



TRAVEL POLICY

Classification: Governance/Finance/WH&S

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1. **PURPOSE**

This policy sets out travel entitlements to employees at the Limestone Coast Local Government Association (LCLGA). It also outlines reimbursements for any out of pocket expenses due to travel such as meals and accommodation subject to the approval of the Executive Officer.

2. **STATEMENT**

Employees will often be required to travel in relation to business services or representation of LC LGA. Inter-state and international travel must be approved by the LCLGA Executive Officer and can only be approved if the costs are within budget allocations of LCLGA.

Employees whose duties require them to be absent from their normal work overnight will be reimbursed for reasonable out of pocket expenses for meals, accommodation and incidentals.

Employees who are absent from their normal work location and the absence does not extend overnight may be reimbursed in respect of the cost of meals under certain circumstances outlined in this policy.

The expense must be reasonable for the circumstances, and publicly defensible.

The expense must be properly documented with appropriate authorisations, retention of tax invoices and receipts and in line with all other relevant LCLGA policies and procedures.

3. **POLICY**

Permissible travel expenditure

Expenditure for meals, accommodation and incidental expenses are subject to the following conditions:

- An employee must normally have travelled in excess of 100 km radius from their normal work location to be eligible to make a claim for accommodation expenses.
- Expenses incurred in the course of approved official business travel will be payable by the LCLGA provided the expenses are in line with this policy and LCLGA expectations. An expense will generally be considered reasonable where it does not exceed the relevant amounts set by the Australian Taxation Office (ATO) as adjusted from time to time.
- When choosing accommodation, staff must choose the lowest rate available at suitable accommodation within a reasonable distance from the main location of the business activity.

Travel safety

LCLGA is committed to ensuring that employees are safe from reasonably foreseeable risk whilst at work. This includes duties whereby employees may be required to drive long distances to various locations for purposes of participation in meetings, professional development activities, and to support employees within LCLGA. This Policy has been developed to assist employees in planning their own work arrangements and commitments; organisers of seminars, work or meetings; and supervisors in the administration of their duties to their employees when considering long distance travel.

For purposes of this policy long distance driving means driving for more than two hours.

Work done on day of driving	The total duration of a workday, from leaving home or accommodation should not exceed 10 hours. Accommodation must be organised should the hours of driving exceed 10 hours.
Duration of driving	Reduce the driving duration. Share the driving with another person. Maximum driving hours between breaks (It is recommended that rest breaks of at least 15 minutes be taken every 2-3 hours). Use alternative means of transport.
Time of day	Restrict driving at night (driver fatigue increases if driving during usual rest or sleep hours). It is recommended that no driving be done after the hour of 10.00pm and that accommodation should be organised.
Drivers general condition	The driver must not start a long drive if already fatigued, stressed, or suffering an illness which could contribute to fatigue.
Drivers' Capabilities	Some drivers are not accustomed to driving long distances and/or are not accustomed to driving on country roads. These drivers may have increased susceptibility to fatigue and should adjust the driving duration accordingly.
Driving conditions, ie nature of the roads, traffic, and in-vehicle distractions	Different road conditions can contribute to fatigue. The driver must take account of these conditions and adjust the driving condition accordingly.
Inclement Weather Conditions	When severe weather conditions pose a hazard to employees personal safety, employees are requested to use good judgement in monitoring the weather and travel conditions and make alternative travel arrangements if required.

4. **AVAILABILITY and ACCESSIBILITY**

An electronic version of this policy is publicly available upon request. A hard copy can be provided upon request.

5. **DEFINITIONS**

In this Policy, unless the contrary intention appears, these words have the following meanings:

The Limestone Coast Local Government Association means the Limestone Coast Local Government Association (LCLGA).

Board member/s means the Board members of the Limestone Coast Local Government Association (LCLGA).

Executive Officer means the Executive Officer of the Limestone Coast Local Government Association (LCLGA).

Constituent councils means the City of Mount Gambier, District Council of Grant, District Council of Robe, Kingston District Council, Naracoorte Lucindale Council and Tatiara District Council.

Employees means all Limestone Coast Local Government Association (LCLGA) staff, including labour hire personnel, contractors and volunteers.

RELATED DOCUMENTATION

Related Policies, Procedures or Forms	Risk Management Policy
Applicable Legislation	<i>Local Government Act 1999</i>
	<i>Independent Commissioner Against Corruption Act 2012</i>
	<i>Ombudsman Act 1972</i>
	<i>Criminal Law Consolidation Act 1935</i>

ROLES & RESPONSIBILITIES

Position	Role & Responsibility
Executive Officer	To take appropriate action to resolve breeches in a timely manner
LCLGA Audit and Risk Committee	To review and recommend this policy
LCLGA Board	To approve this policy

FILE INFORMATION

File name	Travel Policy V2
File location	Policies and Procedures 2026

FILE HISTORY

Status	Adopted
Last review date	April 2024
Next review date	April 2028

FILE REVIEW NOTES

Date	Description
V1 August 2018	Policy approved by LCLGA Board
V2 May 2026	Audit and Risk Committee Review
V2 June 2026 LCLGA Board Meeting	Policy approved and adopted by LCLGA Board