



Croydon Shire Council


Travel Policy

Document Control

Responsible Officer:

Chief Executive Officer

CEO Signature:


16/12/22

Date:

Category (tick):

- Policy** *Council resolution required*
- Procedure** *CEO approval required*
- Guideline** *CEO approval required*

Approval date	Head Policy #	Reference Number	Reason/Comment	Next review
16/12/2022	NA	POL STRAT 02	New Policy	16/12/2024

1. Policy Statement

- 1.1 Council recognises the need for its employees and contractors to travel on Council business from time to time. Council is committed to ensuring that all travel and related services are procured as cost effectively and efficiently as possible whilst ensuring the utmost safety and wellbeing of Travellers.

2. Scope

- 2.1 This Policy applies to all employees and contractors where the travel is paid for by Council.
- 2.2 This Policy does not apply to Councillors.

3. Background

- 3.1 This Policy seeks to define:

- eligibility for travel;
- application process for travel;
- minimum standards for travel (including flights, accommodation and allowances);
- acceptable conduct of Travellers whilst travelling; and
- acquittal of travel expenses for good fiscal management.

4. Legislation

- 4.1 The following legislation and rulings apply to this Policy:

- *Local Government Act 2009* (Qld)
- *Local Government Regulation 2012* (Qld)
- Taxation Rulings issued by the Australian Taxation Office
- Queensland Local Government Industry Award – State 2017

5. Definitions

- 5.1 In this Policy, the following definitions/ terminology are used:

Approver	<ul style="list-style-type: none">• For the Chief Executive Officer – means the Mayor.• For Senior Executive Employees – means the Chief Executive Officer (as line manager)• For other employees and contractors – means Senior Executive Employees (as line manager/ principal representative) & the CEO
Council	means Croydon Shire Council
Council business	means a purpose directly connected to Council business and its operations, and not of a substantially personal nature.
employee	means a person who is engaged by the Council pursuant to a contract of employment on a permanent or casual basis, or for a specified period of time or task as a Local Government employee, Senior Executive Employee or Council advisor.

contractor	means a person or entity who is contracted to perform work or provide services to the Council, pursuant to a contract for service.
Councillors	means the Mayor, Deputy Mayor, and Councillors of the Council.
Senior Executive Employees	means an employee of the Council who reports directly to the Chief Executive Officer and whose position ordinarily would be considered to be a senior position in the Council's organisational structure.
normal working hours	as defined with the employee's contract, or otherwise between 8.00am – 5.00pm Monday to Friday.
Traveller	means an employee or contractor who intends to travel for Council business.
Travel Request Form	means Council's prescribed form by the same name, upon which a Traveller will make application to an Approver for a travel approval.

6. Policy

- 6.1 Council is committed to the welfare and work health and safety of Travellers travelling on Council business.
- 6.2 Travel shall only be approved in instances where:
- 6.2.1 the travel is substantially for Council business purposes, and not of a private nature; and
 - 6.2.2 an unreasonable risk of harm to the welfare of the Traveller is not reasonably apparent prior to departure;
 - 6.2.3 videoconference or online/ alternate attendance is impractical;
 - 6.2.4 expenditure is consistent with the approved budget;
 - 6.2.5 expenditure is approved by an authorised Approver; and
 - 6.2.6 expenditure will be acquitted.
- 6.3 All Travellers must comply with all Council Policies and Procedures whilst travelling on Council business, including its Code of Conduct.

7. Related Documents

- Governance Framework Policy
- Travel Procedure
- Code of Conduct for Councillors in Queensland
- Code of Conduct
- Council Housing Policy
- Councillor Remuneration Policy
- Fraud Policy
- Procurement Policy
- Work Health and Safety Policy
- Vehicle Use Policy

END