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## ELECTED MEMBERS POLICIES

### Councillors: Travel & Accommodation



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Policy Number:	E3
Relevant Delegation:	Not Applicable
Adoption Details:	28 January 2016
Last Review Details:	26 October 2021

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#### **POLICY OBJECTIVE:**

To provide guidelines for travel and accommodation arrangements for Councillors required to travel for Shire of York business, conferences or professional development.

#### **POLICY SCOPE:**

This policy applies to all Councillors.

#### **POLICY STATEMENT:**

#### **INTRODUCTION**

Councillors will from time to time need to attend conferences, meetings etc. which require them to travel outside the Shire of York. In some cases, this will involve staying overnight. It is important that Councillors are clear about what of any costs incurred, can be reimbursed. This policy sets out the parameters for reimbursement of costs. It should be read in conjunction with Policy E2 Elected Members Professional Development.

#### **PRINCIPLES**

- (a) Councillors should be reimbursed for reasonable costs incurred for travel and accommodation when on Council related business.
- (b) Councillors will not be reimbursed for private costs incurred when travelling out of the Shire on Council related business.

#### **PROVISIONS**

##### **1. TRAVEL WITHIN WESTERN AUSTRALIA**

- 1.1 Councillors may claim for travel and/or accommodation within Western Australia for the following purposes:
  - (a) professional development.
  - (b) attendance at meetings etc. where they have been appointed as delegates.
  - (c) attendance at one-off meetings associated with state and regional issues and processes provided that:
    - (a) it is provided for in the annual Councillors Professional Development Plan or prior approval has been granted by the Council.

In deciding whether approval is to be granted, consideration should be taken of whether the travel relates to an event within three months of any election process for the seat held by the

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Councillor making the application. Travel to events or programs held in this period is unlikely to be approved (see also E2 Councillors: Professional Development) provided that if Western Australia Local Government Convention falls within this period, approval for travel can be given.

## **2. TRAVEL OUTSIDE WESTERN AUSTRALIA**

- 2.1 Councillors may attend events held outside Western Australia and overseas during their term of office upon the following conditions:
- (a) the travel falls within the definitions for conference, professional development or delegation.
  - (b) a report has been presented to the Council specifying:
    - the benefit to the Shire of the attendance at the event.
    - whether, if applicable, there is a necessity to send more than one councillor.
    - whether the information to be discussed at the conference or professional development can be sourced from within Western Australia.
  - (c) approval has been granted by Council resolution.
  - (d) there is sufficient budget allocation for the proposed travel.

## **3. GENERAL CONDITIONS OF TRAVEL**

- 3.1 Approved travel and accommodation will be booked by the Office of the Chief Executive Officer upon the completion of a form titled "Request for travel booking". 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.
- 3.2 The cost of air travel to and from destinations is to be by the shortest most practical route unless additional travel is contemplated before or after a conference.
- 3.3 Councillors who include additional travel other than as part of the entire journey and the additional travel is unrelated to the approved travel, must pay the costs of this additional travel from personal funds.
- 3.4 Air travel will be booked as economy class on the most economical flight. The cost of any upgrade to business class shall be paid from the Councillor's personal funds.
- 3.5 The Chief Executive shall have the authority to:
- assess special, medical or extenuating circumstances and approve alternative travel. Such requests must be in writing and supported by appropriate evidence.
  - approve a cash advance for accommodation and travel costs in special circumstances.
- 3.6 Hire cars may be booked only if required to meet the reasonable travel requirements of the conference or professional development.
- 3.7 Taxi fares or ride sharing tariffs for reasonable travel requirements relevant to the conference, professional development and/or Council business:
- will be reimbursed upon return on the production of receipts to verify the expense.
  - if available, travel vouchers will be issued to the Councillor prior to departure.
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- 3.8 Councillors who use their private vehicle for travel will be reimbursed for vehicle costs in accordance with the rate determined by the Salaries and Allowances Tribunal WA, to a maximum amount equivalent to what it would have cost to travel by air.
- 3.9 Accommodation will be booked, where practicable, at the associated venue or, if unavailable, at premises in close proximity to the venue. Bookings will include accommodation the night before and/or after the event where necessary because of travel, airline flights and/or event timetables.
- 3.10 The Shire will pay for reasonable costs of meal and incidentals. Such expenses which will be paid or reimbursed by the Shire include:
- Taxi or ride sharing tariffs, train, bus and tram fares to/from the airport and the venue.
  - vehicle hire, petrol and parking fees.
  - breakfasts, lunches, dinners not included in the registration fee.
  - reasonable telephone, facsimile and internet charges.
  - optional activities related to the conference/training.
  - laundry and dry cleaning if the stay is for more than three days.
- 3.11 The Shire will not pay for or reimburse:
- mini bar 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 event.
- 3.12 A partner or spouse may accompany a Councillor to an official event. As a general principle, all expenses incurred by the accompanying person are to be paid by the accompanying person or Councillor, except the following which will be paid or reimbursed by the Shire:
- meals, refreshments and accommodation costs associated with the official program of an event.
  - accommodation, provided there is not an increase in accommodation costs that would be incurred by the Councillor attending the event on their own.
- For the avoidance of doubt, where there is a parallel program of organised events for accompanying persons any costs associated with these will be paid for by the accompanying person or the Councillor.
- 3.13 Where the Shire meets an account containing any expenditure of cost incurred on behalf of an accompanying person attending, such expenditure must be repaid to the Shire by the Elected Member /accompanying person within 30 days of being invoiced for such expenditure.

**PENALTIES:**

Not applicable.

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## KEY TERMS/DEFINITIONS:

For the purpose of this policy:

**Event** means meetings, conferences, seminars, congresses, forums, workshops, study tours, delegations relevant to the role of a councillor.

**Professional Development** means personal development such as undergraduate and post graduate studies, short courses, study tours, conferences, seminars, forums, or similar events that will assist a councillor in their broad civic leadership role.

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Responsible Officer: Chief Executive Officer

Contact Officer: Executive Manager Corporate & Community Services

Relevant Legislation: Not applicable

Review History:

<b>Date Review Adopted:</b>	<b>Resolution Number</b>
Adopted – 28 January 2016	
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<b>Former Policy No:</b>	G1.3