**1.4 Travelling Costs Incurred by**

 **Council Members Policy**

# **STRATEGIC PLAN OBJECTIVE**

3.3 To provide responsible and accountable governance and management of the EMRC.

# **PURPOSE**

To establish payment guidelines for members of Council for travelling on Council business.

# **LEGISLATION**

*Local Government Act (1995)* s5.98 (2) – (4).

*Local Government (Administration) Regulations 1996*, Reg. 31, 32.

# **POLICY STATEMENT**

1. Claims by members of Council for travelling costs:
	1. because of the members attendance at a Council or committee meeting of which he or she is also a member of; or acting in the capacity as a Councillor of the EMRC;
	2. associated with performing a function under the express authority of Council or in accordance with the Establishment Agreement of the Eastern Metropolitan Regional Council; be reimbursed on the basis detailed in clause 2 of this policy.
2. a) Where the member is using a private vehicle, the rate of reimbursement shall be in accordance with the rates laid down for making motor vehicle claims under the “cents per kilometre method” permissible under the *Income Tax Assessment Act* *1997*.

b) Where the member is using a taxi or public transport the reimbursement shall be the actual amount of the fare paid by the member. A member may alternatively request to be issued with a Cabcharge voucher by the Chief Executive Officer. In the case of the Chairman, he or she may request to be issued with a Cabcharge card.

1. Claims for travelling costs must be in writing, detailing the date and purposes of the travel, be signed by the Councillor and in the case of claims for use of a private vehicle, include the opening and closing reading of the vehicles odometer in relation to each trip being reimbursed.

# **FINANCIAL CONSIDERATIONS**

A statutory provision which requires a budget allocation

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| Adopted/Reviewed by Council | 1. 24 April 1997
2. 22 July 1999
3. 02 May 2002
4. 26 June 2003
5. 20 May 2004
6. 23 February 2006
7. 18 September 2008
8. 23 September 2010
9. 18 September 2014
10. 06 December 2018
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| Next Review | Following the Ordinary Elections in 2021 |
| Responsible Directorate | Corporate Services |