

## Staff Travel Policy

Reference Number: P67  
Organisational Unit: All  
Responsible Position: Chief Executive Officer  
Relevant Delegations: DA31 – DA32  
Date Adopted: 6 May, 2016  
Review Date: Every 4 years

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### Objectives

This Policy has been developed for the purpose of identifying allowances and expenses to be paid to Staff when travelling on Council business and to events (conferences, seminars or similar) on behalf of the Council. It provides clear guidelines with respect to the following: air transportation, ground transportation, and the use of Council and private vehicles.

### Legislation and Reference

Northern Territory Local Government Act  
Australian Taxation Office

### Scope

This Policy applies to all staff to provide clear guidelines as to the level of expense Council undertakes to pay for their travel. It will help to ensure that all travel allowances and expenses are cost effective and appropriate for the Council business undertaken.

### Definitions

**Staff** – Any person that is employed by Central Desert Regional Council.

**EMT** – The Executive Management Team consists of the CEO and Directors of the Council.

### Policy

Travel and accommodation arrangements will be made for Staff by Council officers deemed to be the most suitable and cost effective method available.

#### Cost Effectiveness

Travellers on Council business must:

1. Exercise the same care in incurring expenses as a person travelling for personal reasons; and
2. Advise their supervisor or manager immediately as they become aware of required travel.

#### Air Transportation

Air travel will be by the least expensive available class unless otherwise determined by a member of the EMT.

Airline tickets are not transferable and cannot be used for refund or offsetting any other costs including the costs of other persons accompanying the staff.

Staff may upgrade the class of travel at their own expense.

#### Ground Transportation

Where a staff member is required to attend a location other than that in which they live; the Council will provide a method of transport suitable to allow the them to attend such an event in a timely manner.

Taking into consideration road conditions and the safety of those travelling, the most direct route must be taken. Ground transport arrangements will be outlined below and must not exceed the cost of an air-fare.

### Primary Ground Transportation

Where available, the Council will provide a Council vehicle for transport to and from the location of the required Council business.

Where a Council vehicle is provided, staff are to provide evidence of a current and unrestricted drivers licence for that class of vehicle.

### Secondary Ground Transportation (Co-ordinated Travel)

Council will arrange travel for staff at a cost effective method from the location in which they live to the location of the Council business. For example: where a Council officer can coordinate travel arrangements using carpool or public transport as a method, then this will be the secondary method of ground transportation.

If a Council officer cannot coordinate travel from the location in which a staff member lives, use of a personal vehicle will be permitted to travel to a location in which travel can be coordinated (a mileage form can be submitted for this leg of the journey) to continue with coordinated travel arrangements. For example: where travel can be coordinated from another location deemed suitable and cost effective by Council officers, staff may use their personal vehicle to travel to this location to continue with the method of transport arranged by Council.

### Use of a Private Vehicle

Use of a private vehicle is permissible ONLY with the approval of the staff member's Director (or CEO) prior to travel.

Staff must car pool where more than one staff member is travelling to the same location at the same time.

### Transfers

For transfers between airport and hotel:

1. Where possible and depending on time constraints, the airport / hotel bus should be used;
2. Taxis, coaches, and other transfer transport expenses will be met by the Council for approved travel upon presentation of an official receipt; and
3. Car rental will only be considered at the discretion of the Chief Executive Officer.

### Accommodation

Where a staff member attends a location on Council business for more than one day that is further from the location in which they live than can be safely travelled between sunrise and sunset for that day, Council will provide accommodation on successive nights as required until the business is completed. For example: should an event commence on a Friday afternoon and finish on Sunday at 12:00pm, accommodation will be provided for the Friday and Saturday nights only. Where a Member cannot travel safely within sunrise and sunset for the days of travel, then accommodation will be provided the night prior to commencing and the night upon completion.

Council will pay for accommodation of a standard to its discretion as per the Schedule of Allowances in appendix 1 subject to the accommodation available in the location of the event at a maximum of four star single accommodation. Any additional costs incurred as a result of extended stays, the attendance of

partners and / or children and the cost of non-essential room extras such as mini bar or in-house movies shall be borne by the staff member.

Accommodation expenses are to be incurred in accordance with the Schedule of Allowances attached and Council will accommodate up to a 10% variance in these prices. Staff may choose to upgrade their accommodation at their own expense.

### Meals

Where staff are required to stay in a location other than that in which they live, Council will pay meal costs associated with the event, and provide a Travel Allowance as per this Policy and the Schedule of Rates.

### Travel Allowance

Travel Allowance is provided to staff conducting official Council business that requires absence from the location in which they live. Travel Allowance comprises meals and incidental expenses based on rates determined by the Australia Taxation Office. Where the allowance determined by the Australian Taxation Office is not considered appropriate in respect of a particular travel situation, the CEO may substitute a greater or lesser amount to be paid depending on the particular travel situation. Where meals are provided by an associated council event, an allowance will not be paid for that meal.

A schedule of allowable rates will be published and attached to this Policy annually.

### Payment

Agreed travel payments and allowances will be paid once a signed form is submitted. Signing of travel forms is a declaration to the Council that the staff member has incurred the stated expenses; making a false declaration to Council is a disciplinary issue.

Payments for allowances will be paid to staff member into the bank account of their choice in the earliest pay run from submission of the relevant form or earlier if possible.

### Adjustments to Payments

Should the staff member return earlier from a trip, a repayment will be required if an allowance was provided in advance. The Finance Department will advise Members via e-mail of the amount overpaid. Conversely additional amounts required, as the result of a trip longer than planned will be paid upon advice of the revised return details. Where a trip continues longer than expected, additional payments require a new form to be completed and approved by a Manager, Director, or Chief Executive Officer.

### Attendance

Where a staff member does not attend the event or utilise agreed and paid travel for the required event for which an allowance was paid in relation to that travel, the staff member will reimburse the payment made to Central Desert Regional Council from their next available wage or allowance payment.

If a staff member does not attend due to illness, a medical certificate will be required to avoid reimbursement of incurred expenses.

### History

Date	Comment
6 May, 2016	This is a new policy

### Appendices

Schedule of Allowances

## Schedule of Allowances

This schedule is to be updated each financial as per the Australian Taxation Office website allowances.

### Allowances for financial year 2016 - 2017

#### Meals

Breakfast	\$25.90
Lunch	\$29.15
Dinner	\$49.65
Incidentals	\$18.75

#### Accommodation

Alice Springs	\$150
Darwin	\$216

#### Personal Car Use Allowances

Sealed road	\$0.76 per kilometre
Unsealed road	<i>Sealed Road</i> rate plus 25%; OR \$1.40 per kilometer whichever is higher.