

## WTA Member Expenses Reimbursement

Policy Number: POL-014      Effective From: 1 July 2025  
Version: 5      Reviewable From: May 2027

### INTENT

This policy ensures compliance with statutory requirements and community expectations relating to the payment or reimbursement of legitimate expenses and the provision of facilities for the Weipa Town Authority (WTA) Members while carrying out their duties and responsibilities.

### SCOPE

This policy applies to all WTA Members, both elected and appointed.

### LEGISLATION/POLICY

The payment and/or reimbursement of expenses and the provision of facilities for WTA Members must only be for the actual cost of legitimate business use and in accordance with the *Local Government Act 2009* (Qld) (The Act) and *Local Government Regulations 2012* (Qld). WTA aligns with *Minister for Industrial Relations Directive 13/23: Domestic Travelling and Relieving Expenses*.

The provisions contained in POL-029 Travel Policy also apply to WTA Members. The reimbursement of WTA Member expenses must comply with the requirements of POL-029 Travel Policy as well as those described below.

## POLICY

### PAYMENT OF EXPENSES

Expenses will be incurred or reimbursed to a WTA Member as follows -

#### 1. Professional development

WTA will reimburse expenses incurred for professional development deemed essential for the WTA Member's role. This includes items such as registration, tuition charges, and enrolment fees.

#### 2. Travel as required to represent WTA

WTA may approve the payment of local, interstate and overseas travel expenses (e.g. flights, car hire, accommodation, meals, transfers and associated registration fees) deemed necessary to achieve the business of WTA. This applies to travel where a WTA Member is an

Policy Name: WTA Member Expenses Reimbursement Policy	Doc No: POL-014	Effective From: 1 July 2025
Owner: Superintendent	Authorised By: Superintendent; WTA Members	Reviewable From: May 2027

official representative of WTA, and the activity/event and travel have been endorsed by resolution of WTA.

All WTA Member travel approved by WTA will be booked and paid for by WTA. WTA Members are required to travel via the most direct route, using the most economical and efficient mode of transport. Airline tickets are not transferable and can only be obtained for the WTA Member's travel on WTA business.

### 3. Travel transfer costs

Any travel transfer expenses associated with WTA Members traveling for WTA approved business will be reimbursed, subject to supplying receipts. This includes items such as train, taxi, bus and ferry fares.

### 4. Accommodation

All WTA Member accommodation for WTA business will be booked and paid for by WTA at the most economical rate available. WTA Members are to be provided with reasonable accommodation in well-appointed establishments offering a comfortable standard of accommodation, include individual sleeping quarters and ensuite.<sup>1</sup> Higher standard may be offered where appropriate (e.g. conference venue, location of hotel in relation to work site, competitive rate negotiated with higher standard establishment).<sup>2</sup> Accommodation will be booked with preferred suppliers where available.

### 5. Meals

WTA Members may claim for the reimbursement of each actual cost per meal, where reasonable, when travelling outside of the Weipa Township for business related purposes, subject to the supply of receipts.

Reasonable costs for meals at regular travel destinations are:<sup>3</sup>

- Breakfast - \$33.90
- Lunch - \$38.10
- Dinner - \$64.95

### 6. Car parking amenities

WTA will reimburse parking costs paid by WTA Members while attending to official WTA business, subject to supplying receipts.

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<sup>1</sup> Minister for Industrial Relations Directive 13/23: Domestic Travelling and Relieving Expenses [2023] Office of Industrial Relations (Qld) ('Directive 13/23'), [3.1].

<sup>2</sup> Ibid [3.2].

<sup>3</sup> Minister for Industrial Relations Directive 13/23: Domestic Travelling and Relieving Expenses Schedule of rates after annual adjustment [2024] Office of Industrial Relations (Qld) ('Schedule of rates'). See this schedule for different rates for not commonly travelled locations.

Policy Name: WTA Member Expenses Reimbursement Policy	Doc No: POL-014	Effective From: 1 July 2025
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## 7. Incidental allowance

Up to \$23.95 per day may be paid by WTA to cover any incidental costs incurred by WTA Members required to travel, and who are away from home overnight, for official WTA business.<sup>4</sup> This is intended to cover incidental expenses such as newspapers/magazines, snacks like tea and coffee, private phone calls and personal items necessary for travel.<sup>5</sup> Receipts are not required.

## 8. Use of a Private vehicle

WTA Members private vehicle usage may be reimbursed by WTA only if:

- a WTA vehicle is not available for the travel,
- travel has been endorsed by WTA resolution,
- claim for mileage is substantiated with logbook details, and
- the total travel costs do not exceed the cost of the same travel using economic flights plus the cost of taxi transfers.

Payment for use of a Member's private vehicle on official WTA business will be reimbursed on a cent-per-kilometre rate as set out in the Australian Taxation Office's rules for car expenses deductions.

## 10. Time limit on claim

WTA Members must claim reimbursements within 12 months of –

- the date of completion of travel for WTA business; or
- the date the expense was incurred.<sup>6</sup>

## PROVISION OF FACILITIES

All facilities provided to WTA Members remain the property of WTA and must be returned to WTA at the expiry of a Member's term. Official WTA resources must not be used for private purposes. Facilities and equipment will be provided to WTA Members as follows -

### 1. Administrative support and equipment

Administrative support and equipment will be made available to WTA Members within the WTA Office as required to assist with their role, for example –

- office space, meeting rooms and consumables
- computer, printer and photocopier
- use of WTA telephones and internet access

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<sup>4</sup> Ibid.

<sup>5</sup> Directive 13/23 n1, [10.1].

<sup>6</sup> Ibid [16.1].

Policy Name: WTA Member Expenses Reimbursement Policy	Doc No: POL-014	Effective From: 1 July 2025
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- corporate uniform, name badge and safety equipment (as required) for use on official business
- limited administrative support may also be provided for WTA Members from time to time and must be approved by the Superintendent beforehand.

## **2. Use of WTA vehicles on WTA business**

WTA Members will be given access to a WTA vehicle for official business. WTA Members must have a current applicable Driver's License and must request access to a WTA vehicle with reasonable notice.

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

## **3. Telecommunication**

Mobile telecommunication devices such as Ipad, tablet, laptop or smart phone owned by WTA may be allocated to and used by WTA Members for official WTA business.

## **4. Use of WTA facilities, vehicles and equipment for private purposes**

In an exceptional circumstance, WTA may authorise (through WTA resolution), the private use of WTA facilities, vehicles or equipment. The resolution authorising private use will set out the terms under which the Member will reimburse WTA for the percentage of private use. This would apply for specific circumstances such as private use of a WTA vehicle or mobile telecommunication device.

## **FURTHER INFORMATION**

WTA Superintendent

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