

## Council, Local Authority, and Committee Member Travel

Reference Number: P68  
Organisational Unit: Governance  
Responsible Position: Director Corporate Services  
Relevant Delegations: DA31 – DA32  
Date Adopted: 6 May, 2016  
Review Date: Every 4 years

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### Objectives

This Policy has been developed for the purpose of identifying allowances and expenses to be paid to Members when travelling on Council business and to events (conferences, seminars or similar) on behalf of the Council. It provides clear guidelines with respect to the following: transportation, accommodation, and travel allowance.

### Legislation and Reference

Northern Territory Local Government Act  
Australian Taxation Office  
Council Schedule of Allowances  
Personal Car Usage and Mileage Form  
Travel Requisition

### Scope

This Policy applies to all Elected members, Local Authority members, and Council Committee members to provide clear guidelines as to the level of expense Council undertakes to pay for their travel. It will help to ensure that all travel allowances and expenses are cost effective and appropriate for the Council business undertaken.

### Definitions

**Member** – Any person that is an Elected or Appointed member with the Council, Local Authority, or Council committee.

### Policy

Travel and accommodation arrangements will be made for Members by Council officers deemed to be the most suitable and cost effective method available.

It is the Member's responsibility to complete the appropriate required forms and submit to the Governance team at the earliest opportunity to ensure appropriate co-ordination of travel arrangements.

### Cost Effectiveness

Travellers on Council business must:

1. Exercise the same care in incurring expenses as a person travelling for personal reasons; and
2. Contact the Governance officers as soon as possible after they know they require accommodation or travel arrangements.

### Air Transportation

Air travel will be by the least expensive available class unless otherwise determined by Council resolution.

Airline tickets are not transferable and cannot be used for refund or offsetting any other costs including the costs of other persons accompanying the Members.

Members may upgrade the class of travel at their own expense.

### Ground Transportation

Where a Member is required to attend a location other than that in which they live; the Council will provide a method of transport suitable to allow the Member to attend such an event in a timely manner.

Taking into consideration road conditions and the safety of those travelling, the most direct route must be taken. Ground transport arrangements will be outlined below and must not exceed the cost of an air-fare.

### Primary Ground Transportation

Where available, the Council will provide a Council vehicle for transport to and from the location of the required Council business.

Where a Council vehicle is provided, the Member is to provide evidence of a current and unrestricted drivers licence for that class of vehicle.

### Secondary Ground Transportation (Co-ordinated Travel)

Council officers will arrange travel for the Member at a cost effective method from the community in which they live to the location of the Council business. For example: where a Council officer can coordinate travel arrangements using carpool or public transport as a method, then this will be the secondary method of ground transportation.

If a Council officer cannot coordinate travel from the community in which a Member lives, use of a personal vehicle will be permitted to travel to a location in which travel can be coordinated (a mileage form can be submitted for this leg of the journey) to continue with coordinated travel arrangements. For example: where travel can be coordinated from another location deemed suitable and cost effective by Council officers, Members may use their personal vehicle to travel to this location to continue with the method of transport arranged by Council officers.

### Use of a Private Vehicle

Members may choose to travel using their own vehicle in which case a mileage allowance will be payable in accordance with the Schedule of Allowances (attached) applicable in that financial year.

Members are encouraged to car pool where more than one Member is travelling to the same location.

### Transfers

For transfers between airport and hotel:

1. Where possible and depending on time constraints, the airport / hotel bus should be used;
2. Taxis, coaches, and other transfer transport expenses will be met by the Council for approved travel upon presentation of an official receipt; and
3. Car rental will only be considered at the discretion of the Chief Executive Officer.

### Accommodation

Where a Member attends a location on Council business for more than one day that is further from the location in which they live than can be safely travelled between sunrise and sunset for that day, Council will provide accommodation on successive nights as required until the business is completed. For example: should an event commence on a Friday afternoon and finish on Sunday at 12:00pm, accommodation will be provided for the Friday and Saturday nights only. Where a Member cannot travel safely within sunrise and

sunset for the days of travel, then accommodation will be provided the night prior to commencing and the night upon completion.

Council will pay for accommodation of a standard to its discretion subject to the accommodation available in the location of the event at a maximum of four star single accommodation. Any additional costs incurred as a result of extended stays, the attendance of partners and / or children and the cost of non-essential room extras such as mini bar or in-house movies shall be borne by the Member.

Accommodation expenses are to be incurred in accordance with the Schedule of Allowances attached and Council will accommodate up to a 10% variance in these prices. Members may choose to upgrade their accommodation at their own expense.

### Meals

Where a Member is required to stay in a location other than that in which they live, Council will pay meal costs associated with the event, and provide a Travel Allowance as per this Policy.

### Travel Allowance

Travel Allowance is provided to Members conducting official Council business that requires absence from the location in which they live. Travel Allowance comprises meals and incidental expenses based on rates determined by the Schedule of Allowances. Where the allowance determined by the Schedule of Allowances is not considered appropriate in respect of a particular travel situation, the CEO may substitute a greater or lesser amount to be paid depending on the particular travel situation. Where meals are provided by an associated council event, an allowance will not be paid for that meal.

A schedule of allowable rates will be published and attached to this Policy annually.

### Payment

Agreed travel payments and allowances will be paid once a signed form is submitted. Signing of travel forms is a declaration to the Council that the Member has incurred the stated expenses; making a false declaration to Council is a disciplinary issue.

Payment of allowances will be made for each leg of the journey. For example: the first half of an allowance can be paid prior to the Member travelling to the location required, and the second half of an allowance can be paid upon the Member's confirmed attendance on the first day of the Council business.

Payments for allowances will be paid to Members into the bank account of their choice in the earliest pay run from submission of the relevant form or earlier if possible.

### Adjustments to Payments

Should the Member return earlier from a trip, a repayment will be required if an allowance was provided in advance. The Finance Department will advise Members via e-mail of the amount overpaid. Conversely additional amounts required, as the result of a trip longer than planned will be paid upon advice of the revised return details. Where a trip continues longer than expected, additional payments require a new form to be completed and approved by a Manager, Director, or Chief Executive Officer.

### Attendance

Where a Member does not attend the event or utilise agreed and paid travel for the required event for which an allowance was paid in relation to that travel, the Member will reimburse the payment made to Central Desert Regional Council from their next available wage or allowance payment.



If a Member does not attend due to illness, a medical certificate will be required to avoid reimbursement of incurred expenses.

### History

Date	Comment
6 May, 2016	This is a new policy

two ways :: one outcome

### Appendices

Schedule of Allowances





two ways :: one outcome

## Schedule of Allowances

This schedule is to be updated each financial as per the Australian Taxation Office website allowances.

### Allowances for financial year 2016 - 2017

#### Meals

Breakfast	\$25.90
Lunch	\$29.15
Dinner	\$49.65
Incidentals	\$18.75

#### Accommodation

Alice Springs	\$150
Darwin	\$216

#### Personal Car Use Allowances

Sealed road	\$0.76 per kilometre
Unsealed road	Sealed Road rate plus 25%; OR \$1.40 per kilometer whichever is higher.