

## LOCAL AREA TRAVEL POLICY

### Purpose

1. This policy provides advice on preferred options for work-related travel in the ACT region including the use of ACTION buses, fleet vehicles, taxis and regulated ride sharing (for example, Uber).

### Application

2. This policy contains a set of whole of government instructions issued by the Head of Service under the *Public Sector Management Act 1994* which binds all employees and officers engaged under that Act.

### Background

3. Staff may be required to undertake local travel for a variety of reasons. The preferred method of work-related travel within the local area is walking. Where this is not practical, consideration should be given to the most appropriate form of transport. Staff should take into account the distance, expected timeframe, urgency (if non-routine), number of staff requiring transport and cost when considering their mode of travel.
4. Staff should refer to directorate-specific guidelines that may exist in relation to the approval, booking and access requirements for work-related local area travel.
5. The local area is interpreted as the ACT and adjacent NSW region, including but not limited to, Queanbeyan, Goulburn, Braidwood, Cooma and Yass.

### Principles

6. Arrangements for official travel on behalf of the ACT Government must take into consideration value for money, operational effectiveness and reliability.

### ACTION Buses

7. Bus transport is economical, fast and efficient – particularly between the Tuggeranong, Woden, Civic and Belconnen town centres. ACTION buses should be used unless there are valid reasons for using other transport (for example, carrying large/heavy equipment).

## **Fleet Vehicles**

8. Where ACTION bus transport is not available or would be impractical, fleet vehicles (including bicycles in some Directorates) are available for travel for official business purposes.
9. Staff using fleet vehicles are to adhere to the ACTPS Non-Executive Passenger and Light Commercial Vehicle Management Guidelines.

## **Taxis and Regulated Ride Sharing**

10. Where public transport is not an option and fleet vehicles are unavailable or would be impractical, taxis and regulated ride sharing (for example, Uber) is the generally preferred method of travel for official business within the ACT region. Regulated ride sharing is only authorised for trips within the ACT.
11. Whenever possible, taxis and regulated ride sharing should be shared between attendees requiring transport to/from locations in close proximity to assist in keeping transport costs to a minimum.
12. Regulated ride sharing commenced operations in the ACT on 30 October 2015. Staff may set up personal accounts with ride sharing companies and seek reimbursement from their Directorate for work-related local area travel. Directorates may set up business accounts with ride sharing companies, which may mirror current practice with cabcharge, and nominate staff who have approval to access regulated ride sharing arrangements. The cost of ride sharing trips for nominated staff is charged to the business account. For ease of administration, Directorates may wish to set up these accounts at the divisional/business unit level.

## **Private Vehicles**

13. The use of private vehicles for official business purposes is not the preferred option and is limited to circumstances where the benefits outweigh the costs. Prior approval of the Director-General or delegate is required.
14. Private vehicles are not covered under ACT Government insurance policies and if used, would be a risk to the vehicle owner for any damage caused either to the vehicle itself or any third party person/property. Staff using their private vehicle for official business should review their insurance policy.

## Legislative Reference

15. The key principles of this policy are aligned with the following authorised sources:

- *Public Sector Management Act 1994*
- Public Sector Management Standards 2006
- *Financial Management Act 1996*

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Bronwen Overton-Clarke  
Commissioner for Public Administration  
on behalf of Kathy Leigh, Head of Service

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