



MAPOON ABORIGINAL SHIRE COUNCIL Councillors and Staff Travel Allowance Policy

RESOLUTION NO. XX. VERSION V2

This is an official copy of the **Councillors and Staff Travel Allowance Policy** of **Mapoon Aboriginal Shire Council**, made in accordance with the provisions of the Local Government Act and Regulations, Public Records Act, Mapoon Aboriginal Shire Council's Local Laws, Subordinate Local Laws and current Council Policies.

The Councillors and Staff Travel Allowance is an Operational Policy.

Operational policies are prepared to guide employee behaviour. This Policy is approved by the Mapoon Aboriginal Shire Council for the operations and guidance of Council and Council staff.

DOCUMENT VERSION CONTROL			
VERSION	DATE	RESOLUTION N°.	DETAILS
1.0	17/5/16	4	Responsible Officer: Executive Finance Manager Policy Type: Operational Policy
2.0	2019		
EXPIRY			30 June 2021



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1. Introduction/Policy Statement:

This Policy details how the Council will meet costs associated with staff and councillors travelling on behalf of Mapoon Aboriginal Shire Council for official work purposes. The policy refers to the Taxation Determination 2019/11: *Income tax: what are the reasonable travel and overtime meal allowance expense amounts for the 2019/20 income year.*

2. Policy scope:

This policy applies to Councillors and employees of Mapoon Aboriginal Shire Council who are required to attend official business or approved personnel development / training. This policy does not apply to Councillors or employees during periods of unapproved absence, personal business or on approved leave.

3. Definitions:

Absence

An absence from the normal Council area on official business or approved training extending beyond the normal hours of employment. The period commences from the employee's departure from home and ends on the employees return home unless the employee leaves from or returns to his/her normal place of work in which case the time of departing/returning to the normal place of work is taken into account.

Employee

Unless specified otherwise includes Council Award and contract employees but not contractors.

Preferred Venue

A venue where the conference/event organisers (or the Council) have negotiated to supply, at competitive rates, accommodation or accommodation and meals for employees attending such conference/event.

4. Policy statement:

A Councillor or employee of the Council travelling on official duty shall be paid an allowance to the extent outlined below subject to approval in each case by the Chief Executive Officer or delegate.



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Payments to the Chief Executive Officer shall be approved by the Mayor or Deputy Mayor (where delegation is applicable).

Proof of Expenses

Councillors and employees travelling on approved council business will be entitled to claim expenses for meals and incidentals as approved by Council each financial year. The payment of allowances prescribed for actual and necessary expenses incurred (other than meals and incidentals) is subject to the provision of documentary evidence (tax invoice, receipt, itemised statement, certification etc.).

Prior Approval Required

An Official Travel Form is required to be filled out by the Councillor or employee and approved prior to travel. Approval to incur travel expenses will be by the Mayor in the case of the CEO, and the CEO or Executive Manager for subordinate staff.

Accommodation

Council will arrange suitable accommodation on a trip by trip basis depending on the duration, purpose for and destination of the travel.

Council will pay councillors or staff an allowance of \$30.00 per night if they choose to stay with family in lieu of Council provided accommodation.

Council will pay an allowance of \$60.00 per night to staff required to camp out (swag) or stay elsewhere outdoors where council cannot provide appropriate accommodation such as camper trailers.

Meals & Incidentals

Council will pay the following rates (food and drink) as determined by the Australian Taxation Office for all MASC approved business travel. The rates for common destinations are shown below. Where meals are provided as part of a training or conference package, the Councillor or employee is not entitled to claim for meal expenses.

Meal costs may be claimed where it is a requirement to camp within the Shire for business purposes.



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Employees and Councillors Annual Salary \$124,480 and below.

	Brisbane	Cairns
Breakfast	\$28.15	\$28.15
Lunch	\$31.65	\$31.65
Dinner	\$53.90	\$53.90
Incidentals	\$20.05	\$20.05

Employees and Councillors Annual Salary \$124,481 to \$221,550

	Brisbane	Cairns
Breakfast	\$30.60	\$30.60
Lunch	\$43.35	\$43.35
Dinner	\$60.65	\$60.65
Incidentals	\$28.70	\$28.70

Payments

Employees or Councillors approved payments for travelling on official business will either:

- (a) Be paid the appropriate allowance via EFT prior to travel;
- (b) Be paid in cash in advance prior to travel.

Flights

All flights will be booked by the Office Manager through BLT unless otherwise directed by the CEO.

Road Travel

Council will provide a Council vehicle, hire vehicle or Cab Charge Vouchers for councillors or staff travelling away from the Shire in order to conduct official business as appropriate and in accordance with value for money principles. Councillors and employees will be reimbursed for fuel purchased for hire vehicles on presentation of the tax invoice.

Changes to Travel Arrangements

Except in emergency situations, council will not be liable for any travel costs incurred by any employee or councillor other than those approved prior to travel by the CEO or his delegate.



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Changes to the approved itinerary and travel arrangements must be approved in advance of the changes.

A councillor or employee, while away on official business, choosing to change any bookings that Council may have made, including accommodation or travel, that have not previously been authorised by the CEO or delegate, will bear the cost of those changes except at the discretion of the CEO.

Mobile Phone Charges

Councillors or employees travelling on approved official business who operate their own mobile phone and who are required to make or receive mobile phone calls in order to conduct official Council business, will be reimbursed the cost of such calls upon application to the CEO or his delegate.

Reimbursement to Council

Councillors or staff that have been paid an allowance in advance to travel for official business and they fail to meet the requirement of their approved travel will be liable to fully reimburse Council for all allowances received.

Overseas Travel

Overseas travel is to be approved by the Chief Executive Officer or by Council in the case of travel by the CEO. Council will also pay for the following:

- Travel insurance
- Visa fees (including medical fees if required as part of a visa application)
- International exchange fees (cost of exchanging money)

If an officer is travelling to a country where a corporate credit card is not readily used, the officer may take cash in the appropriate currency with them, upon approval from the Chief Executive Officer. All receipts must be provided to Council upon return and the amounts reconciled. If the officer travels to a country where tipping is customary and not included on receipts, the officer must keep a note of these expenses and show that only reasonable costs were incurred. Any additional expenses will only be paid, with the approval of the Chief Executive Officer.

5. Inclusions and exclusions

- Nil.



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6. Relevant Legislation

- Local Government Act 2009
- Local Government Regulation 2012

7. Variations

MASC reserves the right to vary, replace or terminate this policy from time to time.

8. Related Policies and Procedures

- MASC Corporate Card Policy
- MASC Procurement Policy

9. Policy Version and Revision Information

Policy authorised and adopted by: **Original issue:** 17/5/16

Naseem Begam Chetty: Chief Executive
Officer and The Mapoon Aboriginal Shire
Council.

Policy Maintained by: Governance Manager **This version:** 2.1

Date Adopted:

Review date: 30/6/2021



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10. Workplace Participant Acknowledgement

I acknowledge:

- (c) Receiving this MASC Policy;
- (d) That I should comply with this policy; and

That there may be disciplinary consequences if I fail to comply, including termination of employment.

Your name:

Signed:

Date:

DRAFT