

# Travel Policy

*CPSN is committed to ensuring that all work-related travel is conducted safely, efficiently and in compliance with applicable laws and organisational procedures. We prioritise the wellbeing and security of our staff while they are travelling, and we aim to minimise risk through clear planning, approval processes and adherence to transport, accommodation, and safety standards.*

*This policy reflects our dedication to responsible resource management, accountability, and a culture where employees feel supported and equipped to carry out travel for the delivery of high-quality services.*

## Record of policy development

Version	Date approved	Date for review
Version 1.0	February 2026	February 2028

## Responsibilities and delegations

<b>This policy applies to:</b>	Members, Clients, and where appropriate, their decision makers, all staff, workers, volunteers, contractors, and the Board of CPSN
<b>Policy approval:</b>	CEO
<b>Review of Policy Compliance</b>	Human Resources Manager
<b>Specific responsibilities:</b>	Chief Executive Officer General Manager, Service Delivery Human Resources Manager CPSN Leadership Team CPSN Workers

## Policy context

<b>Service Standards</b>	NDIS Practice Standards and Quality Indicators, November 2021 Version 4 National Employment Standards
<b>Legislation</b>	Service Standards NDIS Practice Standards and Quality Indicators, November 2021 Version 4 National Employment Standards Legislation Work Health and Safety Act 2011 (Cth) Fair Work Act 2009 Equal Opportunity Act 2010 Workplace Gender Equality Act 2012 Organisation Policies Privacy Act 1988 (Cth) Health records Act 2001 (Vic) Competition and Consumer Act 2010 (Cth) Anti-Discrimination Act Human Rights Act Disability Service Act 1986 (Cth)
<b>Organisation policies</b>	Code of Conduct Work Health and Safety Policy

	Diversity and Inclusion Policy Risk Management Policy Client Safeguarding Policy
<b>Other Conventions</b>	United Nations Convention on the Rights of People with Disabilities (CRPD), 2006

## Definitions

**Travel:** Any movement undertaken by a CPSN Worker during or after work hours for the purpose of delivering services or completing work duties or obligations.

**Work Related Travel:** Travel undertaken for meetings, training, supervision or other organisational duties and obligations not directly related to client support.

**Worker:** Any person engaged by CPSN to perform a service, paid or unpaid, including employees, contractors, labour hire staff, apprentices, trainees, students or volunteers.

**Employee** means a person who is employed by CPSN with wages or salary.

**Award / Agreement** – is a legal document that outlines the minimum standards, terms and conditions of employees covered within the specified Award or Agreement. Modern Awards were introduced as part of the Fair Work Act in 2009. Awards / Agreements include information about responsibilities, expectations, wages, penalty rates, overtime, allowances and other conditions of employment.

**Mode of Transport:** Any mode of transport used for travel during CPSN duties, including private vehicles, CPSN vehicles, hire vehicles, aeroplanes, trains, general public transport or private rideshare, Uber or taxi services.

**Remote Work:** Means working from the employee's home or mutually agreed work location(s) as prescribed in the employee's contract of employment or as otherwise agreed in writing.

**Incident:** Any event involving safety risk, injury, vehicle damage or near miss occurring during work travel.

**Incident Report:** Documentation of any accident, injury, or safety issue occurring during travel.

**Travel Authorisation:** Written approval required before undertaking travel.

**Reimbursement of Expenses:** The process of paying for approved expenses whilst travelling for CPSN business purposes, retaining the receipts and claiming a reimbursement after travel is completed.

**Worker** means any person engaged by CPSN to perform a service, paid or unpaid, and may include but is not limited to employees, consultants, contractors, employees of a labour hire company, apprentices, trainees, students or volunteers.

## Policy statement

### Policy Statement

CPSN recognises the importance of in-person interaction while maintaining a diverse, remote and flexible workforce (roles permitting). Work related travel is a requirement for interstate based employees to attend agreed and prescribed work related events and meetings.

An employee's Award / Agreement will guide work related travel allowances and reimbursements. CPSN complies with all Award, Fair Work and Australian Tax Office guidelines as they pertain to general work related travel.

Acceptable travel related expenses must be incurred from work related activity and will vary according to the destination, duration and nature of the travel. The purpose of this policy is to ensure all CPSN Workers undertake travel safely, ethically and in accordance with legislation, the NDIS Code of Conduct and CPSN operational requirements. This policy outlines expectations for safe travel practices, vehicle use, reimbursement, documentation and incident reporting to protect workers and clients.

## **Principles**

CPSN is committed to honesty, integrity, and best practice in all aspects of its operations.

The following principles underpin these processes:

- Ensuring workers understand their responsibilities when travelling for work or client support and for travel undertaken for meetings, training, supervision or other organisational duties and obligations not directly related to client support
- Prioritising Work Health and Safety in all travel related activities.
- Supporting accurate and transparent travel and reimbursement documentation.
- Ensuring workers only undertake travel when it is safe and appropriate to do so.
- Protecting clients and workers from risk through strong safeguarding and safe transport practices.
- Active engagement and participation in face-to-face (in-person) events and/or meetings supports a positive culture, positive interactions between employees and supports overall employee wellbeing
- travel requirements will be respectful of individual accessibility needs

## **Implementing this policy**

While the responsibility to protect children and young people is shared by the whole CPSN community, the following roles communicate and operationalise this policy:

### **Roles and Responsibilities**

Within CPSN the following roles communicate and operationalise this policy:

- Chief Executive Officer
- General Manager, Service Delivery
- Human Resources Manager
- CPSN Leadership Team

#### **The CEO:**

- Approves this policy and oversees safe systems of work relating to travel and transport.

#### **General Manager, Service Delivery:**

- Ensures service delivery teams apply safe travel practices and consults with clients where travel impacts support delivery.

#### **Human Resources Manager:**

- Ensures compliance, manages reimbursement frameworks, and supports leaders in

implementing safe travel practice.

**CPSN Leadership Team:**

- Communicate this policy to staff.
- Support workers to follow safe travel procedures.
- Oversee travel documentation, mileage logs and incident reporting.
- Respond to concerns about unsafe travel conditions.

**CPSN Workers:**

- Understand and comply with this policy.
- Only travel when it is safe to do so.
- Maintain valid licences and roadworthy vehicles when using personal cars.
- Document travel accurately according to CPSN procedures.
- Report hazards, near misses, accidents or risks immediately.
- Follow client transport plans and safeguarding requirements.

**Maintaining appropriate records**

Records will be kept for seven years.

CPSN records are maintained using cloud-based technology systems, covering HRIS, CRM and Operational documentation.

**Procedures that apply to this policy**

- Travel Procedure
- Work Health and Safety Procedure
- Client Safeguarding Procedure
- Code of Conduct
- Risk Management Procedure

**Document Revision History**

**This document is only valid on the day it was printed.**

<b>Who</b>	<b>Version</b>	<b>Date</b>	<b>Description of Review</b>
HRM	1	Feb 2026	New Policy