

## TRAVEL AND ACCOMODATION POLICY

Policy No: <b>DCSB-HR-12.20</b>	Approved on: <b>15 August, 2023</b>	Administered by: <b>General Manager of Business</b>
Last Reviewed: <b>NEW</b>	Review Date <b>August 2028</b>	Record No: <b>405808</b>
Classification: <b>Human Resources</b>		
<b>Strategic Plan link:</b> A Council that is actively responsive to community needs and delivers financial sustainability, governance and leadership		
<b>References and related Policies, Procedures and Forms:</b> <i>Local Government Act 1999</i> Local Government (Financial Management) Regulations 2011 DCSB-FM-07-05 Procurement Policy DCSB-G-09.01 Code of Conduct for Elected Member DCSB-HR-12.02 Code of Conduct for Council Employees DCSB-SM-18.01 Risk Management Policy DCSB-HR-12.03 Fair Treatment Policy DCSB-G-09.11 Public Interest Disclosure Policy DCSB-G-09.03 Internal Review of a Council Decision Policy DCSB-HR-12.09 Performance and Development Policy DCSB-CR-02.01 Customer Complaints Policy DCSB-G-09.08 Fraud, Corruption, Misconduct and Maladministration Prevention Policy DCSB-G-09.13 Gifts and Benefits Policy Employees Gifts and Benefits Register Elected Members Gifts and Benefits Register		

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## 1. Introduction

This policy outlines the guiding principles District Council of Streaky Bay Elected Members and staff must consider when arranging and undertaking travel for official business that will require Elected Members and staff to stay overnight in a location other than their primary residence.

## 2. Strategic Focus

This policy applies to all District Council of Streaky Bay Elected Members and staff.

## 3. Policy Statement

The District Council of Streaky Bay recognises that on occasion, Elected Members and certain staff will need to undertake intrastate and interstate for official business pertaining to the function of Council. This policy:

- (a) Sets out the process by which bona fide travel expenses incurred by Elected Members and staff in the performance of official duties will be reimbursed or paid by Council;
- (b) Ensures accountability and transparency in the payment or reimbursement of expenses incurred by Elected Members and staff; and
- (c) Ensures that the resources provided to assist Elected Members and staff to fulfil their obligations to Council for official business away from their primary residence are reasonable.

## 4. Cost Effectiveness

Travellers on Council business should always:

- Exercise the same care in incurring expenses as a person travelling for personal reasons;

Ensure travel arrangements made represent best-value to Council and reflect financial management practices pursuant to section 8 of the Local Government Act 1999

## 5. Travel Authorisation

1. Approval for Elected Member at conferences, seminars and other meetings be by approval of the CEO, by completing the DCSB 12 – Form 26.
2. Approval for staff at conferences, seminars and other meetings be by approval of the Manager and or the CEO, by completing the DCSB 12 – Form 26.
3. Travel expenses are expenses incurred during authorised work-related travel. They include accommodation, transport, meals, and expenses incidental to travel. Any travel expenses and arrangements are required to be pre-authorised in writing by the Manager.

- 3 Travel expenses must not include:

*Electronic version on the Intranet is the controlled version. Printed copies considered uncontrolled. Before using a printed copy, verify it is the current version*

- \* any expenses for unauthorised travel, especially flights and accommodation;
  - \* traffic or parking infringements;
  - \* alcohol, in-room movies, minibar (excluding water) and other similar expenses of a private nature;
  - \* expenses for any other person who is not a Council employee; and
  - \* membership subscriptions for airline clubs or loyalty programs.
  - \* Any tips provided by the traveller
4. Where Council is represented by a person requiring assistance for the reason of disability, the accompanying person shall be afforded the same privileges as the representative regarding travel, accommodation and reasonable expenses incurred.
  5. Employees will use the following guidelines when arranging work-related travel and incurring travel expenses either for themselves or for other employees as directed.

## 6. Registration For Conventions, Conferences and Meetings

Council shall pay all event registration fees, including the costs related to official lunches and dinners and associated tours, where they are relevant to official business.

Council will pay event registration and meal expenses for a spouse/partner, or accompanying person, when Elected Members or staff are attending events on behalf of Council, at which there is the reasonable expectation of the partner's attendance, subject to approval by the CEO. In all other instances, the Elected Member or staff member will be responsible for costs incurred for a partner's meals or attendance at an event.

## 7. Travel Time

Council recognises that some travel is undertaken during staff personal time and the following table can be used as a guide for travel time

Air	Ceduna to Adelaide	4 hours
Air	Adelaide to Ceduna	4 hours
Air	Port Lincoln to Adelaide	5 hours
Air	Adelaide to Port Lincoln	5 hours
Drive – Council Car	Streaky Bay to Adelaide	8 hours
Drive – Council Car	Adelaide to Streaky Bay	8 hours

## 8. Air Transportation

Staff are required to book flights immediately, or as soon as practical, approval of training, conferences or meetings is received, to ensure the best prices for flights are accessed. Council will expect employees to ensure the following limits are not exceeded (unless authorised by their manager).

Flight – Ceduna	< \$ 350.00
Flight – Port Lincoln	< \$ 250.00

If undertaking travel to Adelaide by air, and employees choose to stay for personal reasons for a period extended beyond the necessity of their training, meeting and or conference, the staff member will not claim travel time for their return trip.

Any other variation to travel arrangements must be approved by the Manager, after discussion with the Chief Executive Officer.

In the event, of substantial flight delay and to ensure the comfort of the Elected Member and the Staff Member, Council would meet the cost of a Lounge day entry fee, if applicable.

## **Rewards**

Any prize obtained at a conference or seminar attended as part of official duties and paid for by Council may be accepted, further information is found in the DCSB-G.09.13 Gifts and Benefits Policy

## **9. Ground Transportation**

A Council vehicle should be used for travel wherever possible. Payment for private motor vehicle will only be considered in instances where a Council vehicle is not available. Mileage will be reimbursed to all Elected Members and staff at the rate specified by the Australian Tax Office.

If an employee chooses to take their own car, and with the CEO approval, consideration will be given to the payment on the presentation of fuel receipts, for the trip to the course from Streaky Bay.

The most direct route is to be taken and the most practicable and economical mode of transport utilised, subject to any personal and/or medical considerations.

Fuel cards should be used (where possible - all receipts for fuel must be retained and provided for account reconciliation.

If undertaking travel to Adelaide by road, and employees stay for personal reasons for a period extended beyond the necessity of their training, meeting and or conference, the staff member will not claim travel time for their return trip.

Claims for accident damage to private vehicles may not be met by Council and are subject to approval by the CEO.

## **Fatigue**

Due to the tyranny of distance, and Council/s duty of care to its employees to ensure their health and safety is not compromised, so in an instance where the employee is at risk due to fatigue, Council will fund an additional night's accommodation.

## Transfers

For transfers between airport and hotel and training venue:

1. Taxis, coaches and other transfer transport expenses will be met by Council for approved travel, upon presentation of an official receipt.
2. Car rental may not be the most effective method of local transport, considering rental, petrol and parking charges, and time lost in acquiring and returning the car. In the event a rental vehicle is required for official business. The most appropriate vehicle for the travel is to be selected, taking into account the nature of travel and associated costs.
3. Council acknowledges that Car rental maybe required, when undertaking training, conferences and meetings that are in or around Adelaide (ie: Victor Harbor).

## 10. Accommodation

Council will meet reasonable costs of accommodation. Council will pay for an appropriate standard of accommodation and acknowledges the economic and practical benefits of being accommodated at, or close to, the venue official business will occur.

Staff are required to book accommodation immediately or as soon as practicable, on approved training, conferences, or meetings, to ensure the best prices accommodation costs are realised. Council expects employees to arrange for a realistic price for accommodation and that the following thresholds are upheld.

Accommodation	< \$ 250.00 per night
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*Exception: accommodation at present is quite volatile, and if the amount is over the threshold, then permission from the Manager/CEO is required.*

If staff are staying with family during the time of travel, there will be no reimbursement, if the family includes the spouse, however, if other members of the family are included, then the employee will reimburse Council with the difference between the Family Room cost and the standard room Cost.

If staff are undertaking to continue to stay on in a personal capacity and it was safe for the staff member to travel after completion of the training, conference or meeting, then the staff member will be responsible for the cost of the accommodation for that night.

If the staff member stays at a place of residence of family members and or friends, they are then entitled to claim \$50.00 per night.

## 11. Meals

- (1) Council will meet reasonable costs of breakfast, lunch and dinner where these meals are not provided as part of the event. Costs of up to the amounts included on DCSB 07 Form 21, can be claimed on presentation of receipts of the purchases. The fees are based on the Australian Taxation Office Tax Determination TD 2022/10 which provides guidance on 'reasonable amounts' for overnight accommodation, meals and incidental expenses for taxation purposes.
- (2) Expenditure should only include food and non-alcoholic beverages only

- (3) Where possible, breakfast should be included as part of the accommodation purchase order.
- (4) If meals are supplied as part of the conference, meeting or training fee, then no claim may be made that same meal.
- (5) Claims for Dinner, on return to and from Adelaide, are to be paid by Council, if arrival at home is after 7.30 pm and or leaving before 6.00 pm.
- (6) Claims will be reimbursed through the payroll system.
- (7) Executive Staff and Mayor may use their Credit Card for their meals, and should not exceed the amounts allocated in Clause 11 (1).

## 12. Incidental Costs

Reasonable out of pocket expenses will be reimbursed by Council upon presentation of official receipts. No reimbursement will be made without receipts.

## 13. Records Management

All records shall be kept and disposed of in accordance with Councils Records Management Policy & procedure and the current General Disposal Schedule.

## 14. Further Information and Policy Availability

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: [www.streakybay.sa.gov.au](http://www.streakybay.sa.gov.au)

District Council of Streaky Bay  
29 Alfred Terrace  
Streaky Bay SA 5680

Copies will be provided to interested parties upon request. Email [dcstreaky@streakybay.sa.gov.au](mailto:dcstreaky@streakybay.sa.gov.au)

## 15. Document History

Version No:	Issue Date:	Description of Change:	Date Endorsed
1.00	June 2023	First Version	15 August 2023

## 16. Acknowledgment

I, \_\_\_\_\_ (*print full name*) have read and understood the District Council of Streaky Bay's DSCB-HR-12.20 Travel and Accommodation Policy and I agree to abide by this policy which is outlined above.

Employee Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_