

	GUIDELINE	
BARRIER ATTENDANT TRAVEL		
CONTROLLER: PEOPLE & CULTURE		OWNER: CEO
REVIEWED: AUGUST 2022		NEXT REVIEW: AUGUST 2023

1. **PURPOSE**

1.1 The purpose of this Guideline is to:

- i) outline the parameters of Barrier Attendant (BA) travel;
- ii) inform BAs of the type of approved travel payments Tasracing will make; and
- iii) establish consistent, reasonable and accountable standards to record and control the amount of BA travel from a cost and WH&S perspective.

2. **SCOPE**

This guideline applies to all Tasracing Barrier Attendants who travel on behalf of Tasracing, on preapproved Tasracing business between the following locations:

- Spreyton to Elwick return,
- Mowbray/Longford to Elwick return,
- Elwick to Spreyton return,
- Elwick to Mowbray/Longford return,
- Mowbray/Longford to Spreyton return, and
- Spreyton to Mowbray/Longford return

2.1 Controlling travel expenses is the responsibility of each Traveller. It is expected that good business judgement is exercised to ensure the cost to Tasracing is minimised and that the health and safety of the Traveller and their fellow Travellers is not compromised.

3. **GUIDELINE STATEMENT**

3.1 All BA Travel must comply with the Tasracing Travel Policy.

3.2 BA travel is only to be undertaken where there are insufficient numbers of BAs available locally.

3.3 A Barrier Attendant Travel Request Form (see Appendix A), which lists all Travellers, is to be completed for each instance of BA travel. Forms must be signed off **prior to travel** by the Thoroughbred Code Lead or Thoroughbred Code Coordinator and the Chief Operating Officer and provided to Payroll. **Any unauthorised travel or associated reimbursements will not be paid.**

3.4 Where the Barrier Attendant is a permanent full-time or permanent part-time employee and travel time takes place within business hours, the employee must take annual leave or leave without pay for travel and casual work so that payments do not overlap.

4. PAYMENT FOR TRAVEL

4.1 Payment for travel time will be paid at a set rate as outlined in the table below:

Departure Track	Destination Track	Payment per Return Trip
Spreyton	Elwick	\$130
Mowbray/Longford	Elwick	\$80
Elwick	Spreyton	\$130
Elwick	Mowbray/Longford	\$80
Spreyton	Mowbray/Longford	\$50
Mowbray/Longford	Spreyton	\$50

4.2 Payment for travel will not be made without submission of a completed and signed Barrier Attendant Travel Request Form (see Appendix A). Per clause 3.3 above, the form must be signed by the Thoroughbred Code Lead or Thoroughbred Code Coordinator and the Chief Operating Officer. Payment will be processed in the next pay cycle and is subject to tax.

5. PAYMENT FOR PRIVATE MOTOR VEHICLE COSTS

5.1 Where a Tasracing vehicle is not supplied, Tasracing will pay for private motor vehicle costs for private vehicles owned by barrier attendants working at the race meeting. Private motor vehicle costs will be paid at a set rate as outlined in the table below:

Departure Track	Destination Track	Payment per Return Trip
Spreyton	Elwick	\$90
Mowbray/Longford	Elwick	\$65
Spreyton	Mowbray/Longford	\$30
Mowbray/Longford	Spreyton	\$30
Elwick	Spreyton	\$90
Elwick	Mowbray/Longford	\$65

- 5.2 Vehicle Owner must complete a Private Motor Vehicle Payment Claim Form (Appendix B) per vehicle, obtain approval from the Thoroughbred Code Lead or Thoroughbred Code Coordinator and the Chief Operating Officer, then and submit the claim to Payroll for payment. The Barrier Attendant Travel Request Form (Appendix A) must be attached. Payment will be processed in the next pay cycle and any kilometres over 5000 kms/year will be taxed at the marginal rate.

6. EXCEPTION TO THIS GUIDELINE

- 6.1 The CEO may only approve an exemption from the requirements of the guideline in very exceptional circumstances.

7. BREACH OF GUIDELINE

- 7.1 Should a Traveller be found to have acted in breach of the terms of this guideline through a fair and reasonable investigation process, disciplinary outcomes may result up to and including termination of employment.

8. RESPONSIBILITIES

- 8.1 The Vehicle Owner is responsible for completing and submitting the Barrier Attendant Travel Request Form and/or Private Motor Vehicle Payment Claim Form with the appropriate approvals to Payroll. Any Private Motor Vehicle Payment Claim Form must be submitted with a Barrier Attendant Travel Request Form.

9. REVIEW CYCLE

The HR & Remuneration Committee is responsible for reviewing and approving the Barrier Attendant Travel Guidelines every 3 years or when appropriate.

10. REFERENCES

- Tasracing Travel Policy
- Workplace Health and Safety Policy
- Workplace Drug & Alcohol Policy
- Code of Conduct

11. DOCUMENT CONTROL

Date	Version	Author	Approved by
28/11/19	V1.0	N. HUNNIBELL	CEO
24 August 2022	V2.0	People & Culture Manager	HR & Rem Committee

APPENDIX A

Barrier Attendant Travel Request Form

Race meeting: _____ Date: _____

Traveller Details:

BA Name	Departure Track	Destination Track	Approved Y/N	Payment Rate (Payroll only)

Cost and Travel Mitigation

Are there BAs available **locally** to be rostered? Yes/No

If no, why not? _____

Is a Tasracing vehicle available for use? Yes/ No

If no, who is the owner of the personal vehicle to be utilised? _____
(name)

Manager Approval:

This travel, and associated expenses, are approved per the table above.

Name: _____

Position: _____

Signature: _____

Cost code: _____

COO Approval: _____

APPENDIX B

Private Motor Vehicle Payment Claim Form

Claimant (driver): _____ Date: _____

Race meeting: _____

Trip details:

Please tick that which applies

	Travel	Approved Y/N	Payment Rate (Payroll only)
<input type="checkbox"/>	Spreyton-Elwick return		
<input type="checkbox"/>	Mowbray/Longford-Elwick return		
<input type="checkbox"/>	Mowbray/Longford-Spreyton return		

Manager Approval:

This travel, and associated expenses, are approved per the table above.

Name: _____

Position: _____

Signature: _____

Cost code: _____

COO Approval: _____