

## 1.3

### COUNCIL

<b>POLICY NO:</b>	<b>1.3</b>
<b>POLICY:</b>	<b>Elected Members – Reimbursement of Fees, Expenses and Allowances</b>

### 1.3 Objective

To clearly outline the financial support that will be provided to Elected Members through the payment of allowances, fees and reimbursement of expenses incurred within the provisions of the Local Government Act 1995 while performing the official functions and duties of Office.

#### 1.3.1 Policy Implementation Guidelines

- 1 All Councillors, including the President and Deputy President are entitled to claim for reimbursement of reasonable expenses incurred in properly carrying out the duties of civic office.
- 2 All expenses should be directly and wholly attributable to the performance of the duties of civic office.
- 3 Each expense claim is to be accompanied by appropriate documentation and/or certification from the Councillor as to its validity.
- 4 The authority to allow Councillors to represent Council shall only be provided by Council or the Chief Executive Officer (Delegation No. 1.2 – Council Representatives).

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**Adopted:** *1<sup>st</sup> January 1993*  
**Reviewed:** *23<sup>rd</sup> May 2001, 24<sup>th</sup> April 2002, 28<sup>th</sup> May 2003; 14<sup>th</sup> June 2006;  
18<sup>th</sup> February 2008*  
**Amended:** *24<sup>th</sup> April 2002; 8<sup>th</sup> June 2005; 27<sup>th</sup> February 2008*

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#### 1.3.2 Council Meeting Fees

- 1 That the President and Councillors be paid **an** annual fee for attendance at Council or Committee meetings as provided in Council's budget.
- 2 Fees will be paid on a quarterly basis either by cheque or EFT.

#### 1.3.3 Councillors Travelling Expenses

- 1 That Councillors be reimbursed at the rate prescribed in the Local Government (WA) Officer's Award for using their own vehicle for any travel to and from Council meetings, Council Standing and Occasional, Advisory, Management Committee, Electors meetings, or any non Council meeting where the Councillor has been appointed as a Council representative to that meeting.
- 2 When acting as a Council representative to a meeting that requires travel outside of the Shire, a Councillor shall be entitled and encouraged to use a Council vehicle, but in the event that the Councillor's own vehicle is used when a Council vehicle had been available, the Councillor will not be entitled to claim travel expenses. When such a meeting itself provides for travel reimbursement, a Council vehicle will not be made available and no travel claim against Council shall be possible.
- 3 Travel expenses to be assessed and reimbursed quarterly.

#### 1.3.4 Accommodation, Meals & Incidentals

- 1 Where approval has been granted by Delegation No. 1.2 Councillors shall be entitled to claim accommodation, meal and incidental expenses incurred as a consequence of attending any Conference, Seminar or Meeting as Council's authorised representative.
- 2 Reimbursement will be actual cost on production of supplying documentation. However the following rates are indicative and should be used as a guide in assessing reasonableness.

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#### ***Accommodation***

Capital Cities	up to \$250.00 per day
Country Centres	up to \$140.00 per day

#### ***Sustenance (Food & Drink) & Taxi/Bus Fares***

Capital Cities	\$100.00 per day
Country Centres	\$100.00 per day

These expenses are to be limited to budget allocation.

- 3 Where Councillors are accompanied by their partners at recognised and approved Local Government conferences, seminars and the like, conference sessions, conference dinners and partners programs shall be paid by Council.

The accompanying person shall be solely responsible for all costs not associated with registration and/or participation in any conference programs.

*(Amended 28/7/99, Amended 23/5/01, Amended 24/4/02;  
Amended 8/6/05)*

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