

Shire of Wiluna Policy Manual

OUT OF DISTRICT ALLOWANCE

Policy 2.18

Intent – Shire staff are required, from time to time, to travel to attend meetings, training, events and conferences directly related to their role as employees. The costs in relation to these expenses are to be controlled to ensure maximisation of “value for money”, efficient allocation of Shire resources and to prevent any misappropriation of funds in relation to these costs.

Purpose – This policy outlines the Shires’ requirements in relation to payment of expenses for attendance at conferences, training, events and meetings which are outside of the Staff’s normal place of residence.

Principles –

1. Expenses for conferences, training, events and meetings are those which staff attend in their capacity as Shire employees and are in direct relation to staff duties and/or the Shire’s scope of works and services.
2. The Chief Executive Officer is required to approve or reject applications to attend conferences, training, events and meetings. Applications for attendance at conferences, training, events and meetings must clearly be of benefit to /need of the Shire to attend.
3. Expenses related to the registration costs of attendance (inc. fees, material charges) are met in full by the Shire.
4. Travel costs related to the attendance will be met by the Shire as follows:
 - (a) Third-party travel such as airfares or bus fares (including travel to and from airport, taxi fares, etc.) to be paid for by the Shire, or
 - (b) Staff issued with vehicles for private use may use this (or replacement vehicle) for their transport; fuel is provided by the Shire; or
 - (c) If there are Shire vehicles available for use, staff and elected members may be able to use these; fuel provided by the Shire; or
 - (d) Alternative travel arrangements, approved at the discretion of the Chief Executive Officer, provided that they are cost effective.
5. Expenses relating to accommodation and meals will be met by the Shire as follows:
 - (a) Accommodation and meals (excluding alcoholic drinks) to the value of \$200 per night to be paid for by the Shire, or
 - (b) Staff will be paid an allowance of \$200.00 per night. Staff will then be required to arrange their own accommodation and meals for the duration of attendance; or
 - (c) If staff are required to attend any conference, meeting, training or other sanctioned event above the 26th parallel, then the value referred to in 5(a) and 5 (b) may be increased to \$250.00.
6. Proof of purchase/cost incurred must accompany all claims for reimbursement, except for the per diem allowance claimable at 5(b).
7. Where Staff who fail to attend in full or complete any training or participation in meetings/conferences/so forth but have been paid the clause 5(b) or 5 (c) will be required to pay back the value of the accommodation and meals and/or allowance; disciplinary action may also be taken against the staff member.

Shire of Wiluna Policy Manual

8. The Chief Executive Officer or relevant line manager reserves the right to not offer either option 5(a) or 5 (b) to a staff member and instead make the most cost effective and suitable decision regarding their meals and accommodation.
9. This policy applies to staff who are required to work away from their normal place of residence which would include the majority of Shire staff who permanently reside in Wiluna. However, in the case of a staff member who works in two separate locations, as may be the case with a Fly in Fly Out (FIFO) worker, the Shire considers their second workplace to also be inside of the District and therefore this policy would not automatically apply.

Document Control	
Responsible Directorate	Office of the CEO
Relevant Section	Corporate
Legislative Requirement	
Council Meeting Held & Adopted, Resolution #	27 Nov 2013 108/13
Amendments, Date & Resolution #	25Jan 2017 008/17
Review Dates & Resolution #	
Next Review Date	