

## 1. Heads of Power

- *Local Government Act 2009 (Qld)*
- *Local Government Regulation 2012 (Qld)*
- *Public Sector Ethics Act 1994 (Qld)*
- *Work Health and Safety Act 2011 (Qld)*

## 2. Purpose

To establish clear guidelines for the approval, and management of travel undertaken by Councillors, the Chief Executive Officer (**CEO**), and Council employees while conducting official Council business. The Policy ensures accountability, compliance with legislation, and prudent use of Council resources.

## 3. Scope

This Policy applies to all Councillors, the CEO, employees, contractors, and volunteers of Aurukun Shire Council engaged in official travel domestically or internationally.

## 4. Definitions

- **Council:** Aurukun Shire Council.
- **CEO:** Chief Executive Officer of Aurukun Shire Council.
- **Official Travel:** Travel undertaken for the purpose of conducting Council business.
- **Domestic Travel:** Travel within Australia.
- **International Travel:** Travel outside of Australia.
- **Routine Office Travel:** Travel between Council-designated office locations as part of ordinary duties.
- **Traveller:** Any person undertaking official travel on behalf of Council.
- **Approving Officer:** Person with authority under this policy to approve travel for a person.

## 5. Policy Statement

### 5.1. Principles

- Council travel must be necessary, cost-effective, and represent value for money.
- Travel must support Council's strategic objectives and operational requirements.
- Travel arrangements must comply with all applicable laws, regulations, and Council policies.

### 5.2. Approval Requirements

- **Councillors:** Mayor approves Councillor travel.
- **CEO:** Mayor approves domestic CEO travel; Council resolution required for international travel. Where the Mayor is unavailable to approve travel, the Deputy Mayor may approve where evidence is provided that the Mayor was unavailable. CEO Routine Office Travel does not require approval.
- **Employees:** Direct supervisor/manager and department Director approves employee travel.

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### **5.3. Pre-Travel Requirements**

- Travel must be pre-approved in writing.
- High-risk travel (remote locations, international) must include a WHS risk assessment.
- Council will ensure adequate travel insurance coverage.

### **5.4. Routine Office Travel**

- Travel between Council's designated offices where allowed for in Employee contracts or other agreements is deemed ordinary operational travel and does not require specific prior approval but must be recorded for WHS purposes.

### **5.5. Travel Planning and Bookings**

- All airfares are to be booked through the Cairns Support Office only
- Council's nominated travel providers must be used where possible.
- Best value fare and accommodation rates must be secured.
- Private travel additional to Council travel must be at traveller's own cost.

### **5.6. Accommodation and Meals**

- All accommodation will be booked through the administration office unless funded or identified from other sources. Accommodation will be at a suitable location, i.e. within walking distance or at the venue if possible
- Where required, a travel allowance will be paid based on Queensland Office of Industrial Relations [Domestic Travelling and Relieving Expenses \(Directive 13/23\) | For government | Queensland Government](#)
- The travel allowance must be placed in the Traveller's nominated bank account the as close as possible to the day before travel. The only exception being where the Traveller does not have a bank account.
- To remove any doubt if the Traveller's travel does not occur or if the travel is shortened in any way then the Traveller will be required to repay the travel allowance.
- Travellers must advise if any meals are included as part of a workshop/conference attendance to ensure the appropriate adjustment to the meal component of travel allowance will be made.

### **5.7. Use of Vehicles**

- Council vehicles must be used where practicable.
- Private vehicle use requires prior approval and will be reimbursed at ATO kilometre rates.
- Travellers must adhere to Council's safe driving procedures.

### **5.8. Travel Acquittal and Reporting**

- Travellers must submit expense claims and supporting documentation within 10 working days of return.
- Failure to comply may result in payroll deductions or disciplinary action.

### **5.9. Work Health and Safety (WHS)**

- Travellers must comply with Council's WHS procedures.
- A travel risk assessment must be completed for all high-risk destinations.

## 5.10. Ethical Behaviour

- Council expects travellers to act with integrity and avoid personal gain.
- Any misuse of travel entitlements will result in disciplinary action and may be referred to the CCC.
- All employees are required to maintain a high level of social behaviour both in and outside working hours while travelling. Any behaviour that leads to bringing the reputation of Aurukun Shire Council into disrepute may result in disciplinary action, up to and including termination of your employment

## 6. Responsibilities

- **Council:** Approves international travel of the CEO and Mayor.
- **Mayor:** Approves Councillor and CEO domestic travel.
- **CEO:** Approves staff travel and ensures compliance.
- **Traveller:** Complies with this policy, Council's WHS procedures, and acquittal requirements.
- **Finance Team:** Completes travel bookings, monitors expenditure, maintains records, and ensures proper acquittal.

## 7. Associated Documents

- Employee Code of Conduct
- Procurement Policy
- Aurukun Shire Council Expense Reimbursement Policy
- Aurukun Shire Council Code of Conduct
- Aurukun Shire Council Safe Driving Procedure

## 8. Document Controls

Council will review this policy every two years or as required by changes in law or best practice.

## 9. Policy Owner

Finance Manager