

STATEMENT

The Resource Recovery Group Regional Council is committed to ensuring that Council Members are adequately recompensed for their involvement with RRG, in accordance with the relevant legislation and regulations of the *Local Government Act 1995*.

SCOPE

This Policy applies to all Councillors of the RRG and the employees charged with administering payments to Councillors.

OBJECTIVE

To reimburse Regional Council Members for Regional Council business incurred expenses in accordance with section 5.98(2) & (3) of the Local Government Act 1995 and clauses 31 & 32 of the Local Government (Administration) Regulations.

ROLES & RESPONSIBILITIES

Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that Councillors are appropriately paid in accordance with relevant legislation and that due processes are followed to do so.

CONTENT

1) Reimbursements without prior Regional Council approval

Actual expenses up to the prescribed amount in relation to Child Care incurred by the Regional Council Member whilst attending a regional council or committee meeting.

Actual expenses up to the prescribed amount in relation to Travel Costs incurred by the Regional Council Member because of attending a Regional Council or Committee Meeting.

Councillors should claim these reimbursements through their respective local governments as an appointed representative on the regional council.

2) Reimbursement requiring Regional Council approval:

By resolution of the Regional Council, the Regional Council Member may be reimbursed for the following:

- An expense incurred by a Regional Council Member in performing a function under the express authority of the Regional Council; or
- An expense incurred by a Regional Council Member to whom only one other person accompanied that Regional Council Member whilst performing a function under the express authority of the regional council; or
- An expense incurred by a Regional Council Member in performing a function in his or her capacity as a Regional Council Member.

The extent to which an expense referred to in (1) and (2) above can be reimbursed is the actual amount, verified by accompanying documentation.

REFERENCES & REVIEW

Issued: November 2024	Review Date: November 2026	Title CORPORATE POLICY NO 1.9 COUNCILLORS REIMBURSEMENT OF	Version 7
Prepared: EMGC	Reviewed by: CEO	Approved: COUNCIL	Page 1 of 2
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Statutory Compliance	<ul style="list-style-type: none"> ▪ Local Government Act 1995 s5.98(2) & (3) ▪ Local Government (Administration) amendment Regulations 31& 32 	
Organisational Compliance	<ul style="list-style-type: none"> ▪ Annual Budget 	
Next Revision Date	November 2026	
Related Documents	Other corporate policies and procedures relating to Councillors	
Policy Administration	Responsible Officer	Review Cycle
Corporate	Chief Executive Officer	Biennial
Risk Rating	Risk Register – Low	
Location of document	Staff Intranet RRG Internet – Members Restricted Area 9 Aldous Place, Booragoon – Corporate Services 350 Bannister Road, Canning Vale – staff room	

DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2006	Original	1	MAF	MAF	26/02/2006
2012	Review	2	DCS	DCS	26/07/2012
2014	Review	3	EMCS	EMCS	28/08/2014
2016	Review	4	EMCS	CEO	27/10/2016
2018	Review	5	EMCS	CEO	18/10/2018
2020	Review	6	EMCS	CEO	27/11/2020
2022	Review	7	MGC	SMG – 4/10/2022	24/11/2022
2024	Review	8	EMGC	CEO	28/11/2024

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