs

- 3.1. 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.
- 3.2. Priority will be given to any conference/seminar or training that is specifically relevant to Councillors and in particular, conferences, seminars or training courses held by organisations of which the Council is a member, or has an interest in, and which would usually be attended by the Council's appointed representatives to those organisations. Attendance at such conference, seminar or training is subject to approval by the Council. Councillors' attendance at seminars / conferences / training is subject to budget provision.
- 3.3. When determining costs of a conference, seminar or training, all costs associated with attendance at the conference, seminar or training, including travel, accommodation, meals, telephone and other expenses, within reason and supported by receipts, to be included and paid for by the Council.
- 3.4. Reports of conference or seminar attendance are required in writing to the Council for inclusion in the Information Bulletin within six weeks following the conference/seminar attendance.
- 3.5. The type of conference/seminar or training 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.

4. Elected Member –Training for Council Members – Council Member Essentials

- 4.1. As soon as practicable after appointment, newly elected councillors are required to undertake the training course 'Council Member Essentials'. 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 and consists of the following modules: (i) Understanding Local Government; (ii) Serving on Council; (iii) Meeting Procedures; (iv) Conflicts of Interest; and (v) Understanding Financial Reports and Budgets.
- 4.2. All Councillors are encouraged to strive for a Diploma of Local Government which involves 13 modules (five of which will have been completed within the 'Council Member Essentials' training).
- 4.3. All Local Government training requests referred to in 4.1 and 4.2 above are to be forwarded to the CEO who, in consultation with budget allocations, is authorised to make arrangements for registrations.

5. Childcare

- 5.1. Childcare will be reimbursed as per the Salary and Allowances Tribunal determination.
- 5.2. 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.
- 5.3. 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.

6. Reimbursement of Expenses

- 6.1. 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.

Document Control			
Document Responsibilities			
Owner	Chief Executive Officer	Business Unit	Office of the CEO
Reviewer	Executive Officer	Approval	Council
Document Compliance			
Legislation	Local Government Act 1995		
Other			
Document Management			
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