



MINISTER FOR EMPLOYMENT, TRAINING AND INDUSTRIAL RELATIONS

DIRECTIVE No. 16/05
December 2005

- 1. TITLE:** **Excess Travel Time**
- 2. PURPOSE:** To prescribe the general conditions applicable for compensation for excess travel time.
- 3. LEGISLATIVE PROVISION:** Section 34(2) of the *Public Service Act 1996*.
- 4. APPLICATION:** This directive applies to:
 - public Service Officers; and
 - temporary Employees engaged under section 113 of the *Public Service Act 1996*; and
 - who are employed under the *Queensland Public Service Award – State 2003*.
- 5. STANDARD:** The conditions and entitlements prescribed in the Schedule apply.
- 6. EFFECTIVE DATE:** This directive is to operate from **5 December 2005**
- 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:** Directive 7/00 “*Excess Travelling Time*”
- 10. PREVIOUS REFERENCES:** Directive 2/00 “*Excess Travelling Time*”
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SCHEDULE

EXCESS TRAVEL TIME

GENERAL CONDITIONS																					
<p>1. Entitlement</p> <p>1.1 A Public Service Officer or Temporary Employee appointed under section 113 of the <i>Public Service Act 1996</i> who is required to travel on official business:</p> <ul style="list-style-type: none"> • Outside the ordinary spread of hours as defined in the <i>Queensland Public Service Award – State 2003</i>; and • Away from normal headquarters; <p>shall be entitled to compensation as provided in this Schedule.</p> <p>2. Definitions</p> <p>2.1 'Official business' in the Schedule includes but is not restricted to time spent travelling to attend approved seminars and departmental courses which are undertaken by direction and to suit Departmental convenience.</p> <p>2.2 'Official business' in the Schedule does not include time spent:</p> <ul style="list-style-type: none"> • Travelling by an employee who is on duty at temporary headquarters to the employee's home for the weekend, holidays etc for their 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; or • Travelling outside Australia. <p>2.3 'Time spent 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.</p>	<p>2.4 The maximum period of recognised excess travel time undertaken in any one calendar day is eight hours.</p> <p>2.5 Example (based on 6am-6pm spread of hours)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="text-align: center;">Start of Travel</th> <th style="text-align: center;">End of Travel</th> <th style="text-align: center;">Out of Hours Travel Time</th> <th style="text-align: center;">Usual Travel Time</th> <th style="text-align: center;">Excess Travel Time</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5am</td> <td style="text-align: center;">7am</td> <td style="text-align: center;">1 hr</td> <td style="text-align: center;">30 min</td> <td style="text-align: center;">30 min</td> </tr> <tr> <td style="text-align: center;">5am</td> <td style="text-align: center;">6am</td> <td style="text-align: center;">1 hr</td> <td style="text-align: center;">30 min</td> <td style="text-align: center;">30 min</td> </tr> <tr> <td style="text-align: center;">6pm</td> <td style="text-align: center;">8pm</td> <td style="text-align: center;">2 hrs</td> <td style="text-align: center;">30 min</td> <td style="text-align: center;">1 ½ hrs</td> </tr> </tbody> </table> <p>3. Conditions</p> <p>3.1 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.</p> <p>3.2 All claims for compensation must detail each day's movements including times of departure and arrival.</p> <p>3.3 Travel time includes all time spent in transit. However where practicable, employees' itineraries should be arranged so that claims for compensation for excess travel time are minimised.</p> <p>3.4 Compensation for excess travel time does not affect the entitlement of employees to travel allowances/expenses, meal allowances, vehicle mileage allowances etc where applicable.</p> <p>4. Compensation</p> <p>4.1 Compensation for excess travel time will be granted as time off in lieu.</p> <p>4.2 Such compensation for excess travel time shall be taken at a time convenient to the department and the employee concerned.</p>	Start of Travel	End of Travel	Out of Hours Travel Time	Usual Travel Time	Excess Travel Time	5am	7am	1 hr	30 min	30 min	5am	6am	1 hr	30 min	30 min	6pm	8pm	2 hrs	30 min	1 ½ hrs
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4.3 Unused time off in lieu will be paid out at ordinary time rates after 12 months from the date of accrual where –

- an employee has taken reasonable steps to avoid excessive TOIL balances; and
- the employee has been refused an application to take such leave.

4.4 Compensation for excess travel time shall be calculated to the nearest quarter of an hour. The accrual of time off is to be restricted to total daily travelling time of not less than half an hour.

4.5 Example

Excess Travel Time*	Rounded time	Compensation
20 min	15 min	Nil (under 30 min)
25 min	30 min	30 min

* as determined by the definitions and conditions in the Schedule