

Governance and Corporate Leadership

GL12 Reimbursement of Expenses



24 May 2017

This policy was adopted by Council to set governing principles in place that align the strategic direction of the organisation with Goal 5 – Effective Leadership and Governance

Objectives

To provide guidance to the Chief Executive Officer, Director Corporate and Community Services or Manager Finance in approving the reimbursement of Councillor expenses incurred in fulfilling their functions on behalf of the Shire.

Policy

Reimbursement for Statutory Child Care Expenses

Section 5.98(2) of the Local Government Act and Regulation 31 of the Local Government (Administration) Regulations

A Councillor has a statutory entitlement to be reimbursed for child care expenses incurred by the Councillor as a result of attendance at a council meeting or a meeting of a committee of which he or she is member. The Shire of Augusta Margaret River will reimburse child care expenses, verified by sufficient information, in accordance with the determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members under the Salaries and Allowances Act 1975 section 7B.

Reimbursement of Statutory Travel Expenses

Section 5.98(2) of the Local Government Act and Regulation 31 of the of the Local Government (Administration) Regulations

A Councillor has a statutory entitlement to be reimbursed for travel expenses incurred by the councillor as a result of attendance at a council meeting or a meeting of a committee of which he or she is member. The Shire of Augusta Margaret River will reimburse travel expenses, verified by sufficient information such as a log book or signed memorandum outlining journeys and kilometres travelled, in accordance with the determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members under the Salaries and Allowances Act 1975 section 7B.

ie. Travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the *Local Government Officers' (Western Australia) Interim Award 2011* as of the annual date of the SAT determination.

Reimbursement of Other Expenses

Section 5.98(2) of the Local Government Act and Regulation 32 of the Local Government (Administration) Regulations

A Councillor is to be reimbursed for the following types of expenses to the extent set for each type of expense where the expense is incurred:

GOVERNANCE AND CORPORATE LEADERSHIP GL12 REIMBURSEMENT OF EXPENSES

- in performing a function under the express authority of the Shire;
- by reason of being accompanied by no more than one other person while performing an official function where the Shire considers it to be appropriate; or
- in performing a function in the Councillor's official capacity as a council member as distinct from an individual ward councillor.

Reimbursement of expenses will be provided where the expense is verified by sufficient information such as tax invoices for purchases, log book entries, signed memorandum etc.

TYPE OF EXPENSE	EXTENT OF REIMBURSEMENT
<p>Travelling Expenses and Child Care Costs not Covered By Statutory Entitlement</p> <p>Travelling expenses and child care costs incurred by a Council member travelling to and from or attending:</p> <ol style="list-style-type: none"> any conference, seminar, workshop, forum or authorised training, any official function that the Councillor is invited to attend in their capacity as a Councillor; any official function, councillor briefing session, meeting or event that the Council, President or the CEO requests the Councillor to attend as a member of Council; any meeting of a group or body on which the Council member is a delegate or representative; any site inspection, tour or individual appointment organised by the CEO and administration for all councillors, group of councillors or any individual councillor, or any trip required to collect agenda papers or other Council related business from the Shire's Administration Office. <p>NB: Travel such as to meet with constituents and other tasks as an individual ward councillor will not be eligible.</p>	<p>In accordance with determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members under the Salaries and Allowances Act 1975 Section 7A.</p>
<p>Carer's Costs</p> <p>Where a Councillor personally cares for a person who has a disability, mental illness, chronic condition or who is frail aged, the costs of a replacement carer incurred by a Councillor from attending:</p> <ol style="list-style-type: none"> any conference seminar, workshop, forum or authorised training, any Council or committee meeting; any official function that the Councillor is invited to attend in their capacity as a Councillor; any official function, meeting or event that the Council requests the Councillor to attend; or any meeting of a group or body on which the Council member is a delegate or representative. 	<p>The actual expense</p>
<p>Expenses of Being Accompanied</p> <p>Expenses incurred by Councillors by reason of being accompanied by no more than one other person while performing an official function in attending:</p>	<p>The actual expense incurred.</p>

TYPE OF EXPENSE	EXTENT OF REIMBURSEMENT
<ul style="list-style-type: none"> a. any official function, meeting or event that the Council requests the Councillor to attend; b. any conference dinner or expenses approved under separate policy, or c. any official function that the Councillor is invited to attend, along with other person, in their capacity as a Shire Councillor. <p>This includes conference dinners, meals and partners programs but not additional conference registrations, airfares and any additional accommodation required.</p>	
<p>Conferences and Training Expenses Transport, meals, accommodation, taxi fares, telephone calls.</p>	<p>In accordance with determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members under the Salaries and Allowances Act 1975 Section 7A.</p>
<p>Sundry Expenses Sundry expenses incurred by a Councillor for:</p> <ul style="list-style-type: none"> a. clothing, footwear and suit hire; b. personal grooming; c. dry cleaning; d. costs of attending social functions; and e. protocol gifts. 	<p>No reimbursement</p>

Application

The Chief Executive Officer, Director Corporate and Community Services or Manager Finance to approve the reimbursements for actual expenses incurred upon the production of documentary evidence substantiating the actual costs in accordance with this Policy. Responsibility for the implementation of this policy rests with the President, Councillors and Chief Executive Officer. The policy is to be reviewed every three years

Document and version control table

Strategic outcome	Corporate Plan 2014-2018 Goal 5 – Effective Leadership and Governance	
Responsible Directorate	CEO	
Authority of original issue	Council	
Date of original issue	Council meeting date 27 August 2009	
Contact officer	CEO EA	
Date of next review	May 2020	
Document No.	N129866	
Version	Date issued	Brief description
1.0	27/8/2009	Initial Issue

2.0	23/1/2015	Full review
2.1	4/9/2015	Minor review to incorporate changes in the rate of payment of travel allowances
3.0	24/5.2017	Full review
