

	POLICY NUMBER:	P44
	TRAVEL AND ACCOMMODATION POLICY	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	ADMINISTRATION
	LG ACT 2019 Ref:	Section 109(1) (a) & (b) & (2)
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE

The purpose of this policy is to outline a set of guiding principles for Wagait Shire Council employees and councillors when arranging and undertaking official work-related travel.

2. SCOPE

This Policy applies to all employees, elected members, audit committee members and council committee members of Wagait Shire Council.

3. DEFINITIONS

<i>Term</i>	<i>Meaning</i>
Approval officer	Means the Chief Executive Officer, or in the case of the Chief Executive Officer, the Principal Member.
Booking officer	Means the Office Manager or Chief Executive Officer.
Council stakeholders	Means Wagait Shire Council employees, elected members, audit committee members and council committee members.
Official business	Business conducted on behalf of, and approved by Wagait Shire Council, either to fulfil a legislative requirement or to achieve a benefit for Wagait Shire Council. This may include attendance at external courses, conferences, seminars or workshops.

4. POLICY

All travel for official business purpose must be approved in advance and travel allowance claim form should be completed.

A council stakeholder who is required to be absent overnight from their usual place of residence on official work travel will be paid an entitlement for incidentals and meal expenses (as per the travel allowance form) occurring during the period while undertaking official work travel. Overnight travel expenses are currently not subject to tax instalment deductions, and will not be unless required by taxation legislation.

While undertaking official travel, no council stakeholder will be out of pocket for reasonable expenses. However, no staff member or councillor shall gain a financial advantage through the travelling allowance arrangement. Where the allowance

determined by the Australian Taxation Office is not considered appropriate in respect of a particular travel situation, the Chief Executive Officer may substitute a greater or lesser amount to be paid depending on the particular travel situation.

4.1 Travel Allowance

Travel allowance is provided to council stakeholders conducting official business that requires overnight absence from normal place of work in a location where commercial accommodation is available. Travel allowance comprises meals and incidental expenses based on rates determined by the Australian Taxation Office.

4.2 Payment

Payments for allowance will be paid to council stakeholders into their bank account of their choice in the earliest pay run after the travel occurs and the travel allowance claim form is submitted to the office manager.

4.3 Travel

Travel relates to all modes of travel. It includes flights, taxis, public transport, rental car and council vehicle use. The mode of travel used for official travel should be approved prior to the travel by the Chief Executive Officer.

If a council stakeholder wishes to travel to a location early or extend their stay beyond business requirements, this will need to be permitted by the approval officer.

4.3.1 Air Travel

The cost of air travel to and from destinations is to be by economy class on the shortest possible route. Council will not pay the cost of air travel upgrades.

4.3.2 Ferry Travel

The cost of ferry travel between Mandorah and Darwin will be provided for council stakeholders travelling on official business.

4.3.3. Taxis

It will be the responsibility of the person travelling to organise their own taxi request. Receipts are to be kept for reimbursement. Reimbursement should be claimed by submitting Reimbursement Claim Form to the office manager.

4.3.4. Rental Cars

Council stakeholders must seek appropriate approval from the approval officer prior to renting a vehicle. The Chief Executive Officer is the approval officer for employees and councillors and the principal member is the approval officer for the Chief Executive Officer. Consideration must be given as to whether the renting of a vehicle is cost effective and appropriate under the circumstances. All rental car bookings are to be made by the booking officer.

4.3.5. Private Vehicle Allowance

Where the Chief Executive Officer has authorised the use of a private vehicle, an approved mileage allowance will be paid through the submission of a travel allowance claim form.

4.4 Accommodation

Accommodation for council stakeholders when attending official business will be booked and paid for by Wagait Shire Council.

Accommodation for council stakeholders must be approved prior to travel by the relevant authorisation officer.

Additional expenses incurred in accommodation such as private telephone calls, room service or mini-bar supplies will be the council stakeholder's own responsibility.

Funds will not be paid in lieu of accommodation.

5. ASSOCIATED DOCUMENTS

P05 Council Staff Code of Conduct

P43 Credit Card Policy

P45 Vehicle use Policy

6. REFERENCES AND LEGISLATION

Local Government Act 2019

Local Government (General) Regulations 2021

Fair Work Act 2020

Income Tax Assessment Act 1997

Tax Determination 2019/11

7. REVIEW HISTORY

Date Approved: 19/02/2019	Approved By Council Moved: Vice President Tom Dyer Seconded: Cr Neil White Vote: AIF	Resolution No. 2019/331	Date for review: 19/02/2022
Date Approved: 19/04/2022	Approved By Council Moved: Cr Peter Clee Seconded: President Neil White Vote: AIF	Resolution No. 2022/072	Date for review: Next election