



WEIPA TOWN AUTHORITY POLICY

WTA Member reimbursement of expenses and provision of facilities policy

Policy Number:	WTA – P – WTA01	Date Adopted:	20/06/2008
Version:	01	Review Date:	Jun-2012

INTENT

Commencement

This policy will take effect from 1 July 2008.

Background

This policy meets the requirements of the 'Guidelines for Councils – Reimbursement of Expenses and Provision of Facilities for Mayors and Councillors, version 3' ('the guidelines') issued by the Chief Executive of the Department of Local Government, Sport and Recreation.

Purpose

The purpose of this policy is to ensure that Weipa Town Authority (WTA) Members (including the elected Chair) can receive reimbursement of reasonable expenses and be provided with necessary facilities in performance of their role.

Statement of Principles

The policy complies with the Statement of Principles, set out in the guidelines:

- Reasonable expenses reimbursement to WTA Members
 - Public accountability and transparency
 - Public perceptions and community expectations
 - No private benefit to be derived
 - Equity and participation
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POLICY

PAYMENT OF EXPENSES

Expenses will be paid to a WTA Member through administrative processes approved by the WTA Chief Executive Officer subject to:

- the limits outlined in this policy and
- WTA endorsement by resolution.



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➤ **Professional development**

The WTA will reimburse expenses incurred for:

- mandatory professional development and
- discretionary professional development deemed essential for the WTA Member's role.

➤ **Travel as required to represent council**

The WTA may reimburse local and in some cases interstate and overseas travel expenses (e.g. flights, car, accommodation, meals and associated registration fees) deemed necessary to achieve the business of the WTA where:

- a WTA Member is an official representative of the WTA and
- the activity/event and travel have been endorsed by resolution of the WTA.

WTA Members are to travel via the most direct route, using the most economical and efficient mode of transport.

The WTA will pay for reasonable expenses incurred for overnight accommodation when a WTA Member is required to stay outside the WTA's region.

NOTE: Any fines incurred while traveling in WTA-owned vehicles or privately owned vehicles when attending to the WTA's business, will be the responsibility of the WTA Member incurring the fine.

Travel bookings

All WTA Member travel approved by the WTA will be booked and paid for by the WTA.

Economy class is to be used where possible although the WTA may approve business class in certain circumstances.

Airline tickets are not transferable and can only be procured for the WTA Member's travel on WTA business. They cannot be used to offset other unapproved expenses. (e.g. cost of partner or spouse accompanying the WTA Member.)

Travel transfer costs

Any travel transfer expenses associated with WTA Members traveling for WTA approved business will be reimbursed. (Example: Trains, taxis, buses and ferry fares.) Cab charge vouchers may also be used if approved by the WTA where WTA Members are required to undertake duties relating to the business of the WTA.



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Private vehicle usage

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

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

Accommodation

All WTA Member accommodation for WTA business will be booked and paid for by the WTA. The WTA will pay for the most economical deal available. Where possible, the minimum standards for WTA Members' accommodation should be three or four star rating.

Where particular accommodation is recommended by conference organisers, the WTA will take advantage of the package deal that is the most economical and convenient to the event.

Meals

The WTA will reimburse costs of meals for a WTA Member when:

- the WTA Member incurs the cost personally and
- the meal was not provided:
 - o within the registration costs of the approved activity/event
 - o during an approved flight.

The following limits apply to the amount the WTA will reimburse for meals:

- Breakfast \$19.60
- Lunch \$20.05
- Dinner \$34.55

No alcohol will be paid for by the WTA.

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.

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.



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Private use of WTA owned facilities

Based on the principle that *no private benefit is to be gained* the facilities provided to WTA Members by the WTA are to be used only for WTA business unless prior approval has been granted by resolution of the WTA.

The WTA resolution authorising private use of WTA owned facilities will set out the terms under which the WTA Member will reimburse the WTA for the percentage of private use.

This would apply when WTA Members have private use of WTA owned motor vehicles and / or mobile telecommunication devices.

➤ **Administrative tools**

Administrative tools should be provided to WTA Members as required to assist WTA Members in their role.

Administrative tools include:

- office space and meeting rooms
- computers
- stationery
- access to photocopiers
- printers
- facsimile machines
- publications
- use of WTA landline telephones and internet access in WTA offices.

Secretarial support may also be provided for WTA Members.

The WTA may provide a WTA Member with home office equipment including computer, internet access if necessary.

➤ **Maintenance costs of WTA owned equipment**

The WTA will be responsible for the ongoing maintenance and reasonable wear and tear costs of WTA-owned equipment that is supplied to WTA Members for official business use. This includes the replacement of any facilities which fall under the WTA's asset replacement program.

➤ **Name Badge Safety equipment for WTA Members**

The WTA may provide WTA Members with:

- a name badge
- the necessary safety equipment for use on official business (e.g. safety helmet /boots)



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➤ **Use of WTA vehicles on WTA business**

WTA Members may have access to a WTA vehicle for official business.

➤ **Private use of vehicles**

Private use of WTA owned vehicles is permitted if prior approval has been granted by resolution of the WTA. The WTA will, in its resolution authorise private use, set out the terms for the WTA Member to reimburse the WTA for the private use.

➤ **Telecommunication needs – mobile devices**

Mobile telecommunication devices owned by the WTA may be used by WTA Members for official WTA business use. (Example: Mobile telephones or hand-held personal digital assistants)

➤ **Insurance cover**

The WTA will indemnify or insure WTA Members in the event of injury sustained while discharging their civic duties.

The WTA will pay the excess for injury claims made by a WTA Member resulting from conducting official WTA business.

➤ **Fuel costs**

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

➤ **Car parking amenities**

The WTA will provide WTA Members with reimbursement of parking costs paid by WTA Members while attending to official WTA business.