

# Council Policy 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*

*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 clause 2 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 or public transport the reimbursement shall be the actual amount of the fare paid by the member.
- 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 vehicle’s odometer in relation to each trip being reimbursed.



## **Financial Considerations**

A statutory provision which requires a budget allocation.

## **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

## **Next Review**

Following the Ordinary Elections in 2023

## **Responsible Unit**

Business Support Team