

## Introduction

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Councillors undertake a responsibility to perform various roles and duties, which may incur expenses.

## Purpose

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To establish a framework for the coverage and reimbursement of travel expenses to Councillors, under Section 5.98 of the Local Government Act 1995 (Discretionary Expenses).

## Policy statement

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Council representative is the Shire President unless the Shire President requests another Councillor to attend in their absence.

1. The Shire will reimburse travel expenses where a Councillor attends:
  - Annual, Special and General meetings of Electors.
  - Community Forums of Electors.
  - Officially convened Council Civic receptions.
  - Visits by Federal or State Government Ministers and Local Members.
  - Council Authorised meetings with government agencies and other councils.
  - Conferences approved by the Council, through a resolution duly passed at a Council meeting.
  - Seminars, workshops, and training courses approved by the Chief Executive Officer (CEO).
  - Mandatory training required under the Local Government Act 1995.
  - Meetings attended as a Council endorsed nominee to a committee, organisation or board that does not compensate members for travel.
  - Meetings attended as a delegate or authorised representative of the Council.
  - Commemorative Ceremony functions (ANZAC service, Australia Day etc.) as a nominated Council representative.
  - Attendance at a private Citizenship Ceremonies as a nominated Council representative.
2. Reimbursement of travel expenses will not be paid where Councillors attend:
  - Social engagements (sporting clubs, community groups, and other organisations functions).
  - Meetings and functions where they are not the nominated council representative.
  - Road inspections that have not been convened by a resolution of the Council.
3. Councillors using private vehicles may claim for reimbursement of expenses at the rate contained in the Local Government Industry Award applicable at the date of travel. Councillors must submit a completed claim form.
4. Any travel by air will be at economy rates however, business class may be considered in the case of a physical disability.

5. Councillors travelling to a destination to which air travel would normally be appropriate may choose to use private vehicles in accordance with this Policy. The amount claimed in reimbursement is not to exceed the cost of a normal full economy airfare.
6. Costs of vehicle hire (approved by the CEO), taxi fares, and parking incurred directly through attending conferences, seminars, training courses, meetings, and functions, will be reimbursed off a receipt and completion of an appropriate Shire claim form.
7. Councillors wishing to claim a reimbursement of travel expenses must complete a claim form. The reimbursement will be calculated on the number of kilometres in a return trip between the Councillor's principal place of residence or work within the Shire, unless agreed by the Shire President in writing beforehand.

A suitable claim form will be provided on request by the Governance team.

<b>Department:</b>	CEO Division	<b>Next review:</b>	November 2026
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