

	<h1>District Council of Cleve</h1>	Version:	2.0
		Issued:	13/04/2021
		Next Review:	2024

Policy Name: **9.20 - Travel & Accommodation Policy**

1 POLICY

The District Council of Cleve recognises that Elected Members & employees need to undertake intrastate and on occasions interstate travel in the course of their business. The purpose of this policy is to;

- Set out ways in which travel and accommodation expenses incurred by Elected Members & Staff in the performance of official duties will be paid for by Council (or reimbursed)
- Ensure that there is accountability and transparency in the expenses incurred
- Ensure that the facilities provided to assist Elected Members to carry out their civic duties are reasonable

2 COST EFFECTIVENESS

Travellers on Council business should always;

- Exercise the same care in incurring expenses as a person travelling for personal reasons
- Make their business travel arrangements to ensure best value to Council
- Make bookings as soon as possible after they know they need accommodation as rates get more expensive as the date gets nearer

3 TRAVEL AUTHORISATION

Approval for attendance at conferences, seminars and other meetings by Elected Members should generally be approved by Council resolution. Where that is not practical, approval shall be given by the Mayor and Chief Executive Officer. Staff attendance is authorised by the Chief Executive Officer.

4 FLIGHTS

The least expensive class of flights will be used for all Elected Members and employees unless specifically approved by the Chief Executive Officer or by Council. Examples of where a more expensive flight may be allowed would be:

- Where the service is not available at the required time and flights at other times cannot meet the trip requirements, or
- If there is a possibility the trip may need to be rescheduled to another date.

Council acknowledges that where an Elected Member or Officer is accompanied by a spouse/partner it is generally impractical to organise & pay for separate flights. Therefore, Council agrees to pay for these flights initially with the spouse/partner to reimburse Council as soon as practical following the date of travel.

Taxis, coaches and other transfer transport expenses will be met by Council for approved travel.

5 VEHICLES

A Council vehicle should be used for travel wherever possible. Payment for use of a private vehicle will only be considered where a Council vehicle is not available. Council will reimburse per km of use as per the current rate approved by the Australian Taxation Office for the most direct route to and from the venue.

Council will agree to pay the costs associated with parking and road tolls etc. but the driver is personally responsible for all traffic or parking fines incurred whilst utilising a motor vehicle on Council business.

6 BOOKINGS FOR CONVENTIONS, CONFERENCES AND MEETINGS

Council shall pay all conference registration fees, including the costs related to official lunches, dinners and associated tours where they are relevant to the business and interest of Council.

Council agrees to pay expenses for a spouse/partner or accompanying person when Elected Members or Officers are attending functions on behalf of Council and there is a reasonable expectation for the partner to attend, subject to approval being given by the Mayor or Chief Executive Officer prior to the event.

7 ACCOMMODATION AND FOOD

Accommodation should be arranged to take advantage of any government discounts where available. Where the traveller does not have access to a Council credit card, an arrangement will be made with the accommodation venue to charge expenses back to Council.

Council will meet reasonable cost of accommodation (refer appendix 1) and acknowledges the economic and practical benefits of being accommodated at the conference/seminar venue.

Council will meet reasonable costs of main meals (refer appendix 1) where any of these meals are not provided as part of the conference.

With the exception of bottled water, costs for mini bar use will not be paid for by Council.

8 REIMBURSEMENT OF INCIDENTAL COSTS

Reasonable out of pocket expenses will be reimbursed by Council on the presentation of appropriate receipts.

9 RIGHT OF REFUSAL

The District Council of Cleve reserves the right to refuse the payment / reimbursement of Travel and Accommodation expenses incurred by an Elected Member or Officer should the Chief Executive Officer and Mayor consider those expenses to be unreasonable and/or outside the scope and intent of this policy.

10 LEGISLATION

Local Government Act 1999 (SA)

11 AVAILABILITY OF THE POLICY

This Policy will be available for inspection at the Council's offices during ordinary business hours and via the Council's website <http://www.cleve.sa.gov.au>. Electronic versions are the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

12 ADOPTION OF POLICY

This Policy was adopted by the Council at its Ordinary Council meeting on 13th April 2021.



Peter Arnold
Chief Executive Officer

13 DOCUMENT REVIEW

This document will be reviewed by the District Council of Cleve following Council elections every (4) four years.

14 REVIEW HISTORY

Version	Issue Date	Author	Reason for Change
3.0	13/04/2021	Jodie B	Minor updates following Council election 2018 Formatting Added legislation, availability of policy, adoption of policy, document review and review history sections.

Appendix 1

In general, 'reasonable' expenses should not exceed the following:

<u>Item</u>	<u>Value</u>
Accommodation	\$210
Breakfast	\$30
Lunch	\$30
Dinner (inc. beverages)	\$60
Incidentals	\$25
Parking	\$40