

Council Policy 1.12

Personal Protective Equipment (PPE) Costs Incurred by Council Members Policy

Strategic Plan Objective

To report against the revised 10 Year Strategic Plan 2017-2027 and the Sustainability Strategy 2022/2023 – 2026/2027 objectives.

Purpose

To establish a policy to approve the reimbursement of expenditure incurred by Councillor Members and Deputy Members for such PPE as determined by the EMRC Chief Executive Officer to be necessary to conduct site visits to minimise exposure to hazards.

Legislation

Local Government Act (1995) s.5.98

Local Government (Administration) Regulations 1996, Reg. 32

Local Government (Financial Management) Regulations 1996, Reg. 44

Policy Statement

- Claims by members of Council for PPE costs incurred may be made in the following circumstances:
 - ⇒ The members attendance is necessary to conduct site visits to EMRC and non – EMRC sites to minimise exposure to hazards.
 - ⇒ The member is attending in his/her capacity associated with performing a function under the express authority of Council or in accordance with the Establishment Agreement of the EMRC; be reimbursed for the required PPE on the basis as detailed in this policy.
- Claims for PPE costs incurred by Council Members must be made in writing to the EMRC Chief Executive Officer for approval, detailing the date and purposes of the PPE, be signed by the Councillor and include a receipt or tax invoice of the PPE for reimbursement.

Financial Considerations

A statutory provision which requires a budget allocation.



Adopted/Reviewed

23 June 2022

22 May 2025

Next Review

Following the Ordinary Elections in 2027

Responsible Unit

Business Support Team