

POLICY

TITLE:	TRAVEL AND ACCOMMODATION (Council Members)		
DIVISON:	COUNCIL		
ADOPTED BY:	COUNCIL		
DATE OF ADOPTION:	MAY 2023	DATE OF REVIEW:	MAY 2028
MOTION NUMBER:			
POLICY NUMBER:	CP53 v2.		
LEGISLATIVE REF:	Section 109(1) of the Local Government Act 2019		

THIS POLICY APPLIES TO: Council Members

1. Purpose

The purpose of this policy is to set out council member entitlements for payment or reimbursement of reasonable expenses for travel and accommodation necessary for attending council meetings and council business.

2. Principles

Council is committed to ensuring that travel and accommodation arrangements, including payment and reimbursement of reasonable expenses, are administered in the most efficient and cost-effective manner.

3. Scope

3.1 Professional development allowance

Costs for travel, accommodation and meals that are claimed in relation to use of the professional development allowance are to be paid from the council member's professional development allowance.

3.2 Approved process

All requests (and acquittal) for travel and accommodation arrangements are to be in accordance with a written process determined by the CEO.

3.3 Council meetings

If a council member is required to travel more than 50 km from their place of usual residence within the council area to attend a council meeting, the council member is entitled to payment or reimbursement of reasonable expenses for necessary travel and accommodation.

3.4 Council business

A council member is entitled to payment or reimbursement or reasonable expenses for necessary travel and accommodation in relation to:

- (a) carrying out duties in relation to an appointed role (e.g. LGANT delegate);

- (b) attending a conference, workshop, seminar, training session or other council business approved by council resolution; or
- (c) carrying out other official duties for the Council.

4. Application of policy

4.1 Travel bookings

Air travel is to be by the most reasonably economic means available, and shall not include business or first class. If air travel is required, it will be booked and paid by the CEO or the CEO's delegate.

Car rental reservations will be booked and paid by the CEO or the CEO's delegate, who will select the most appropriate vehicle (taking into account best value and safety).

4.2 Taxi and rideshare services

If appropriate in the circumstances and in accordance with the approved process, council members may use taxi or rideshare services for council business under clause 3.4. Use of taxi or rideshare services will be on a reimbursement basis or in accordance with the Accountable forms policy (members and the CEO).

4.3 Mileage allowance

Council vehicles are preferred for official travel. Special circumstances must exist for a council member to use their own private vehicle for council business (for example, when no council vehicle is available). The use of the private vehicle must be communicated to the CEO prior to travel.

Where a council member uses their own private vehicle to attend a council meeting or to council business in accordance with a council resolution and the distance is more than 50km, a mileage allowance in accordance with the Australian Taxation Office (ATO) cents per kilometre method is payable. Mileage allowances cannot be claimed by passengers.

Council will not take responsibility for any damage relating to use of private vehicles. It is the responsibility of the owner of the vehicle to ensure they have appropriate insurance prior to use.

4.4 Traffic infringement notices and fines

Traffic infringement notices and fines are the individual responsibility of the driver of the vehicle. Any traffic infringement notices or fines incurred while the vehicle is in control of the council member must be paid by the council member.

4.5 Travel allowance

The amount payable for meals and incidentals (travel allowance) is to be in accordance with the ATO Taxation Determination.

All non-essential additional expenses such as telephone calls, room service or mini-bar supplies are the responsibility of the council member. Meal allowances are not to be paid when the meal is included in the cost of the meeting, conference or other event.

4.6 Accommodation

If the council member requires accommodation covered by this policy, it will be booked and paid for by the CEO or CEO's delegate. Every effort must be made to ensure that the accommodation cost is at, or below, the amount set by the ATO Taxation Determination for the destination.

4.7 Camping allowance / Non-Commercial accommodation

Camping allowance is payable to a council member who is required to be away overnight at a location where no commercial accommodation is available and must stay in a camp. The applicable rate is \$85.80 per night. Personal procurement of camping equipment remains the responsibility of the council member. A travel allowance is payable.

4.8 Registration fees

Council will pay registration fees for any council business attended under clause 3.4.

4.9 Accompanying partner

Travelling council members may be accompanied by a spouse or partner, subject to Council not incurring any additional expense.

4.10 Cancellation and non-attendance

Where travel arrangements need to be changed or cancelled, the council member must inform the CEO as soon as possible to minimise any financial loss to the Council.

Where a council member fails to attend all or part of the business for which travel has been organised and paid, the council member is to notify the CEO as soon as practicable and provide the CEO with the reason(s) for non-attendance.

The CEO is to report any non-attendance at the next ordinary council meeting.

