



**KATHERINE**  
TOWN COUNCIL

**TITLE:** REASONABLE EXPENSES FOR TRAVEL AND  
ACCOMODATION POLICY RECEIVED BY  
COUNCIL MEMBERS

**ADOPTED BY:** COUNCIL

**RESPONSIBILITY:** CHIEF EXECUTIVE OFFICER

**DATE TO TAKE EFFECT:** 01/07/2021

**NEXT REVIEW DATE:** 01/07/2023

<b>Version</b>	<b>Reviewed By</b>	<b>Adoption Date</b>	<b>History</b>
1	Policy Review Committee	23/02/2021	<b>Adopted</b>

## **1. Purpose**

This policy is made under Section 109 (1) of the *Local Government Act 2019*. 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 to the business of Council in accordance with a prior resolution.

## **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 Approved process**

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

### **3.2 Council meetings**

If a council member is required to travel more than 60 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 or reasonable expenses for necessary travel and accommodation.

### **3.3 Other council business**

If a council member is required to travel to attend a conference, workshop, seminar, training session or other council business approved by council resolution, the council member is entitled to payment or reimbursement or reasonable expenses for necessary travel and accommodation.

For travel and accommodation expenses in relation to the use of a council member's professional development allowance, please refer to the *Professional development allowance policy*.

## **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 Council.

Car rental reservations will be booked and paid by the Council, who will select the best-priced vehicle.

### **4.2 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 60km (each way), 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.

#### **4.3 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 whilst the vehicle is in control of the council member must be paid by the council member.

#### **4.4 Travel allowance**

The amount payable for travel allowance (meals and incidentals) 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.

#### **4.5 Accommodation**

If the council member requires accommodation, it will be booked and paid for by the Council. 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.

Where a council member chooses to self-provide private accommodation at a location, such as with friends or family, for which no payment was made to a commercial operator, the applicable payable rate will be a private accommodation allowance of \$45 per night. This is a flat rate to assist with any contribution to the household. Travel allowance for meals and incidentals are payable.

#### **4.6 Camping allowance**

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 \$45 per night. Personal procurement of camping equipment remains the responsibility of the council member. Full travel allowances for meals and incidentals are payable.

#### **4.7 Registration fees**

Council will pay registration fees for any training or conferences approved by council resolution.

#### **4.8 Accompanying partner**

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

#### **4.9 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.