



Annual Airfares Entitlement Policy

Responsible Officer	Deputy Chief Executive officer
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Objective

To provide eligible employees with a return annual airfare entitlement from Cocos to Perth. Given the remote & isolated location of the Cocos (Keeling) Islands this policy serves to give employees the opportunity to travel off-island for periods of annual leave. The policy also works towards Council's strategic objective to retain employees and promote the Shire of Cocos (Keeling) islands as an employer of choice.

Scope

This policy applies to all 'eligible employees' as defined below.

Policy

The Shire of Cocos (Keeling) Islands will provide all eligible employees with an annual return 'flexi fare' airfare from the Cocos Islands to Perth. Alternatively, Employees can book their own return travel to Perth or the location in which they lived prior to their employment with the Shire and have the value of the return 'flexi fare' flight to Perth paid to them. This reimbursement payment can be spent on accommodation, meals or transportation. If the employee has booked his/her own flight he/she must provide the Shire with a signed Remote Area Holiday Transport Declaration. In all cases, the airfare must be used for an annual leave period of 3 days or more. For any eligible part time employee, this entitlement will be on a pro-rata basis

Eligible employees will become entitled to an annual airfare entitlement after 12 months of continuous service and on their anniversary date for each 12 month period thereafter. The day & month of the eligible employees commencement becomes their anniversary date. Eligible employees who were already employed with the Shire when this policy was first implemented in July 2011 will have an anniversary date every year of 1 July.

An eligible employee may accrue no more than two years annual airfares. Any entitlement will expire if unused for more than two years. An eligible employee may choose to use two entitlements at the same time to allow a member of their immediate family to travel with them.

Definitions

Eligible employee – means all permanent full time & permanent part time employees. Employees working less than 15 hours a week for the Shire will not be considered eligible employees. Contract employees are not considered eligible employees as provisions for annual airfare entitlements are included in their individual employment contracts.

Immediate Family – husband, wife, daughter, son, spouse

Flexi Fare – A flexi fare is a K class airfare with Virgin Australia.

Office Use Only				
Relevant Delegations				
Council Adoption	Date	27/4/2016	Resolution #	10.1/F3
Reviewed/Modified	Date	30/8/2017	Resolution #	3008/05
Reviewed/Modified	Date		Resolution #	