

# MINISTER FOR EMPLOYMENT, TRAINING AND INDUSTRIAL RELATIONS

- 1. TITLE:** **Excess Travelling Time**
- 2. PURPOSE:** To prescribe the general conditions applicable for compensation for excess travelling time.
- 3. LEGISLATIVE PROVISION:** Section 34(2) of the *Public Service Act 1996*.
- 4. APPLICATION:** This directive applies to all Public Service Officers and Temporary Employees engaged under section 113 of the *Public Service Act 1996*.
- 5. STANDARD:** The conditions and entitlements prescribed in the Schedule apply.
- 6. EFFECTIVE DATE:** This directive is to operate from **1 July 2000**.
- 7. VARIATION:** The provisions in the Schedule may be varied in accordance with certified agreements made under Chapter 6, Part 1 of the *Industrial Relations Act 1999* or decisions of an industrial tribunal of competent jurisdiction.
- 8. INCONSISTENCY:** Sections 34 and 117 of the *Public Service Act 1996* and section 687 of the *Industrial Relations Act 1999* apply if there is a conflict with an Act, regulation or industrial instrument.
- 9. SUPERSEDES:** Administrative Instruction No. 1 I 93.

## SCHEDULE

### EXCESS TRAVELLING TIME

#### Entitlement

A Public Service Officer or Temporary Employee appointed under section 113 of the *Public Service Act 1996* who is required to travel on official business:

- ◆ including time spent in travelling to attend approved seminars and departmental courses; and
- ◆ outside the ordinary spread of hours as defined in the *Public Service Award – State*; and
- ◆ away from normal headquarters;

shall be entitled to compensation as provided in this Schedule.

#### Definitions

‘Official business’ in the Schedule does not include time spent:

- ◆ travelling by an employee who is on duty at temporary headquarters to the employee’s home for the weekend, holidays etc for the employee’s own convenience and subsequent return to such temporary headquarters;
- ◆ travelling between an employee’s home and normal place of work;
- ◆ travelling to undertake private business;
- ◆ travelling outside Australia.

‘Time spent in travelling’ in the Schedule is the difference between the time usually taken to travel from the employee’s residence and the usual workplace and the time taken to travel from the employee’s residence and the alternative workplace.

#### Conditions

Compensation shall be calculated on the basis of the period of time which would reasonably have been taken by the most practicable direct route using approved means of transport OR the time actually involved, whichever is the lesser.

All claims for compensation must detail each day’s movements including times of departure and arrival.

## Compensation

Compensation shall only be granted if the excess travel is undertaken by direction and to suit departmental convenience.

The maximum period of time off which may be granted for time spent travelling in any one calendar day is eight hours.

Compensation for excess travelling time shall be taken at a time convenient to the department and the employee concerned. Where an employee has taken reasonable steps to avoid excessive accrued time balances and the employer has declined applications to take accrued time within 12 months of the accrual, the employee can be paid the accrued time at ordinary time rates.

Where practicable, employees' itineraries should be arranged so that claims for compensation for excess travelling time are minimised.

The excess time shall be calculated to the nearest quarter of an hour. The granting of time off to be restricted to periods of not less than half an hour eg:

<u>Total Period of Travelling Per Day Outside Ordinary Hours of Duty</u>	<u>Excess Time</u>	<u>Compensation for Excess Travelling Time</u>
20 minutes	15 minutes	Nil
25 minutes	30 minutes	30 minutes
45 minutes	45 minutes	45 minutes

The above compensation provisions do not affect the entitlement of employees to travelling allowances, meal allowances, vehicle mileage allowances etc where applicable.