Council Policy 1.1.14 – Travel and Accommodation

Responsible Directorate	Executive Services
Responsible Business Unit/s	Executive Services
Responsible Officer	Executive Services
Affected Business Units	Executive Services

Objective

The objective of this Policy is to establish guidelines for travel and accommodation arrangements for Elected Members and the Chief Executive Officer (CEO) authorised to travel for Shire business outside of Western Australia.

Scope

This Policy applies to Elected Members and the Chief Executive Officer (CEO) of the Shire of Serpentine Jarrahdale (the Shire) for interstate travel outside of the following situations:

- Travel Reimbursements to Elected Members pursuant to s5.98 of the *Local Government Act 1995* (this is provided for by Council Policy 3.3.2 – Councillor Fees and Entitlements)

- Travel Reimbursements to Employees for approved training and development (this is provided for under Business Operating Procedure 1.4.8 – Staff Training and Development).

Policy

1. Introduction

Elected Members and the Chief Executive Officer may, from time to time, need to conduct Shire business that requires them to travel outside of Western Australia. This Policy establishes what constitutes authorised travel on behalf of the Shire and determines entitlements regarding travel, accommodation and incidentals.

2. Travel outside Western Australia

Elected Members and the Chief Executive Officer may attend Shire Representation events held outside Western Australia and overseas upon the following conditions:

2.1   The travel falls within the definition for Shire Representation.

2.2   An item has been presented to Council specifying:

- the benefit to the Shire of the attendance at the event,

- the number of Shire representatives recommended to attend, and

- whether the information to be discussed at the event can be sourced from within Western Australia.

2.3   Approval has been granted by Council resolution.

3. General Conditions of Travel

Bookings

3.1 Approved travel and accommodation for Elected Members and the Chief Executive Officer will be booked by the Office of the Chief Executive Officer upon completion of the "Request for travel booking" form.

3.2 Travel requests should where possible be provided at least one month before travel to allow adequate time for the most economic bookings to be made.

3.3 Government rates are to be utilised where available and appropriate.

Air Travel

3.4 Air travel shall be based on "economy" class of a commercial air carrier. Any upgrade in travel class shall be at the expense of the Elected Member or Chief Executive Officer.

3.5 Air travel costs will include passenger bookings, departure and arrival taxes where applicable.

3.6 Accompanying persons travelling with the Elected Member or Chief Executive Officer will not be covered by the Shire.

3.7 Air Miles / Frequent Flyer Points are considered a gift and are therefore, in accordance with the Shire's Employee Code of Conduct, is prohibited to be claimed. Elected Members and the Chief Executive Officer must comply with s 5.87C of the *Local Government Act 1995* in this regard.

Road Transport

3.8 A hire car can be arranged subject to the provisions of the travel approval.

Accommodation

3.9 Accommodation is to be met by the Shire when travel necessitates an overnight stay.

3.10 Accommodation will be booked, where practicable, at the associated venue or, if unavailable, at premises in close proximity to the venue.

3.11 Accommodation bookings will include accommodation the night before and/or after the event where necessary because of travel, airline flights and/or event timetables.

3.12 A partner or spouse may accompany an Elected Member or Chief Executive Officer to an official event. All expenses incurred by the accompanying person are to be paid by the accompanying person, Elected Member or Chief Executive Officer.

Reimbursements

3.13 The Shire will reimburse Elected Members and the Chief Executive Officer, Reasonable Out of Pocket Expenses in accordance with the rates specified under the *Public Sector Award 1992*, upon production of receipts to verify the expenses.

3.14 The Shire will not pay for or reimburse:

- Meals supplied as part of an official event or program.
- Mini bar expenses.
- Alcohol expenses.
- Entertainment costs not associated with those scheduled as part of the event.
- Any expenses associated with matters other than those attended as part of the travel approval.

3.15   Claims for reimbursement must be made within 14 days of completion of the travel by submitting a Reimbursement Form and receipts.

3.16   The Shire may refuse reimbursement if an expense is not considered reasonable.

3.17   Reimbursements will be made by direct debit to a specified bank account within 14 days of the claim request being approved.

3.18   A daily incidental expense allowance as specified under the *Public Sector Award 1992*, may be claimed for each full day of travel.

Definitions

Shire Representation means any formal visit to an external organisation where the Elected Member or Chief Executive Officer is representing the Shire of Serpentine Jarrahdale.

Reasonable Out of Pocket Expenses means**:**

- meals (breakfast, lunch and dinner) that fall within the period of travel,
- train, bus, taxi or ridesharing fares, and
- other expenses as provided for under the *Public Sector Award 1992*.

Reimbursement Form means:

- CEO – Online form through OneComm
- Elected Members – Reimbursement Form (pdf)

Relevant Policies/Council Documents

- Business Operating Procedure 1.4.8 – Staff Training and Development
- Council Policy 3.3.2 – Councillor Fees and Entitlements
- Council Policy 3.3.5 – Councillor and CEO Attendance at Events
- Employee Code of Conduct
- Code of Conduct for Councillors, Committee Members and candidates

Legislation/Local Law Requirements

- *Local Government Act 1995*
- *Public Sector Award 1992*
- Salaries and Allowances Tribunal Determination

Office Use Only				
Relevant Delegations	Nil.			
Council Adoption	**Date**	16 September 2024	**Resolution #**	OCM261/09/24
Reviewed/Modified	**Date**		**Resolution #**	

Reviewed/Modified	Date		Resolution #	