



# Standard 4.03 –Travel

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## 1. Application

This Guideline applies to all NQBP Personnel.

## 2. Policy

This standard outlines how NQBP will manage its Travel related activities and should be read in conjunction with the NQBP approved Travel Management Procedure.

### 2.1 General Requirements

#### Business Purpose

Overseas and domestic employee travel should only be undertaken by directors, employees and contractors of NQBP where there is a demonstrated business need for the travel. While the business need for overseas travel will be assessed on a case by case basis, it is expected that this may include travel to enhance trade through NQBP's ports, progress business development opportunities or, in exceptional circumstances, provide professional development and training for staff. NQBP directors may only undertake overseas travel if they represent the Chairman or hold expertise in a particular field relevant to the purpose of the travel.

#### Cost Efficiency

Travel costs should be minimised by:

- Actively considering alternatives to travel (e.g. videoconferencing); and
- Following NQBP's Travel Management Procedure for arranging travel requests.

#### Accompanying Persons

NQBP will only pay for an accompanying persons' domestic or overseas travel fares and expenses in exceptional circumstances specifically approved by the Board of NQBP.

#### Frequent Flyer Schemes

NQBP will provide Flight Lounge Membership to one domestic airline for the CEO, and for those officers of NQBP the CEO approves who, due to their level of travel on business, gain substantial benefit from such membership.

Frequent flyer points accumulated as a result of NQBP funded travel may be used for private travel or personal benefit (including when the individual ceases to be an employee, contractor or director of NQBP).

However travel must not be undertaken so as to maximise this benefit.

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## 2.2 Approval Requirements

### Domestic Travel

Unless approved under this standard or via the “Instrument of Delegation Schedule 2: CEO Delegations – Travel”, separate approval must be obtained in relation to any travel on NQBP business. Prior approval is required except in emergencies. Approval may be granted in emergencies where it is demonstrated that prior approval was not reasonably available and that the emergency warranted the trip.

Approving Level	Authorised or Approved Travel for:-
Board	Accompanying persons
Approved by force of this standard	Board Directors for attendance at official NQBP Board meetings or official NQBP Board committee meetings.
Chairman	Board Directors except for the Chairman for attendance at functions/meetings where NQBP is to be represented and the total travel expense claim for each director is under \$5,000.
CEO	<ul style="list-style-type: none"> <li>Board Directors for attendance at functions/meetings where NQBP is to be represented and the total travel expense claim is under \$2,500;</li> <li>Chairman to \$5,000.</li> <li>CEO</li> </ul>

### Overseas Travel

Approving Level	Authorised or Approved Travel for:-
Board	Accompanying person: only in exceptional circumstances and where the attendance of the accompanying person is of demonstrated benefit to NQBP
Board	Chairman or a director representing the Chair or holding expertise in a particular field relevant to the purpose of the travel.
Board Chairman.	CEO
CEO & the Board	All employees other than the CEO, and all non-employees

## 2.3 Special Requirements for Overseas Travel

### Reporting requirements for overseas travel

The following reporting requirements must be provided after completion of the overseas travel:

- Applications for overseas travel must ensure that the criteria in 1.1 Business Purpose are documented. A copy of the approved application should be forwarded to the Reporting Finance Team.
- NQBP will submit a report of the overseas travel undertaken in the relevant quarter to the shareholding Ministers with its Quarterly Report.

### Security Risk Check in Overseas Travel

Prior to departing for Overseas Travel, Officers and employees of NQBP should consult the Department of Foreign Affairs and Trade website to ascertain the level of security risk in the country

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or region of the proposed travel, including health risks, or other emerging risks which may increase the risk profile of the proposed travel.

### 3. Compliance Policy, Procedure, Standard and Legislative Framework

NQBP is a Government Owned Corporation and port authority and is required to comply with its own policies, prescribed applicable legislation and State Government policies and procedures. This standard should be read in conjunction with:

- a. Policy 2 – Compliance
- b. Procedure 4.03 – Travel Management
- c. Policy 4 - Finance
- d. Finance Standards, Guidelines, and Procedures
- e. Corporations Act 2001 (Cth)
- f. Government Owned Corporations Act 1993 (Qld)
- g. Financial Accountability Act 2009 (Qld)
- h. Code of Practice for Government Owned Corporations' Financial Arrangements
- i. Corporate Governance Guidelines for Government Owned Corporations February 2009.

### 4. Procedure Review Date

This procedure should be reviewed by 31 January 2019.

### 5. Definitions

**NQBP:** means North Queensland Bulk Ports Corporation Limited ACN 136 880 128.

**Contractors:** means contractors or consultants engaged by NQBP under a personal services consultancy agreement or other similar arrangements.

**NQBP Employee:** means employees and Contractors of NQBP but does not include NQBP directors.

**NQBP Personnel:** means NQBP officers (for example NQBP directors) and NQBP Employees.

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