

## SUSTAINABLE TRAVEL ALLOWANCE (STAFF)

### 1. Background

The Town of Cottesloe has a commitment to sustainability and reducing its environmental footprint. To encourage staff to commute by sustainable means, reduce Council related greenhouse gas emissions and promote active transport, the Sustainable Travel Allowance provides a financial incentive for staff to leave their car at home.

### 2. Objective

This policy clarifies the criteria for the payment of the Sustainable Travel Allowance to staff. It provides guidance to staff and to officers involved in the payroll process at the Town to ensure the system operates fairly and in the spirit that is intended.

### 3. Policy

#### 3.1 Guidelines

Sustainable travel for the purpose of this Policy is:

- a. Being the driver or passenger of a vehicle used for staff car pooling.
- b. Being a passenger in a private vehicle (other than where the main purpose of the trip is to drive the staff member to work).
- c. Travelling via public transport for the whole journey.
- d. Driving to the nearest public transport link and travelling the rest of the way to work via public transport (to comply with the intent of the policy the longest leg travelled should be by public transport).
- e. Cycling
- f. Walking
- g. Essentially any mode of transport other than being the driver of a motor vehicle.

A nominated allowance (see item d. listed in the conditions below) will be paid to staff members who commute to work via sustainable means. The Allowance will be included in staff fortnightly pay.

The allowance is paid fortnightly and is equal to the cost of public transport of four 'zones', with the 20% discount applied to a 'Smartrider', with the exception of staff who live within two kilometres of their work base.

#### 3.2 Conditions

The following conditions apply:

- a. All employees on the payroll are eligible to receive the Sustainable Travel Allowance except where specified below.

- b. Contractors employed through employment agencies are not eligible.
- c. Contractors and consultants engaged under direct contract are not eligible.
- d. Staff who live within two kilometres of their main work base will be eligible to receive 50 percent of the full allowance.
- e. The Sustainable Travel Allowance is paid per one way trip. Therefore if the staff member catches the train to work and drives home, they will be paid for one journey.
- f. It is the staff members' responsibility to accurately report their journey on their fortnightly timesheet.
- g. Validation of travel may occur from time to time by management or other staff.
- h. The allowance is only applicable to staff members' normal rostered work days.
- i. The allowance will only be paid for travel within that fortnight. No backdating of travel.
- j. The allowance will not be paid for sick days, rostered days off, public holidays, annual or long service leave, any other absence from work, or days when a private or Council vehicle is brought to work.
- k. The allowance is subject to PAYG Tax.
- l. The amount provided to staff for the Sustainable Travel Allowance will be reviewed annually and may be subject to change.
- m. The allowance is not negotiable.
- n. For the purposes of this policy, the work base refers to the main location where staff start their day, for example, 8 Stack Street, Fremantle or the Cottesloe Civic Centre.

Adopted	25 November 2013
Reviewed	27 February 2018
Expected date of review	