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TRAVEL, FIFO & PROJECT FLIGHT AGREEMENT POLICY		

PURPOSE

The purpose of this policy is to establish clear requirements and expectations for employees and contractors travelling on behalf of Consolidated Group of Companies, including FIFO and project-based travel.

This policy is designed to ensure that all work-related travel is:

- Planned, approved, and undertaken safely
- Cost-effective and operationally efficient
- Compliant with client, contractual, and regulatory requirements
- Managed in a manner that protects employee wellbeing and the commercial interests of Consolidated Group

This policy also sets out specific conditions relating to **FIFO and project flight arrangements**, including liability for missed travel and lawful wage deductions in accordance with the **Fair Work Act 2009 (Cth)**.

SCOPE

This policy applies to all Consolidated Group directors, management, employees, contractors, and suppliers who undertake travel for work purposes, including:

- FIFO and DIDO travel
- Project-based mobilisations
- Regional and remote site travel
- Travel arranged directly by clients or third parties

CONTROL OF FLIGHTS AND TRAVEL ARRANGEMENTS

Consolidated Group does **not control airline schedules, seat availability, cancellations, delays, or changes**.

Where flights or accommodation are booked by a client or third party, Consolidated Group has **no ability to alter, guarantee, or prioritise flight availability, routes, airlines, or travel times**.

Employees acknowledge and accept that:

- Preferred flights may not always be available
- Flights may change with little or no notice
- Consolidated Group cannot guarantee specific travel times or carriers

CONSOLIDATED GROUP RESPONSIBILITIES

Consolidated Group will:

- Select **cost-effective and operationally suitable travel options**, balancing safety, fatigue management, and budget requirements.
- Provide employees with **project-specific FIFO or travel agreements** where ongoing travel is required.
- Communicate approved travel arrangements and expectations clearly.
- Act reasonably and lawfully in managing travel-related costs and disruptions.

EMPLOYEE RESPONSIBILITIES

Employees are required to:

- **Comply with approved travel arrangements**, including mobilisation times, flight details, and site instructions.
- **Plan responsibly**, allowing adequate time to attend flights, transfers, and accommodation check-ins.
- **Communicate early** with their Supervisor or nominated travel coordinator if any issue may affect travel.
- Present **fit for travel**, including compliance with fatigue, alcohol, drug, and medical fitness requirements.

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- Follow all client, site, and company travel instructions.
- Failure to comply with travel requirements may result in disciplinary action.

MISSED FLIGHTS, MOBILISATION FAILURES & CLIENT CHARGES

Employees acknowledge and agree that:

- Missed flights, failed mobilisations, or failure to attend scheduled FIFO travel **may result in charges being applied to Consolidated Group by the client**, including but not limited to:
 - Flight cancellation or rebooking fees
 - Accommodation costs
 - Standby or replacement labour charges
 - Mobilisation or demobilisation costs
- Where a missed flight or travel disruption is caused by the employee's actions or omissions (including lateness, failure to follow instructions, or failure to be fit for travel), the employee **will be liable for the costs charged to Consolidated Group by the client**.

AUTHORISATION FOR WAGE DEDUCTIONS

By signing this agreement, the employee **expressly authorises Consolidated Group**, in accordance with the **Fair Work Act 2009 (Cth)**, to deduct from their wages **the actual costs charged to Consolidated Group by the client** where those costs arise due to:

- Missed flights
- Failure to mobilise as scheduled
- Failure to comply with approved travel instructions

Deductions will:

- Be limited to the **actual amount charged to Consolidated Group**
- Be itemised and communicated to the employee
- Only be made where lawful and permitted

EXCEPTIONS – CIRCUMSTANCES BEYOND EMPLOYEE CONTROL

No deduction will be applied where a missed flight or travel disruption is caused by circumstances beyond the employee's reasonable control, including:

- Airline cancellations or delays
- Severe weather events
- Medical emergencies (supported by reasonable evidence)
- Client-initiated changes

Employees must notify Consolidated Group **as soon as reasonably practicable** if such circumstances occur.

NON-COMPLIANCE & DISCIPLINARY ACTION

Repeated failure to comply with this policy, missed flights, or travel-related misconduct may result in:

- Removal from FIFO or project duties
- Formal disciplinary action
- Termination of employment or contract

Nothing in this policy limits Consolidated Group's right to take immediate action to protect operations, clients, or the business.

CONFIDENTIALITY & RECORD KEEPING

All travel records, costs, deductions, and correspondence will be managed in accordance with privacy, employment, and record-keeping obligations.

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**EMPLOYEE ACKNOWLEDGEMENT**

By signing below, the employee acknowledges that they:

- Understand Consolidated Group does not control flight availability or airline operations
- Accept responsibility for complying with approved travel arrangements
- Authorise lawful wage deductions for client-charged costs where applicable
- Understand that ongoing non-compliance may result in disciplinary action or termination

Approved

Theo Tsorvas

Director

Date 13.12.2025