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Non-Critical Business Travel recommendations

As the current situation continues to evolve, it is recommended that all non-critical business travel is suspended.

Non-critical business travel applies to office-based employees including Managers, Operations, Admin, Clerical, and Depot office-based employees. If you are unsure, please ask for clarification.

Residents of Geelong (and other non-lock down areas) should not travel to Melbourne-Metro locations including Altona or Pakenham sites unless deemed business critical. Exceptions must be pre-approved by Divisional GM & HR.

Guidelines for travelling within Victoria

Travel within Melbourne-metro areas

- Melbourne-Metro based employees may travel to their normal work location if they cannot work from home. Essential worker letters have been provided to employees who are unable to work from home.
- Melbourne-Metro based employees not usually based at Altona or Pakenham should only travel for business-critical activities. Melbourne-Metro based employees are not permitted to travel to regional areas without explicit permission from the Divisional GM & HR (for approval please email ffidge@mccolls.com.au). If the travel is approved, the employee will be provided with an individual essential worker letter.

Geelong & Regional based Employees

- Employees based within the regions, such as Western Victoria, Tongala or Geelong should only travel for business-critical activities.
- Travel must be pre-approved by Divisional GM. If the travel is approved, the employees will be provided with an individual essential worker letter from HR.