

4.2 Reimbursement of Elected Member Expenses

Policy No	4.2	
Policy Name	Reimbursement of Elected Member Expenses	
Responsible Directorate	Council and Elected Members	
Responsible Officer	Chief Executive Officer	
Council Adoption	Date: 24 July 2018	Resolution No. OC92/18
Reviewed/Modified	Date:	Resolution No.
Review Date	July 2020	
Legislation	Local Government Act 1995	
Related Policies		
Related Organisational Directives		

Objectives:

To reimburse Councillors on an equitable basis for expenses incurred as a result of carrying out Official duties.

Policy Statement:

That elected members receive reimbursement of expenses incurred whilst attending the following:

- 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 and training sessions specifically authorised by the Council.
- Any official social function organised by, or on behalf of, the Shire of Katanning.

Guidelines:

Travel

- Reimbursement for the use of a private vehicle is to be set in accordance with the rate applicable under the Australian Taxation Office.
- 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.
- If a Council vehicle is made available and not utilised, no expenses will be reimbursed for the use of a private vehicle.

Accommodation

- Accommodation will be booked and paid directly by the Shire.
- Incidental meals and parking expenses incurred 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 (eg hotel mini bar) will not be reimbursed by the Council

Conferences

- Where conference attendance is authorised by the Council, all conference attendance costs will be paid/reimbursed. When determining costs of a conference or seminar all costs associated with attendance including travel, accommodation, meals, telephone and other expenses, within reason and supported by receipts, to be included and paid for by Council
- Reimbursement for partners of members will be limited to:
 - All meal costs
 - Accommodation, where such does not incur any additional expenditure for the Council
 - Any official social functions included on the official program of the conference
 - All events listed on the partner's itinerary

Training

- Council will fund all costs, including registration, travel, accommodation and meals for attendance at authorised Councillors training including up to a maximum of four modules of the Elected Member Development Program, in any one financial year.

Childcare

- Childcare will be reimbursed as per the SAT Legislation.

Other

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