

Council Policy 1.4

Travelling Costs Incurred by Council Members Policy

Strategic Plan Objective

To achieve the EMRC Plan for the Future in accordance with the revised *10 Year Strategic Plan 2017-2027* and the *Sustainability Strategy 2022/2023 – 2026/2027*.

Purpose

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

Legislation

Local Government Act (1995) s.5.98 (2) – (4)

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

Local Government (Financial Management) Regulations 1996, Reg. 44

Policy Statement

- Claims by members of Council for travelling costs where:
 - ⇒ 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;
 - ⇒ The member is attending in his/her capacity associated with performing a function under the express authority of Council or in accordance with the Establishment Agreement of the EMRC; be reimbursed on the basis detailed in the following clause of this policy.
 - ⇒ 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*.
 - ⇒ The member is using a taxi, ride-share or public transport the reimbursement shall be the actual amount of the fare paid by the member.
 - ⇒ The member incurred parking fees as a result of travel to any occasion referred to above shall be reimbursed upon submit of tax invoices or receipts accompanying the associated travel claim form.
- Claims for travelling costs must be in writing, detailing the date, destination and purposes of the travel, be signed by the Councillor and in the case of claims for use of a private vehicle, include the total kilometres travelled in relation to each trip being reimbursed.



Financial Considerations

Costs will be allocated against budget provisions.

Adopted/Reviewed

24 April 1997

22 July 1999

2 May 2002

26 June 2003

20 May 2004

23 February 2006

18 September 2008

23 September 2010

18 September 2014

6 December 2018

23 September 2021

28 March 2024

Next Review

Following the Local Government elections in 2025

Responsible Unit

Business Support Team