



KEMPSEY  
Shire Council

## GENERAL MANAGER'S REPORT

8<sup>th</sup> August 2006.

**GM4**

**AIR TRAVEL ARRANGEMENTS**

**FILE: 328 \***

**{ Folio No. \* }**

### SUMMARY:

To outline current arrangements regarding the accumulation and use of frequent flyer points.



### DESCRIPTION:

Any person can participate in the Qantas frequent flyer scheme by either registering and paying a once off fee or through membership of the Qantas club. Frequent flyer points accumulated are in the name of the person and not the organisation they represent. Council when booking flights gets the cheapest flight possible. Pricing under Government contract does not attract frequent flyer points. The points cannot be transferred and used by another person. Points accumulated can be used by the registered person on flights where there is allocated seating and only be charged the tax component of the ticket price.

As the frequent flyer membership is in an individuals name I do not know which staff or Councillors are members. I do know that the Mayor and I are members of Frequent flyer, that the statements are in the individuals name, together with designation eg Mayor or General Manager Kempsey Shire Council and the statements are forwarded to Council's address PO Box 78, West Kempsey. The statements are kept by Allison Wicks. In respect of the Mayor there are two credits on the statement and in respect of myself there is one credit on the statements and in each case the points were used for business purposes.

Under Council's Gifts and Benefits Policy C24.7 which forms part of the Code of Conduct, Councillors and staff participating in Frequent Flyer and other Loyalty schemes should not accrue a personal benefit as a result of the carrying on of Council business. Councillors and staff may accrue Frequent Flyer points etc provided

any free benefits or trips obtained are used for Council business (not private use).

To have Frequent Flyer points debited to your account you need to quote your membership number when making a booking. There is a financial benefit to Council in retaining membership of Frequent Flyer and if Council wishes to continue to participate the following procedures should be put in place:

- Councillors and designated staff are to declare any membership of Frequent Flyer schemes in their annual returns under Section 445 of the Local Government Act
- All bookings for flights for Councillors and staff are to be booked through the departments personal assistants
- Frequent Flyer Points accumulated for business purposes must be surrendered at the end of the Councillor term or the cessation of employment.

Both the Mayor and I are members of the Qantas Club. The Qantas Club is a separate Lounge that provides business facilities and refreshments. Both the Mayor and I fly frequently to Sydney and other destinations for business reasons. Invariably this entails each time long waits at the airport due to the infrequency of flights between Sydney to Port Macquarie. During this time the Qantas Club can be used to have light refreshments saving Council the cost of such purchases, emails can be accessed through the business centre and the time can be used to undertake work in a private and relatively quiet environment which isn't the case in the terminal waiting area. The Qantas Club has been and will be used to hold meetings. Mayors and General Managers of other Mid North Coast Councils are members of the Qantas Club and after meetings such as Country Mayors the venue is used for informal meetings between Councils, not only from the Mid North Coast but elsewhere.

## **REPORT IMPLICATIONS:**

- ***Environmental***

***Nil***

- ***Social***

***Nil***

- ***Economic (Financial)***

***There are financial advantages to Council participating in the Qantas Frequent Flyer Scheme.***

- ***Policy or Statutory***

*Nil*

- *General Manager's Review*

*Nil*

**RECOMMENDATION:**

1. That Council determine whether it wishes to continue in the Qantas Frequent Flyer Scheme.
2. that policy Payment of Expenses and Provision of Facilities to Mayor and Councillors C24.7 be amended to include membership of the Qantas Club by the Mayor

.....  
**A V Burgess**  
**GENERAL MANAGER**