

EXPENSES – STAFF PERFORMING DUTIES & REPRESENTING COUNCIL AT CONFERENCES AND MEETINGS

Objective

To determine the payment of expenses incurred by staff in performance of duties and when representing Council.

Scope

Expenses incurred in relation to Council duties and representing Council.

Policy

1. When staff are attending Conferences and/or meetings or performing Council duties, Council cover all costs of travel, accommodation and breakfast and, in addition, pay an overnight allowance to cover the cost of other meals and incidental expenses.

Further, that the cost of entertainment on behalf of Council outside the above guidelines be reimbursed to delegates.
2. That the overnight allowance be reviewed each year in conjunction with Council's Budget and Fees & Charges and in line with direction from the Department of Local Government

NOTE: Overnight allowance of \$100 applies

Relevant Legislation

Nil

Associated Documents

Council's Code of Conduct (available on Council's Intranet – C&BS Documents)
Local Government (State) Award 2017

Responsible Officer:	Director Corporate Services		
Date Adopted:	21/2/06	Resolution No:	34/06
	18/2/15		15/15
	17/2/16		18/16
	20/3/18		48/18
Version:	4	Review Date:	February (annually)