



*Central Highlands Association of Neighbourhood Houses*

# Travel Policy

## Document Control

<b>Policy Title:</b>	Travel		
<b>Policy Number:</b>	MAN009	<b>Version Number:</b>	1b
<b>Date Ratified:</b>	23.8.2018	<b>Review Date:</b>	Aug 2019

## Relevant standards, legislation and other documents:

- Incorporations Act
- Victorian Human Rights Charter
- DHHS Service Agreement Information Kit

<b>Definitions:</b> (define key terms)	
CHANH	Central Highlands Association of Neighbourhood Houses
DHHS	Department of Health and Human Services
Members	Neighbourhood Houses (represented by managers and committees of management) funded by DHHS within the Central Highlands area
CoM	Individuals representing member houses in CHANH Committee of Management
Staff	Any person employed by CHANH or volunteering at CHANH
Executive Team	CHANH President, Vice President, Treasurer and Secretary

## Central Highlands Association of Neighbourhood Houses

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## Policy Declaration

CHANH recognises the value of face to face representation of our organisation with our member and partner organisations.

### **Purpose:**

This policy outlines CHANH's support for travel arrangements for staff conducting business on behalf of the organisation.

### **Owner:**

This policy is the responsibility of the Executive Team and must be ratified by the CoM.

### **Application:**

This policy applies to all employees and volunteers of the CHANH (referred to as 'staff' in this policy), and is available for information for all members of the CHANH.

## Policy Rationale

CHANH staff may be required to travel for a range of reasons, including, but not limited to:

- Delivering professional development opportunities to member organisations
- Attending member organization's AGMs
- Supporting member organisation recruitment processes
- Attending meetings on behalf of CHANH
- Attending training or professional development opportunities
- General Network business

In the interests of environmental sustainability and cost efficiency, the CHANH requires that:

- Where reasonable, travel will be undertaken by public transport
- Travel costs are kept to a minimum (e.g. economy fares and booking flights in advance to benefit from discounted rates, etc.)
- Where travel by public transport is not practicable staff are permitted limited use of a private motor vehicle, at the discretion of the CHANH Executive Team

Staff recruited to CHANH will be required to hold a relevant Driver's License and have access to a vehicle which can be used for business purposes.

## Procedures

An allowance for travel will be set in the CHANH Annual Budget. This budget allows an expected number four visits by Networker to each member house per year. Where a member house requires more than four visits by the Networker in a single year, the CHANH Executive team will be alerted and the situation reviewed. Depending on the circumstances, half or full travel costs may be requested to be paid by the member organisation.

Staff required to travel on behalf of CHANH should be aware of the budget allocation and track travel expenses to stay within budget. Where the budget allocation is reached, staff will alert the CHANH President and gain permission for any further travel expenditure.

The conditions and the level of the allowance are to be in accordance with the staff allowances and Private Vehicle Reimbursement Rates contained in the Neighbourhood Houses and Adult Community Education Collective Agreement.

Use of a private vehicle is permitted only if the following conditions are met:

- The vehicle must have a minimum of Third Party insurance.
- It must hold current registration
- It must be roadworthy

The driver must:

- Hold and maintain the appropriate current Victorian (or interstate) Driver's License
- Maintain a legal drug and blood alcohol level whilst driving the vehicle

CHANH will not accept any liability which may arise out of the use of the motor vehicle for business purposes. Any fines or infringement incurred during use for business purposes will remain the responsibility of the driver.

Staff are expected to act in a manner consistent with the Occupational Health and Safety Regulations which extends to use of private motor vehicles for CHANH purposes.

Employees are responsible for expenses associated with the renewal of their Drivers License and vehicle maintenance. When using a vehicle on company business, the employee must comply with motor traffic and vehicle laws.

## Related Organisational Policies and Procedures:

- Neighbourhood Houses and Adult Community Education Centres' Collective Agreement
- Occupational Health and Safety Regulations
- CHANH Budget
- Staff Recruitment, Selection and Screening Policy

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## **Responsibilities**

### **Executive Team:**

- To implement and monitor policy

### **Members:**

- To be informed of the Policy Development Policy
- To participate in policy reviews as required

### **Staff:**

- Implementation of policy, as outlined in position descriptions
- Participation in policy review as required

## **Breach of Policy**

A breach of this policy may result in disciplinary action up to and including termination of employment.