

POL	USE OF CAB CHARGE FACILITIES	SC21
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POLICY CODE:	SC21
DIRECTORATE:	Finance & Corporate Services
BUSINESS UNIT:	Financial Services
SERVICE UNIT:	Accounting & Financial Control Services
RESPONSIBLE OFFICER:	Director, Finance & Corporate Services
FILE NO.:	086/001
DATE FIRST ADOPTED:	19 June 2001
DATE LAST REVIEWED:	12 December 2013
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	2

Dates of Amendments / Reviews:	
DAPPS Meeting:	22 March 2012 28 November 2013
OCM:	17 September 2002 12 April 2012

BACKGROUND:

Staff are sometimes required to attend meetings or functions on behalf, or as representatives of, Council. There are other circumstances when clients of Council services are required to access transport urgently due to medical or other personal circumstances.

PURPOSE:

To enable the use of taxis as a mode of transport, to be used by staff in appropriate circumstances, to attend meetings or functions on behalf, or as a representative, of the City, or by community members on occasions of urgency, as deemed appropriate.

POLICY:

- (1) The CEO will keep a supply of "Cabcharge" cards, securely stored, for use by members of staff, or any other person authorised by the CEO to do so, for occasional taxi usage in circumstances deemed suitable by the CEO.
- (2) Use of the "Cabcharge" facilities should only be used in circumstances where the use of a private or Council provided vehicle or other mode of transport required to attend the meeting or function is either unavailable or inappropriate.

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- (3) In addition, where more than one representative of the City is attending the same meeting or function on behalf of Council, and the use of a taxi is deemed the most appropriate form of transport to attend the occasion, all endeavours should be made to share a taxi as a means of minimising fare costs, bearing in mind the pick up and drop off locations for each representative.
- (4) Council recognises that occasions may arise where as the result of attending to Council business personal needs may require the cab charge holder to have an alternative destination to travelling direct to or from the meeting / function and residence and in these instances the cab charge may be used.
- (5) Where "Cab Charge" facilities are used, a receipt, together with details of the meeting or function attended, are to be provided to the Finance Services Section as soon as practicable following the event.
- (6) All other conditions of use of "Cabcharge" facilities are to be in accordance with instructions or advice issued by the "Cabcharge" facilities provider.