|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Document Metadata | | | | |
| **Target Audience** | All Employees; | | | |
| **Jurisdiction**  **Jurisdiction Exclusions** | NT Health;  N/A; | | | |
| **Document Owner** | Corinne Thompson  Director Business Services; | | | |
| **Approval Authority** | Catherine Stoddart  Chief Executive | | | |
| **Author** | Jan-Marie du Plessis | | | |
| **PGC/SharePoint ID:** HEALTHINTRA-1703-775 | | | **PGC/Content Manager ID:** EDOC2021/445353 | |
| **Version Number:** | Version: 64.0 | | | Approved Date: 26/11/2020 | | Review Date: 26/11/2022 |
| This is a NT Health Policy Guidelines Centre (PGC) Approved and Controlled document. Uncontrolled if printed. | | | | |

# Policy Statement

The NT Health Staff Travel Policy supports the NTGTravel Policy Framework, which applies to all NTG employees.

# Policy Purpose

The policy outlines accountabilities for planning, undertaking, managing and processing travel paid for by NT Health.

# Policy Details

## Northern Territory Travel Policy Framework - Principles

Official travel principles specify the core requirements for NTG travel that underpin travel policy statements and must be adhered to by NTG employees. Official travel must be:

* Effective – most appropriate way to meet agency business needs
* Beneficial – business benefits aligned to agency and NT Health priorities
* Value for money – economical and cost efficient
* Accountable – sound internal controls and defensible travel decisions.

## Scope and Application

### In Scope:

* Travel to intrastate locations that exceed 50 kilometres from the travellers workplace, including same day travel
* Travel to interstate and overseas destinations by any means
* Travel on commercial airlines and charter services
* Travel on surface transport, such as cars and boats
* Travel for all NT Health staff, including contractors and casual employees
* Travel funded by NT Health, including other Northern Territory Government (NTG) agency employees when travelling on behalf of the Department of Health, Top End Health Service or Central Australia Health Service.

### Out of Scope:

* Patient Assisted Travel Scheme (PATS)
* Fares Out of Isolated Localities (FOIL)
* NT Health Clients (ie Alcohol and Other Drugs (AOD) service clients).

## Responsibilities

* The Chief Executive has overall responsibility for ensuring this policy, supporting guidelines and procedures are complied with, including maintaining internal controls to ensure that expenditure of public monies will satisfy accountability requirements and audit scrutiny.
* The agency will conduct annual travel audits to test compliance with this policy and respond to audit findings.
* All staff involved in planning, undertaking, managing or processing travel must comply with this policy, and any supporting documents, guidelines or procedures.
* All staff must never obtain personal gains or benefits for NT Health related travel, either directly or indirectly.

|  |  |  |
| --- | --- | --- |
| Quality Assurance | | |
|  | **Method** | **Responsibility** | |
| **Implementation** | Document will be available for all staff via the PGC and the Travel intranet pages.  All staff will be made aware of new content by notice on Intranet Home Page if appropriate. | Health Policy Guidelines Program Manager  Director Business Services | |
| **Review** | Document will be reviewed within a period of two years or sooner as changes in practice or NTG policy occur. | Director Business Services | |
| **Evaluation** | Informal evaluation at time of review. | Director Business Services | |
| **Compliance** | Annual internal compliance audits undertaken with audit findings submitted to executive management for investigation and response | Risk Management and Audit Branch | |

|  |  |
| --- | --- |
| Key Associated Documents | |
| **Key Legislation, By-Laws, Standards, Delegations, Aligned & Supporting Documents** | *[Northern Territory Government travel policy framework](https://ntgcentral.nt.gov.au/resources/documents/services-and-support/travel-for-work/travel-policy-framework_3.docx)*  *[Northern Territory Government travel policy statement: air charter travel](https://ntgcentral.nt.gov.au/resources/documents/services-and-support/buy-goods-and-services/government-contracts/travel/air-charters/passenger/travel-policy-statement-charter-travel.docx)*  *[Northern Territory Government travel policy statement: overseas travel](https://ntgcentral.nt.gov.au/resources/documents/services-and-support/travel-for-work/travel-policy-statement-overseas-travel_3.docx)*  [*Financial Management Act*](http://ntgcentral.nt.gov.au/ntg-tools-services/money-and-finance/financial-management/fmaf/legislation) – Part 3 Accountable Officers  [Treasurer’s Directions](http://ntgcentral.nt.gov.au/ntg-tools-services/money-and-finance/financial-management/fmaf/treasurers-directions)  [*Public Sector Employment and Management Act (PSEMA) By-Laws* 30/31/32](https://ocpe.nt.gov.au/nt-public-sector-employment/employment-law/by-laws)  [Northern Territory Public Sector code of conduct](http://ntgcentral.nt.gov.au/my-job/code-conduct)  *[Commissioner for Public Employment Determination 1](https://ocpe.nt.gov.au/employment-law/determinations)*  [Accounting and property manual – section 11](http://internal.health.nt.gov.au/PGC/DM/Documents/GBS/BISS/Corporate%20Support/APM/Section%2011%20Accounting%20and%20Property%20Manual%20-%20Travel.docx)  [Financial Delegations](http://internal.health.nt.gov.au/governance/delegations/Pages/default.aspx)  Supporting Documents:   * *[Staff travel procedure](http://internal.health.nt.gov.au/PGC/DM/Documents/GBS/BISS/Corporate%20Support/Staff%20Travel/Staff%20Travel%20Procedure.docx)* * *[Staff travel emergency and after hours travel procedure](http://internal.health.nt.gov.au/PGC/DM/Documents/GBS/BISS/Corporate%20Support/Staff%20Travel/Staff%20Emergency%20and%20Urgent%20After%20Hours%20Travel%20Procedure.docx)* * *[Staff travel allowances and acquittals procedure](http://internal.health.nt.gov.au/PGC/DM/Documents/GBS/BISS/Corporate%20Support/Staff%20Travel/Staff%20Travel%20Allowances%20and%20Acquittals%20Procedure.docx)* * *S[hort term vehicle hire](https://ntgcentral.nt.gov.au/services-and-support/government-vehicles/manage-your-fleet/vehicle-lease-types-rates)* * [*Interstate exempt and non exempt categories – information sheet*](http://internal.health.nt.gov.au/PGC/DM/Documents/GBS/BISS/Corporate%20Support/Staff%20Travel/Exemption%20Categories%20for%20Interstate%20Staff%20Travel%20Procedure.docx)   Supplementary Forms   * [*Pre-travel assessment and approval form*](http://internal.health.nt.gov.au/PGC/DM/Documents/GBS/BISS/Corporate%20Support/Staff%20Travel/Pre-Travel%20Assessment%20and%20Approval%20Form.dotx) * *[TRIPS delegate authorisation form](http://internal.health.nt.gov.au/PGC/DM/Documents/GBS/BISS/Corporate%20Support/Staff%20Travel/TRIPS%20Financial%20Delegate%20Authorisation%20Form.dotx)* * [*Staff emergency and urgent afterhours travel PIN request*](http://internal.health.nt.gov.au/PGC/DM/Documents/GBS/BISS/Corporate%20Support/Staff%20Travel/Staff%20Emergency%20and%20Urgent%20Afterhours%20Travel%20PIN%20Request%20Form.dotx) |
| **References** | N/A |

|  |  |
| --- | --- |
| **Definitions, Acronyms and Alternative Search Terms** | |
| **Term** | **Description** |
| **Corporate Travel Provider (“QBT”)** | The NTG contracted travel service provider facilitating a booking service for airfares, accommodation and car hire official travel requests |
| **Intrastate Travel** | Any travel within the Northern Territory that is outside of the urban boundaries, or requires an overnight stay |
| **Interstate Travel** | Any travel between the Northern Territory and any other state or territory of Australia |
| **Official Staff Travel (“Travel”)** | Approved travel undertaken by a Traveller for NT Health related purposes. Travel is paid by NT Health and must be for business purposes only |
| **Overseas Travel** | Any travel between Australia and an overseas country, including external Australian territories such as Christmas Island and Norfolk Island |
| **Staff** | NT Health employees (including permanent, fixed term and casual) and contractors |