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|  | Fact Sheet | Regional Council administration | September 2015  Audience | All members |

This **Fact Sheet** outlines the administrative arrangements for members of Regional Council (Council).

## Meetings

Each year the ACFE Board (Board) sets the coming year’s meeting dates for the:

* Board
* Audit and Risk Committee of the Board
* Chairpersons’ Forums
* Annual Planning Workshop
* Regional Council Development Day.

These dates and those of Council meetings are published in a common calendar, which is distributed to the Board and Council members.

The reason for this approach is:

* the meetings of the various bodies dovetail to facilitate communication and reporting
* to facilitate information sharing between Councils and the Board
* the workload of individual Board and Council members, staff members and teams is more coordinated and predictable.

### *Regional Council*

A Council is required by legislation to meet six times per year. Four of the six Council meetings are scheduled within a series of common two-week statewide periods. Each Council determines the date and form of its last two meetings to meet local priorities and needs.

## Insurance

The Board takes out Professional Liability and Accident insurance on behalf of Council members. This means that Council members are covered for claims arising against them from actions and decisions made while acting in an official capacity, and for any injury sustained as a result of an accident occurring while acting in an official capacity.

## Remuneration

Council membership is voluntary. Members do not receive remuneration for their role on a Council.

Under Section 3.3.22 of the *Education and Training Reform Act 2006* (the Act)members are eligible to claim expenses. The Act states that members are entitled to receive the personal and travelling expenses that are fixed in the member’s instrument of appointment.

### *Personal expenses*

Members may be reimbursed for necessary and reasonable expenses incurred for official duties. The ‘[Travel and miscellaneous expenses reimbursement claim’ form](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubexpensesform.doc) should be completed and forwarded to the ACFE Board Secretariat, along with all invoices and receipts, after costs have been incurred. These will be reimbursed at the rates and on the conditions applicable. Invoices must meet Australian Taxation Office (ATO) standards. A sample invoice with explanatory notes can be provided.

### *Travel expenses*

Claimable expenses include travel by private vehicle, accommodation and meals (if Council duties require an overnight stay), parking fees and taxi fares. The [ATO website](https://www.ato.gov.au/) can provide information about specific rates.

## Changes to personal details

It is important that any change to personal details, particularly email addresses, be notified to the ACFE Board Secretariat and to the Regional Department staff contact. This will prevent Council members missing information.

## Forms for completion

### *New member completion*

‘[Statement by supplier’ form](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubsupplierform.PDF): This ATO form provides the reason for not declaring an ABN.

### *As required*

‘[Travel and miscellaneous expenses reimbursement claim’ form](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubexpensesform.doc): Reimbursements are only made through the Department’s computerised finance system, after a receipt/s and a completed ‘[Travel and miscellaneous expenses reimbursement claim’ form](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubexpensesform.doc) are sent to the ACFE Board Secretariat.

Further information

[‘Statement by supplier’ form](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubsupplierform.PDF)

‘[Travel and miscellaneous expenses reimbursement claim’ form](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubexpensesform.doc)

Australian Taxation Office [www.ato.gov.au](http://www.ato.gov.au)

Your Regional Council’s Charter

[Fact Sheet | Working with the Department](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubfsworkingDET.docx)

[Fact Sheet | Code of Conduct](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubcodeconduct.docx) for Regional Council members

[Fact Sheet | Leading Regional Council](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubfsleading.docx)