

1. Heads of Power

Queensland Local Government Industry Award – State 2017

2. Purpose

To establish clear guidelines for approval of leave and management of travel included as part of an employee's entitlement to Isolation Leave or Annual Leave with Travel. The policy is not included in the Queensland Local Government Industry Awards – State 2017, as part of its leave provisions. Because of this, Council is adopting this leave policy to assist in the retention of staff. The Policy ensures accountability, and prudent use of Council resources.

3. Scope

This Policy applies to all Council employees who have relocated to Aurukun from outside the Shire. The flight benefits in this policy will not apply to anyone also entitled to this same Council benefit under their partners entitlement.

4. Definitions

- **Council:** Aurukun Shire Council.
- **CEO:** Chief Executive Officer of Aurukun Shire Council.
- **Approving Officer:** Person with authority in the organisational structure to approve leave for an employee.
- **Employee:** Employees who have relocated to Aurukun from outside the Shire of Aurukun.
- **Entitled Dependent:** Employee's immediate partner/spouse and dependent children who were residing in Aurukun within 6 months of the employees start of employment. This will be subject to proof being provided that the partner is not receiving a similar benefit from another employer or is not in receipt of an income exceeding \$35,000.00 per annum.
- **Corporate Rate:** The amount provided will be reviewed annually and based on Council's full corporate next day rate from the airline operator/s for the Cairns to Aurukun route at 1 December each year.

5. Isolation Leave

5.1. Qualification and Eligibility

Eight Days (8) Isolation Leave is provided annually for those employees who have been employed from outside the Aurukun Shire Council boundary. The entitlement will be added to the employee's leave accrual after 6 months of employment is complete and thereafter on the 12 month anniversary of the first entitlement.

In the first year after 6 months of employment are complete, Council will pay one return airfare ticket to Cairns for an employee and their Entitled Dependant/s.

In subsequent years, at the 12 month anniversary of Isolation leave entitlement, Council will reimburse the employee up to the full Corporate rate of a return flight on the Aurukun – Cairns – Aurukun route for an employee and their Entitled Dependents.

This allows for the employee to take advantage of the Transport and Main Roads Local Fare Scheme (TMR LFS) available to residents of Aurukun after 12 months residency, with the potential to fund multiple flights at the lower local fare rates. If an employee is entitled to the TMR LFS at 6 months through entitlement from another location, they may use this entitlement from their first Isolation leave entitlement.

Reimbursement will require invoice and proof of purchase for the Aurukun – Cairns - Aurukun route only. Further onward travel is at the employees own expense.

If an employee does not utilise or qualify for the Local Fare Scheme, Council will book and pay for one return airfare ticket to Cairns for an employee and their Entitled Dependant/s in accordance with the conditions of this policy.

When an employee is using his/her private vehicle, Council will pay an amount equivalent to the actual travel expenses on production of a Tax Receipt for each expense. The employee must declare on the leave request the ultimate leave destination. Only reasonable expenses for travel to and from the declared destination will be reimbursed.

No freight cost will be provided to transport any type of pet or associated animal.
Employees may also take up to 7 days Annual Leave in conjunction with Isolation Leave.

5.2. **Conditions**

The following conditions will apply to the entitlement of Isolation leave:

- Any employee who requests Isolation Leave should submit a Leave Application for approval where possible at least 10 working days before the leave is to be taken and comply with the other relevant notice and documentation requirements outlined in this policy.
- A newly appointed employee must be employed for at least 6 months in the first year of employment before they will be eligible to take Isolation Leave.
- That for the first leave period, the employee has completed at least 22 weeks in paid work (exclusive of any periods of leave or absence from Aurukun), and for subsequent leave periods, the employee has completed at least 38 weeks in paid work in Aurukun (exclusive of any periods of leave or absence from Aurukun) in the preceding twelve (12 months).
- Isolation Leave can be accumulated but if an employee resigns, or their employment is otherwise terminated, no outstanding entitlement to Isolation Leave will be paid.
- Leave Loading will not be paid on Isolation leave.
- Isolation Leave accrual or the unused balance of flight reimbursement cannot be converted into cash.
- The reimbursement will be available only on flights booked and paid for in the relevant year of service.
- Any special circumstances or requests outside the provisions of this policy are at the sole discretion of the Chief Executive Officer.

6. Annual Leave with Travel

6.1. Qualification and Eligibility

On completion of each 12 months of service in Aurukun by an employee originally employed from outside of Aurukun, Council will reimburse the employee for flight costs up to the amount of one full Corporate return rate for an employee and their Entitled dependants.

This allows for the employee to take advantage of the Local Fare Scheme available to residents of Aurukun after 1 year of residency with the potential to fund multiple flights.

Reimbursement will require invoice and proof of purchase for the Aurukun – Cairns - Aurukun route only. Further onward travel is at the employees own expense.

If an employee does not utilise or qualify for the Local Fare Scheme, Council will book and pay for one return airfare ticket to Cairns for an employee and their Entitled Dependant/s on each in accordance with the conditions of this policy.

When an employee is using his/her private vehicle, Council will pay an amount equivalent to the actual travel expenses on production of a Tax Receipt for each expense. The employee must declare on the leave request the ultimate leave destination. Only reasonable expenses for travel to and from the declared destination will be reimbursed.

6.2. Conditions

- Annual Leave with travel flights is to be used with an employee's available leave accrual.
- Any employee who requests Annual Leave with Travel Leave should submit a Leave Application for approval at least 10 working days before the leave is to be taken and comply with the other relevant notice and documentation requirements outlined in this policy.
- Any unused balance of flight reimbursement cannot be converted into cash.
- The reimbursement will be available only on flights booked and paid for in the relevant year of service.

7. Responsibilities

- **CEO:** Approves out of policy variations or requests for special circumstances
- **Employee:** Complies with this policy, Council's corresponding procedures, and acquittal requirements.
- **Finance Team:** Completes travel bookings and where reimbursement is required monitors expenditure, maintains records, and ensures proper acquittal. The Finance Officer responsible will advise on the revision of the full corporate rate at 1 December each year, and report quarterly on the average corporate pricing for that period, notifying Human Resources of any price change over 15%.

8. Related Documents

- Isolation Leave Procedure
- Annual Leave with Travel Procedure
- ASC Induction

9. Document Controls

The Executive leadership team will review this policy annually or as required by significant change in Airline pricing to/from Aurukun or Transport and Main Roads Local Fare Scheme.

10. Policy Owner

People, Culture and Safety Manager