

The Pilbara Ports Authority (PPA) Travel Policy applies to all people required to undertake travel, directly paid for by PPA. The following principles form the basis of this policy:

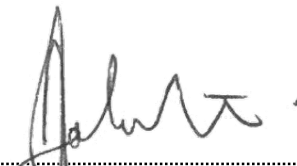
- Travel must be approved in line with the Corporate Delegations Manual and business rules.
- PPA covers costs associated with business travel including accommodation, meals and/or allowances.
- Economy class airfares are used for all travel.
- Business class can only be approved at the discretion of the Chief Executive Officer (CEO). Instances of such travel will be justified and reported to the Board quarterly.
- Where circumstances allow, Board Members and the CEO will travel separately.
- Board Members require Board approval to travel interstate.
- Board and Ministerial approval is required for all Board and Employee overseas travel.
- Employees travelling interstate require CEO approval.

Travel will be undertaken in accordance with the Travel Procedure and other relevant documents. Travel costs must be reasonable and consistent with the location and duties being performed. Travel arrangements should make use of discounted airfares and PPA transit accommodation. Car hire is only used, when the use of pool vehicles, taxi/rideshare or public transport is not suitable or is more expensive.

Where changes to travel are required due to traveller preference, the traveller is responsible for the cost difference.

Private purchase of airfares for subsequent reimbursement by PPA will only be allowed in exceptional circumstances. All such arrangements must be substantiated, justified and approved by the General Manager or CEO.

The General Manager Physical & Human Resources has overall responsibility for the implementation of this policy.



Roger Johnston

CHIEF EXECUTIVE OFFICER



Brad Geatches

CHAIR

Date approved: 2 June 2022