

WTA Member Expenses Reimbursement

Policy Number: POL-014 Date Adopted: 23 October 2019
Version: 4.0 Review Date: 23 October 2022

INTENT

To ensure compliance with statutory requirements and community expectations relating to the payment or reimbursement of legitimate expenses and the provision of facilities for the Weipa Town Authority (WTA) Members while carrying out their duties and responsibilities.

SCOPE

This policy applies to all WTA Members, both elected and appointed.

LEGISLATION/POLICY

The payment and/or reimbursement of expenses and the provision of facilities for WTA Members must only be for the actual cost of legitimate business use and in accordance with the Local Government Act 2009 (The Act) and Local Government Regulations 2012.

The provisions contained in POL-029 Travel Policy also apply to WTA Members. The reimbursement of WTA Member expenses must comply with the requirements of POL-029 Travel Policy as well as those described below.

POLICY

PAYMENT OF EXPENSES

Expenses will be incurred or reimbursed to a WTA Member as follows -

1. Professional development

The WTA will reimburse expenses incurred for professional development that is deemed essential for the WTA Member's role. This includes items such as registration, tuition charges, and enrolment fees.

2. Travel as required to represent WTA

The WTA may approve the payment of local, interstate and overseas travel expenses (e.g. flights, car hire, accommodation, meals, transfers and associated registration fees) deemed necessary to achieve the business of the WTA. This applies to travel when a WTA Member is an official representative of the WTA, and the activity/event and travel have been endorsed by resolution of the WTA.

All WTA Member travel approved by the WTA will be booked and paid for by the WTA. WTA Members are required to travel via the most direct route, using the most economical and efficient mode of transport. Airline tickets are not transferable and can only be procured for the WTA Member's travel on WTA business.

| | | |
|--|----------------------------|-----------------------------|
| Policy Name: WTA Member Expenses Reimbursement | Doc No: POL-014 | Date of Issue: 23/10/2019 |
| Owner: Superintendent | Authorised By: WTA Members | Next Review Due: 23/10/2022 |

3. Travel transfer costs

Any travel transfer expenses associated with WTA Members traveling for WTA approved business will be reimbursed, subject to supplying receipts. This includes items such as train, taxi, bus and ferry fares.

4. Accommodation

All WTA Member accommodation for WTA business will be booked and paid for by the WTA at the most economical rate available. Where possible, the minimum standards for WTA Members' accommodation should be three or four star rating. Accommodation will be booked with preferred suppliers where available.

5. Meals

WTA Members may claim for the reimbursement of each actual cost per meal when travelling outside of the WTA region for business related purposes, subject to supplying receipts. (The following amounts are provided as a guide for what is considered reasonable – breakfast \$23.65, lunch \$26.65, dinner \$45.60 (see *Public Service Directive No 9/11 Domestic Travelling and Relieving Expenses*)).

6. Car parking amenities

The WTA will reimburse parking costs paid by WTA Members while attending to official WTA business, subject to supplying receipts.

7. Incidental allowance

Up to \$20 per day may be paid by the WTA to cover any incidental costs incurred by WTA Members required to travel, and who are away from home overnight, for official WTA business. This is intended to cover incidental expenses such as newspapers, tea and coffee, private phone calls and personal items etc. Receipts are not required.

8. Use of a Private vehicle

WTA Members private vehicle usage may be reimbursed by the WTA only if:

- a WTA vehicle is not available for the travel
- travel has been endorsed by WTA resolution
- claim for mileage is substantiated with log book details and
- total travel costs do not exceed the cost of the same travel using economy flights plus the cost of taxi transfers.

Payment for use of a Member's private vehicle on official WTA business will be reimbursed on a cents per kilometre rate as set out in the Australian Taxation Office 'Deductions - Car Expenses'.

| | | |
|--|----------------------------|----------------------------|
| Policy Name: WTA Member Expenses Reimbursement | Doc No: POL-014 | Date of Issue: 23/10/2019 |
| Owner: Superintendent | Authorised By: WTA Members | Next Review Due:23/10/2022 |

PROVISION OF FACILITIES

All facilities provided to WTA Members remain the property of the WTA and must be returned to the WTA when a Member's term expires. Official WTA resources must not be used for private purposes. Facilities and equipment will be provided to WTA Members as follows -

1. Administrative support and equipment

Administrative support and equipment will be made available to WTA Members within the WTA Office as required to assist with their role, for example –

- office space, meeting rooms and consumables
- computer, printer and photocopier
- use of WTA telephones and internet access
- corporate uniform, name badge and safety equipment (as required) for use on official business
- limited administrative support may also be provided for WTA Members from time to time, and must be approved by the Superintendent.

2. Use of WTA vehicles on WTA business

WTA Members will be given access to a WTA vehicle for official business. WTA Members must have a current applicable Driver's License, and must request access to a WTA vehicle with reasonable notice.

Fuel for a WTA-vehicle used for official WTA business, will be provided or paid for by the WTA.

3. Telecommunication

Mobile telecommunication devices such as ipad, tablet, laptop or smart phone owned by the WTA may be allocated to, and used by WTA Members for official WTA business.

4. Use of WTA facilities, vehicles and equipment for private purposes

In an exceptional circumstance, the WTA may authorise (through WTA resolution), the private use of WTA facilities, vehicles or equipment. The WTA resolution authorising private use will set out the terms under which the WTA Member will reimburse the WTA for the percentage of private use. This would apply for specific circumstances such as private use of a WTA vehicle or mobile telecommunication device.

FURTHER INFORMATION

WTA Superintendent

| | | |
|--|----------------------------|----------------------------|
| Policy Name: WTA Member Expenses Reimbursement | Doc No: POL-014 | Date of Issue: 23/10/2019 |
| Owner: Superintendent | Authorised By: WTA Members | Next Review Due:23/10/2022 |