



MINISTER FOR EMPLOYMENT, TRAINING AND INDUSTRIAL RELATIONS

DIRECTIVE No. 05/04
August 2004

- 1. TITLE:** **Leave and Travel Concessions - Isolated Centres**
- 2. PURPOSE:** These arrangements are in recognition of the need for officers and their families to relieve the hardship and disabilities associated with living in remote and isolated areas of the state.
- 3. LEGISLATIVE PROVISION:** Section 34(2) of the *Public Service Act 1996*.
- 4. APPLICATION:** This directive applies to public service officers.

It **does not apply** to –
 - employees engaged under section 112 of the *Public Service Act 1996*; and
 - employees engaged under section 113 of the *Public Service Act 1996*.
- 5. STANDARD:** The conditions and entitlements prescribed in the Schedules apply.
- 6. EFFECTIVE DATE:** The directive is to operate from **23 August 2004**.
- 7. VARIATION:** The provisions in the Schedule may be varied in accordance with a certified agreement 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:** Directive 6/02 '*Leave and Travel Concessions – Isolated Centres*'
- 10. PREVIOUS REFERENCES:** Directive 15/01 '*Leave and Travel Concessions – Isolated Centres*'
Circular 4/92
Circular 3/89: *Isolated Leave and Travel Concessions*
Administrative Arrangement operative from 1 January 1984 (superseding earlier versions)
- 11. SEE ALSO:** Directive 8/00: "*Transfer and Appointment Expenses*"

SCHEDULE A

LEAVE AND TRAVEL CONCESSIONS

GENERAL CONDITIONS

Eligibility

These leave and travel concessions apply to public service officers (**referred to as “officers” in this directive**) who work at eligible isolated centres (as outlined at Schedule D in this directive). Provided that Schedule C does not have application to those teachers engaged by the Department of Education and the Arts who receive entitlements in accordance with the Department of Education and the Arts Remote Area Incentives Scheme.

Only the first three (3) months of any continuous unpaid leave period shall be recognised as service for purposes of accrual of leave and travel concessions. Where continuous unpaid leave periods exceed three (3) months, the officer's anniversary date for accrual of leave and travel concessions shall be adjusted accordingly.

Definitions

“dependent children” or “dependent child” has the same meaning as that prescribed in the Ministerial Directive on Locality Allowances and shall only apply to those dependent children aged under 21 years of age residing with the officer for at least 50% of the year, excluding that time spent in attendance at boarding school or another educational institution.

“spouse” means a spouse residing with the officer, and does not include a former spouse.

Entitlement

The concessional arrangements described in this directive are available to officers every twelve months on the anniversary of the officer's date of commencement at the isolated centre and must be taken within twelve (12) months following year of accrual.

The chief executive may grant the concessions at any time during each year of service (ie. during the year of accrual) at the isolated centre. This discretion is exercised by taking into account the particular circumstances of each case and the length of time the officer has spent at the isolated centre.

SCHEDULE B

LEAVE CONCESSIONS

Category

The conditions in this Schedule apply to officers of the public service including the teaching service.

Such leave may be taken either separately from or conjointly with recreation leave or long service leave and is subject to conditions as determined by the chief executive. Provided that the leave must be taken within twelve (12) months following the year of accrual.

Concessions

The additional leave concession is five working days each year, non-cumulative.

In the case of teachers this concession is not to be taken conjointly with vacation periods.

Entitlement

Leave may be granted to transact business, receive dental treatment, attend specialist appointments and undertake other personal matters that cannot be attended to in the centre.

The additional leave concession prescribed in this Schedule applies to part-time officers on a *pro rata* basis.

SCHEDULE C

TRAVEL CONCESSIONS

Entitlement

Officers employed under section 67 of the *Public Service Act 1996*, the spouse, and any dependent children of the officer are eligible for travel concessions in accordance with this schedule. Provided that this schedule does not have application to those teachers engaged by the Department of Education and the Arts who receive entitlements in accordance with the Department of Education and the Arts Remote Area Incentives Scheme.

The eligibility of the officer's child or children to travel concessions in accordance with this Schedule shall be based on "dependency", including age, existing as at the time of proposed travel.

Air Fares

One return air fare each year from the centre of appointment to the designated major coastal centre (see Schedule D for eligible centres). This is non-cumulative.

In addition one return air fare each year from the centre of appointment to Brisbane or equivalent fares to any other centre within the state. This is non cumulative.

Where the officer and spouse are both employed in eligible centres, as provided for in these arrangements, only one set of travel arrangements apply

There is no requirement for any member of the officer's family to utilise the concessional travel at the same time as the officer.

Any dependent child not residing at the isolated centre and attending boarding school or another educational institution is to be allowed concessional travel from the boarding school or educational institution to the selected destination and return provided that-

- the travel is taken at the same time the officer and/or the officer's family undertakes the concessional travel; and
- the cost does not exceed the travel costs that would have been incurred had the child been resident at the isolated centre.

In lieu of travel to the selected destination at the same time the officer and/or the officer's family undertakes the concessional travel, a dependent child not residing at the isolated centre, may be allowed concessional travel from the boarding school or educational institution to the officer's centre of appointment.

Where appropriate air services are not available from the centre of appointment, a motor vehicle allowance, similar to that payable to officers on transfer, is payable for the distance travelled for the forward and return journeys from the centre of appointment to the nearest air terminal.

Part-time officers, together with the spouse and any dependent children, are eligible for travel concessions on a pro rata basis. Such travel concessions shall be provided through a cash payment to the officer. Such cash payment shall be calculated on a pro rata basis (eg. a part time officer at .5 fte would receive cash payment equivalent to half the cost of the full airfare – including GST) and be subject to the provision of satisfactory documentary evidence (eg. copy of air tickets or other airline confirmation documentation) as proof of purchase of the air ticket/s. Where an officer chooses to cash in any entitlement before any travel is undertaken, the cashing in provisions contained in this Schedule shall apply on a pro rata basis.

Private Motor Vehicle

Where an officer, spouse or dependent child chooses to use a private motor vehicle instead of air travel the officer, spouse or dependent child is entitled to -

- A motor vehicle allowance; and
- Overnight accommodation and meals,

for the distance travelled from the centre of appointment to the applicable destinations and return. This is on the same basis as that applicable to officers on transfer using their private motor vehicle (ministerial directive: *Transfer and Appointment Expenses*) subject to the total cost not exceeding the costs of air fares (excluding GST).

The air fares allowable in terms of this approval and all payments relating to them is to be based on any GST-exclusive special rate negotiated by the department with an approved carrier and should not exceed economy air fare rates (excluding GST) where applicable.

Alternative transport

The chief executive may approve travel expenses for an officer, spouse or dependent child where the officer, spouse or dependent child wants to use other forms of transport instead of air travel or private motor vehicle. Approval is based on actual travel expenses incurred from the centre of appointment to the applicable destination and return provided that the cost (excluding GST) does not exceed the cost of air fares (excluding GST), and subject to the production of GST compliant invoices/receipts.

The air fares allowable in terms of this approval and all payments relating to them is to be based on any GST-exclusive special rate negotiated by the department with an approved carrier and should not exceed economy air fare rates (exclusive of GST) where applicable.

Cash payment instead of travel

Where an officer applies to cash in an entitlement to return air fares before any travel is undertaken, the air fare entitlement for the officer only may be cashed in. The chief executive may approve payment in lieu of travelling expenses not exceeding the cost of air fares.

The air fares allowable in terms of this approval and all payments relating to them is to be based on any GST-exclusive special rate negotiated by the department with an approved carrier and should not exceed economy air fare rates (excluding GST) where applicable.

The payment of cash in lieu of air fare concessions (officer only) does not preclude other members of the officer's family possibly being eligible for concessions.

Applications for the cashing in of travel concessions are subject to such conditions as the chief executive determines. This may include constraints such as the timing and form of the application.

Where a part time officer chooses to cash in any entitlement before any travel is undertaken, the cashing in provisions contained in this Schedule shall apply on a pro rata basis (eg. a part time officer at .5 fte would receive cash payment equivalent to half the cost of the officer only GST-exclusive special rate airfare).

Transfer of travel concessions

Where the officer wants to transport close family members to the centre of appointment instead of outward travel the chief executive may permit the transfer of travel concessions applicable to the officer and the officer's spouse only.

The application of provisions relating to visits by close family members is to be administered by chief executives with discretion to meet particular circumstances. Close family members generally refer to parents, children, brothers and sisters.

SCHEDULE D

ELIGIBLE CENTRES

Isolated Centres	Designated Major Coastal Centres
Adavale	Brisbane
* Aramac	NIL
* Arcadia Valley	NIL
* Auburn River	NIL
* Augathella	NIL
Aurukun	Cairns
Badu Island	Cairns
Bamaga	Cairns

‡	Bedourie	Brisbane or Rockhampton
*	Begonia	NIL
	Birdsville	Brisbane
	Bloomfield River	Cairns
	Boigu Island (AKA Malu Kiwai)	Cairns
‡	Boulia	Brisbane or Rockhampton
	Burketown	Cairns
*	Cadarga	NIL
*	Cameron Downs	NIL
	Camooweal	Townsville
*	Chillagoe	NIL
	Coconut Island	Cairns
	Coen	Cairns
	Cooktown	Cairns
	Croydon	Cairns
*	Cunnamulla	NIL
	Dajarra	Townsville
	Darnley Island	Cairns
	Dauan Island	Cairns
	Doomadgee	Cairns
	Duchess	Townsville
*	Einasleigh	NIL
	Eromanga	Brisbane
*	Eulo	NIL
*	Evesham	NIL
*	Forsayth	NIL
*	Georgetown	NIL
*	Hebel	NIL
	Hopevale	Cairns
	Horn Island	Cairns
	Hungerford	Brisbane
*	Isisford	NIL
*	Jericho	NIL
	Jessica Point	Cairns
*	Julia Creek	NIL
‡	Jundah	Brisbane or Rockhampton
	Karumba	Cairns
*	Kilcummin	NIL
	Kowanyama	Cairns
	Kubin	Cairns
	Kynuna	Townsville
	Lakeland	Cairns
	Laura	Cairns
	Lawn Hill	Townsville
*	Lochington	NIL
	Lockhart River	Cairns
	Mabuiag Island	Cairns
	Mapoon	Cairns
*	Mistake Creek	NIL
	McKinlay	Townsville
	Mali Kiwai (AKA Boigu Island)	Cairns
	Moa Island	Cairns
	Mornington Island	Cairns
*	Mount Surprise	NIL
	Murray Island (AKA Mer)	Cairns
*	Muttaburra	NIL
	Noccundra	Brisbane
	Normanton	Cairns
*	Orion	NIL

	Palm Island	Townsville
*	Peek-a-Doo	NIL
	Pormpuraaw (formerly Edward River)	Cairns
*	Quilpie	NIL
*	Richmond	NIL
*	Rocky Crossing	NIL
	Rossville	Cairns
	Saibai Island	Cairns
	St Pauls	Cairns
*	Stamford	NIL
	Stephen Island	Cairns
‡	Stonehenge	Brisbane or Rockhampton
*	Tambo	NIL
*	Teelba	NIL
	Thargomindah	Brisbane
	Thursday Island	Cairns
*	Tresswell	NIL
	Urandangi	Townsville
	Warraber Island	Cairns
	Weipa	Cairns
‡	Windorah	Brisbane or Rockhampton
*	Winton	NIL
*	Woorabinda	NIL
*	Wyandra	NIL
*	Wycombe	NIL
	Yam Island	Cairns
‡	Yaraka	Brisbane or Rockhampton
*	Yellowbank Junction	NIL
	Yorke Island	Cairns
	Yowah	Brisbane

Notes:

* Officers at the centres marked with an asterisk are eligible for the leave concession only.

‡ Where direct flights to Rockhampton from the nearest air terminal do not occur, the designated coastal centre shall be Brisbane.