



NDC AND TELSTRA-IS NDC(G) LTD TRAVEL PROVISIONS

It is the intention of the parties that this policy is comprehensive and stands alone, and is intended to represent all the conditions applicable to travel in NDC LTD

Part A - DAILY TRAVEL TO WORKSITES - Field Based Staff

1. Scope

This procedure applies to NDC LTD. field based staff who work predominantly at temporary work locations, and where those work locations are determined directly by the projects NDC LTD. has contracted to undertake.

2. Business Rules

2.1 Field based staff are required to commence and cease duty on the job

2.2 Field based Staff are required to travel to and from a job in their own time for up to 30 minutes each way and staff will not be paid for this time.

2.3 Field based staff who travels for more than 30 minutes (calculated in accordance with this policy) in their own time will be paid ordinary time for the travel time in excess of 30 minutes.

2.4 For the purpose of calculating the travel time the following will apply:

- a. the measurement of travel time will be based on the most direct route (regardless of the mode of transport to achieve the most direct route) between the respective points of measurement referred to in this clause. The most direct route is that which takes the shortest period of time to travel;
- b. if the staff member's usual place of residence is within the Metropolitan Boundary (see Part B), and the job is within the Metropolitan Boundary, then time is measured from that place of residence to the job location (when travelling to the job) and from the job location to the place of residence (when travelling from the job);
- c. if the staff member's usual place of residence is outside the Metropolitan Boundary, and the job is within that boundary, time will be measured from the Metropolitan Boundary to the job location (when travelling to the job) and from the job location to the metropolitan boundary (when travelling from the job);
- d. if the staff member's usual place of residence is outside the Metropolitan Boundary and the job is outside the Metropolitan Boundary the time is measured from that place of residence to the job location (when travelling to the job) and from the job location to the place of residence (when travelling from the job).

2.5 In calculating the travel time component the mode of travel to the work site will include the authorised use of a Company Vehicle (However, no Fares component is applicable if an NDC LTD. vehicle is used.)

2.6 Field Staff, who are not eligible to receive the payments prescribed in clause 7 (Overtime) and paragraph 3 of Schedule B (Essential Customer Servicing), or additional payments relating to rostered work on public holidays or excess travelling time are not eligible for payment under this policy

3. Principles

3.1 Boundaries

3.1.1 The following principles in relation to the Boundary apply when calculating TTW Time and Fares components for staff. (These principles do not apply to travel to/from a worksite where ETCA is paid, or is to be paid; for ETCA related travel).

3.1.1.1 Crossing the Metropolitan Boundary:

"Country" staff resident outside the metropolitan boundary travelling to work sites inside this boundary will be paid for any travelling time in excess of 30 minutes each way.

"Metro" staff resident outside the metropolitan boundary travelling to work sites inside

this boundary will be paid for any travelling time in excess of 30 minutes each way after crossing the boundary.

3.1.1.2 Not Crossing the Metropolitan Boundary:

"Country" staff resident outside the boundary, travelling to work sites outside the boundary will be paid for any travelling time in excess of 30 minutes each way.

"Metro" staff resident outside the boundary, travelling to work sites outside the boundary will be paid for any travelling time in excess of 30 minutes each way.

"Metro" staff resident inside the boundary, travelling to work sites inside the boundary will be paid for any travelling time in excess of 30 minutes each way. Application of Waiting Time: Calculation of benefits are based on the elapsed travelling time between home and the work location (subject to boundary conditions), and as such includes reasonable waiting time, such as for bus and/or train connections.

3.2 General

The following do not form part of travel time:

3.2.1 The time spent waiting between arrival at the work location and work commencement time;

3.2.2 Any time for which a staff member receives payment for ordinary work or overtime;

3.2.3 Travel during a meal break or the interval between broken shifts. Attendances in Cases of Essential Customer Servicing and other duty

3.3 Not Continuous with ordinary duty:

3.3.1 Staff who are required to attend at a work site under the provisions of Essential Customer Servicing, or Emergency Work, are paid for travel in accordance with the provisions contained in those procedures, and this arrangement does not apply

3.3.2 Staff required to attend for overtime duty, not continuous with ordinary duty, the calculation will be as described above, with the following exceptions:

- a. Where the overtime attendance is required on the same day where ordinary duty is to be performed, or has already been performed, but the overtime is not continuous with such ordinary duty, then no further deductions of 30 minutes each way from the staff member's travel time to attend for overtime duty will be made. ie. no more than one deduction of 30 minutes each way will be applied per day, provided that the period of such additional attendance is greater than the period of the prescribed minimum payment.
- b. In cases where such attendance is less than the period of prescribed minimum payment, the following conditions will apply.
- c. Travel to Work site payments will not be made at any time where the period/s of attendance (including travelling time) is/are less than the minimum period of penalty payment applicable to that attendance; eg. a staff member who attends for overtime duty for 3.5 hours on Saturday morning, (or for a separate non-continuous attendance on Monday to Friday), and travels for 30 minutes each way, would be paid this benefit for 30 minutes, as the rest is included in the minimum 4 hour payment. eg. if the staff member only worked for 2 hours, there would be no benefit paid.
- d. Where attendance on any day is totally on overtime and no period of ordinary duty is performed, eg. Saturday, Sunday, Public Holidays or RDO's, and is in excess of the minimum payment (eg. 4 hours), the 30 minute each way deduction continues to apply.

Excess Fares Field Based Staff

1. Scope

Only field based staff members who are eligible to receive a payment under this policy are eligible to receive excess fares under this policy.

2. Business Rules

- 2.1 Additional fares must actually have been incurred in order to receive a benefit
- 2.2 Calculations will be based on the most direct route and mode of transport actually used.

2.3 Where private motor vehicle is the approved mode of transport, the fare benefit will be paid on the relevant private use rates.

3. Principles

The calculation of the fares component of travel to work site will be in proportion to the time component calculation as follows:

- a. For Travel that does not cross the Boundary Travel Time Paid x \$Fares (or \$/km rates as applicable) Total Hrs Travelled Home to Job (and/or Job to Home) eg. a staff member who travels 50 minutes to work, without crossing the boundary, will be paid 20 minutes TTW Time. If the approved mode of transport was by private car, and assuming the distance was 20km at a rate of \$0.527/km, then the Fares component would be as follows: 20 minutes x \$10.54 (i.e. 20km x \$0.527) = \$4.22 50 minutes
- b. For Travel Across the Boundary TTW Time Paid x \$Fares (or \$/km rates as applicable) Total Hrs Travelled from Boundary to Job (and/or Job to Boundary) eg. a staff member who travels 1.5 hours to work from outside the boundary to the city. Assuming it takes 45 minutes to travel to the boundary and a further 45 minutes from the boundary to the job. The TTW Time benefit will be 15 minutes. If the approved mode of transport was by train, and the train fare from the boundary is \$9, then the TTW Fares component would be as follows: 15 minutes x \$9 = \$3.00 45 minutes

Non-Field based Staff members – Excess Travelling Time

1. Scope

A non-field based staff member who is required to travel or work away from his/her normal designated day by day location.

2. Business Rules

2.1 Payment will not be made unless:

- a. the excess time exceeds half an hour in any day; or
- b. two and a half hours in any fortnightly pay period in the case of a staff member whose ordinary hours are worked over five days of the week.

2.2 Payment will not be made for more than five hours in any one day.

2.3 Calculation of travelling time will be based on the most direct mode of transport normally available.

2.4 Except with a manager's approval, the occupants of positions the minimum salary of which exceeds the salary specified in Clause 9.1 of the NDC LTD. EA 2003 will not be eligible to receive payment of this allowance.

2.5 Payment will be based on ordinary rates on Mondays to Saturdays and time and one half rates on Sundays and public holidays, for travel time in excess of his/her normal travelling time to and from his/her normal place of work or designated location.

Non-Field based Staff members – Excess Fares

1. Scope

Non field based staff member required to work away from his or her designated work location

2. Business Rules

2.1 Staff Members will be paid any travelling fares necessarily incurred in excess of the staff member's usual fares.

2.2 Except with a manager's approval, the occupants of positions the minimum salary of which exceeds the salary specified in Clause 9.1 of the NDC LTD. EA 2003 will not be eligible to receive payment of this allowance.

2.3 Additional fares must actually have been incurred in order to be eligible to receive a fares component (ie. passengers in a vehicle, or staff members who use an NDC LTD. vehicle will not be eligible

2.4 Fares calculations will be based on the most direct route (as described above), and the mode of transport actually used.

2.5 Where the delegate has approved the use of the staff member's private vehicle as the mode of travel, the fares component will be based on the relevant \$rates/km as specified in the Use of Private Vehicle procedure.

Part B - Metropolitan Boundaries

Major arterial boundary points for metropolitan areas

BRISBANE

Roads:

NORTHERN:

Includes Burpengary. Boundary where the Bruce Hwy is crossed by Uhlmann Rd.
Includes Ocean View. Boundary from Mt Mee & Sellin Rds.
Includes Mt Glorious

WESTERN:

Includes Brassall. Boundary from Cnr Ironbark Rd and Brisbane Valley Hwy & from Cnr Sprester Rd and Warrego Hwy
Includes Yamanto. Boundary from Cnr Middle Rd and Cunningham Hwy

SOUTHERN:

Includes Cedar Grove. Boundary where Mt Lindesay Hwy is crossed by Cedar Grove/Cedarvale Rd
Includes Tamborine. Boundary from the junction of Beenleigh/Beaudesert Rd and Tamborine Mountain Rd
Includes Ormeau. Boundary from the Pacific Hwy turnoff to Pimpama/Jacobs Well Rd

SYDNEY

Roads:

F3 at Edgeworth David Ave, Hornsby
Pacific Hwy at Galston Rd, Asquith
Northern Rd at Galston Rd, Dural
Windsor Rd at Garfield Rd, Box Hill
Richmond Rd at Garfield Rd, Marsden Park
Great Western Hwy at Mamre Rd, St Marys
M4 at Mamre Rd, St Marys
Elizabeth Dr at Mamre Rd, Kemps Creek
M5 at Camden Valley Way, Edmondson Park
Camden Valley Way at Hume Hwy, The Crossroads
Hume Hwy at Camden Valley Way, The Crossroads
Princes Hwy at Heathcote Rd, Heathcote

Railway Stations:

Hornsby
Riverstone
St Marys
Glenfield
Heathcote

MELBOURNE

Roads:

Princess Highway NE of Hacketts Lane

Western HighwayE of Hopkins Lane
 Calder HighwaySE of Holden Road
 Sunbury RoadSE of Batey Court
 Merriang RoadS of Grant Road
 Plenty RoadS of Bridge Inn Road
 Diamond Creek RoadSW of Wilson Road
 Main Road (Eltham)SW of Kangaroo Ground - Warrandyte Road
 Warrandyte RoadW of Jumping Creek Road
 Maroondah HighwayW of Oban Road
 Burwood HighwayW of Scoresby Road
 Mulgrave HighwayNW of Police Road
 Princes HighwayNW of Chandler Road
 Nepean HighwayNW of Beach Road

Railway Stations:

Hoppers Crossing
 Deer Park
 Sydenham
 Craigieburn
 Diamond Creek
 Ringwood East
 Heathmont
 Noble Park
 Mordialloc

ADELAIDE

Roads:

Port Wakefield Road at Montague Road, Cavan
 Main North Road at Montague Road, Pooraka
 One Tree Hill Road at Crouch Road, Golden Grove
 The Grove Way at Bridge Road, Golden Grove
 Main North East Rd at Perseverance Road, Tea Tree Gully
 Lower North East Rd at Perseverance Road, Hope Valley
 Gorge Road at Bermuda Circuit, Athelstone
 Montacute Road at Maryvale Road, Montacute
 Norton Summit Road at Old Norton Summit Road, Norton Summit
 Greenhill Road at Summit Road, Summertown
 Piccadilly Road at Old Mt Barker Road, Crafters
 Southeast Freeway at Old Mt Barker Road, Stirling
 Mt Barker Road at Strathalbyn Road, Stirling
 Longwood Road at Heather Road, Stirling
 Ironbark Road at Cherry Gardens Road, Ironbark
 Main Road at Cherry Gardens Road, Coromandel Valley
 Flagstaff Rd at Black Road, Flagstaff Hill
 Main South Road at Black Road, Darlington
 Southern Expressway at Majors Road, Seaview Downs
 Ocean Boulevard at Majors Road, Seaview Downs
 The Cove Road at Westcliff Circuit, Hallett Cove

PERTH

Roads:

Marmion Avenue at Warwick Road, Marmion
 Mitchell Freeway at Warwick Road, Warwick
 Wanneroo Road at Warwick Road, Warwick
 Mirrabooka Ave at Marangaroo Road, Girrawheen
 Alexander Drive at Marangaroo Road, Ballajura
 Beechboro Road North at Marshall Road, Beechboro
 West Swan Road at Reid Highway, Caversham
 Great Northern Highway at Middle Swan Road, Midland
 Toodyay Road at Roe Highway, Midland
 Great Eastern Highway at Roe Highway, Bellevue
 Kalamunda Road at Roe Highway, Maida Vale
 Tonkin Highway at Roe Highway, Wattle Grove
 Tonkin Highway at Kelvin Road, Maddington
 Albany Highway at Kelvin Road, Maddington

Spencer Road at Burslem Road, Thornlie
Ranford Road at Warton Road, Canning Vale
Nicholson Road at Ranford Road, Canning Vale
Karel Road at Hope Road, Jandakot
Kwinana Freeway at Barrigan Drive, South Lake
North Lake Rd at Barrigan Drive, South Lake
Stock Road at Phoenix Road, Hamilton Hill
Carrington Street at Rockingham Road, Hamilton Hill
Rockingham Road at Phoenix Road, Hamilton Hill
Cockburn Road at Rockingham Road, South Fremantle

Part C Employee Travel Costs Allowance. (ETCA)

1. Scope

This applies only to staff members who travel within Australia and its territories on short-term transfers for periods of up to three months. It does not apply to staff members who are transferred at their own request. Before approving travel, the authorising manager must make a balanced judgement whether a staff member would be required to be absent overnight for operational reasons having regard to all factors including:

- a. Normal period of absence from home and mode of travel at usual station;
- b. Amount of additional travelling time involved;
- c. The duration of the transfer;
- d. Traffic and road conditions;
- e. Health and safety of staff members;
- f. Prevailing weather conditions;
- g. The suitability/availability of temporary accommodation;
- h. Urgency of projects and operational requirements;

As a guide to authorising managers, staff members who are expected to be absent from home for more than twelve hours should normally be given approval to remain overnight in their temporary work location.

Where upon approval, a staff member is absent from home overnight whilst travelling on duty, or whilst on short term transfer (ie less than three months) at a temporary work location, the staff member will be eligible to be reimbursed for costs actually incurred for accommodation, meals and incidentals in the form of a flat "per night" rate of allowance as per Schedule 6 item 7.

However, where a staff member's work is of an itinerant nature (ie working from place to place on a continuing basis) and their temporary work location may vary at short notice which would necessitate a change in accommodation, the authorising manager may approve payment of the allowance beyond three months.

2. Eligibility

Staff members are eligible for ETCA where an authorised transfer from home extends overnight and costs directly associated with the travel are incurred. Staff members are not eligible for ETCA payments:

- a. for part days, or where an overnight absence from home is not involved; for overnight absences away from home when rostered to return home;
- b. when a staff member is provided accommodation and/or meals at NDC LTD.'s expense;
- c. during periods of leave with or without pay;

if transferred to a locality with a view to promotion or permanent transfer in the short term. 4.0.33

3. Overtime Meal Allowance

Staff members are not eligible for overtime meal allowance payments for any periods during which ETCA is also payable.

4. Rate of Allowance

The ETCA is designed to cover costs actually incurred for accommodation, meals and incidentals. It is in the form of a flat "per night" rate.

Where staff members are eligible to receive ETCA, they will be paid in accordance with the rates of ETCA listed in Item 7 of Schedule 6.

Where suitable overnight hotel/motel style accommodation cannot be secured due to the location and nature of the work (eg "light" campers), staff members are required to make a subsidy of 10% of the applicable nightly rate of allowance to contribute to the acquisition, repairs and maintenance of NDC LTD equipment provided to assist with staff members living conditions in these situations.

5. ETCA Boundaries

The determination of the relevant ETCA rate will be in accordance with the following boundary definitions:

Melbourne	50km radius of GPO
Sydney	029 & 028 telephone code area
Brisbane	As defined by Brisbane City Council
Adelaide	As defined in SA Government Gazette official map, lodged in the General Registry Office, which defines metropolitan Adelaide.
Perth	As defined in WA Government Gazette – Metropolitan Region Scheme Boundary.
Hobart	Australian Standard Geographical Classification
Darwin	N/A
Canberra	N/A
Other	Any location other than the above

6. Mode of Travel to Temporary Work Location

The authorising manager determines the approved mode of travel to and from the temporary work location. Staff members on short term transfer are required to travel to their temporary work location by the most expeditious means of transport, or as otherwise determined by NDC LTD for operational reasons.

7. Periodical Return to Home

To limit the social impact of staff members being away from family and friends for extended periods, NDC LTD will, where practicable, pay for the weekly weekend return visits of staff members to their home.

Where weekly return visits or return visits of other intervals are impracticable, NDC LTD will pay for the return of staff members to their home every fourth weekend, or in accordance with any Facilitative Agreement in place at the time, regardless of cost.

The rate of pay for travelling time outside rostered hours of work shall be at ETT rates of pay. If the staff member is the driver of a vehicle and is required by NDC LTD to carry passengers, or is required by NDC LTD to perform some other work related activity whilst travelling to/from the temporary work location, then the rate of pay will be at the appropriate overtime rate.

8. Periodic Return Home by Air or Public Transport

This clause applies only to the periodic return home of the itinerant field workforce (a) In returning a staff member travelling at NDC LTD expense by air or public transport from a work-site remote from their home address, NDC LTD undertakes to return the staff member to either:

- i. the main terminal or transit centre for the chosen mode of travel within the capital city for staff members whose home address is within the boundaries defined in clause 5 above, or;
- ii. the main terminal or transit centre in the nearest provincial town or city regularly serviced by regional commercial transport.

Travel from the terminal or transit centre to the staff member's home will be by the most direct, cost-effective means.

When a staff member lives within the town or city limits, NDC LTD. will meet the cost of transporting that staff member to their home.

Where a staff member lives outside the town or city limits NDC LTD. will pay \$50 each way from the terminal towards the cost of transport.

9. Advance of Allowance

A staff member may be granted an advance payment of 100% of the amount likely to be payable for ETCA in order

to meet immediate travel costs.

No greater than four (4) weeks ETCA will be advanced at any stage.

An ETCA claim will be required to be submitted by the staff member within one month of the end of the period of travel to which the advance payment relates.

The advance payment will be recovered in full from the staff member's salary, if it is not covered by a legitimate claim within the one month period mentioned in the previous paragraph.

All travel time outside of ordinary hours incurred by staff to commence temporary transfer on ETCA (including periodic weekend return home) is paid by NDC LTD at ETT rates of pay.

Part D Frequent Absence Allowance

1. Purpose

This policy document governs the Frequent Absence Allowance.

2. Scope

This policy complements the operation of NDC LTD. "Staff member Travel Costs Allowance" policy. This policy only applies to staff members in receipt of the Staff member Travel Costs Allowance who due to the nature of their work are required to be absent from home for frequent periods.

3. Policy

3.1 Delegations

The delegate with the authority to approve Staff member Travel Costs Allowance claims is also the authority to approve payment of this allowance.

3.2 Eligibility and Payment of Allowance

To be eligible for payment of the allowance staff members must be in receipt of the Staff member Travel Costs Allowance for a minimum of 14 nights in a "rolling" 28 night period.

Upon attaining the minimum requirement, staff members are eligible for payment of the allowance for 14 nights and for each subsequent night, up to a maximum of 28 nights in any corresponding period. The total number of nights for which the allowance is paid cannot exceed the number of nights the Employee Travel Costs Allowance is paid for the identical period.

However, where a staff member:

- a. is not in receipt of Employee Travel Costs Allowance on a public holiday(s); and
- b. the public holiday(s) would be regarded as an ordinary working day but for the public holiday occurring; and
- c. the public holiday(s) is within the travel period or, ignoring RDO's, flex days and weekends, public holiday(s) is immediately on either side of the travel period;

the public holiday(s) is to be regarded as counting toward the qualifying period for this allowance, but not for payment purposes.

As an example, where a staff member:

- a. has two ordinary work day public holidays within, or on either side of the travel period; and
- b. the staff member does not receive Employee Travel Costs Allowance on the public holidays; and
- c. the staff member was paid 12 nights Employee Travel Costs Allowance during the 28 night rolling period;

the staff member is eligible to have the two public holiday added to the qualifying period thus achieving the minimum 14 nights in 28. The staff member will however only be eligible for 12 nights payment of the allowance ie, equating to the number Employee Travel Costs Allowance nights paid.

In the case above, if only one public holiday fell within, or on either side of the travel period and the staff member had been paid only 12 nights Employee Travel Costs Allowance during this period, the staff member would only be credited with 13 nights in 28 thus not reaching the minimum qualifying standard. The staff

member would not therefore be eligible for any Frequent Absence Allowance payment.

3.3 Rate of Allowance

The rate of the Frequent Absence Allowance is specified in the attached table

3.4 Payment Arrangements

For staff members on CATS, the system will automatically calculate the Frequent Absence Allowance payable and pass this to the payroll system.

For staff members not on CATS, managers will be required to monitor Employee Travel Costs Allowance payments and manually calculate the applicable Frequent Absence Allowance payment. To effect payment of the allowance, an NDC LTD. approved claim form will need to be completed and forwarded to the payroll system.

Schedule A –Allowance Rates

This rate will remain for the life of the NDC LTD Enterprise Agreement 2003 Agreement.

NOTE: These rates are generally changed annually around July each year. For the latest rates check the CEPU Fact Sheets on "Travelling Allowance Rates" found in the Telstra conditions (Allowances) section of this web.

Telstra ETCA rates will apply to staff who accept a Telstra job offer and transition to Telstra.

1. Nightly Rates of Allowance

Location	Accomm	Meals				Incidentals	Nightly Rate
		Breakfast	Lunch	Dinner	Total		
Adelaide	\$108.20	\$16.00	\$18.00	\$32.00	\$66.00	\$13.00	\$187.20
Brisbane	\$115.20	\$16.00	\$18.00	\$32.00	\$66.00	\$13.00	\$194.20
Canberra	91.20	\$16.00	\$18.00	\$32.00	\$66.00	\$13.00	\$170.20
Darwin	\$108.50	\$16.00	\$18.00	\$32.00	\$66.00	\$13.00	\$187.50
Hobart	\$84.20	\$16.00	\$18.00	\$32.00	\$66.00	\$13.00	\$163.20
Melbourne	\$137.00	\$16.00	\$18.00	\$32.00	\$66.00	\$13.00	\$216.00
Perth	\$110.00	\$16.00	\$18.00	\$32.00	\$66.00	\$13.00	\$189.00
Sydney	\$140.00	\$16.00	\$18.00	\$32.00	\$66.00	\$13.00	\$219.00
Elsewhere	\$74.05	\$14.00	\$16.00	\$30.00	\$60.00	\$13.00	\$147.05

2. Nightly Rate of Frequent Absence Allowance

\$20.30

Private Motor Vehicle Use

1. Scope

This procedure applies to all NDC LTD. staff, in situations NOT covered by Travel to Worksite arrangements.

2. Procedure

2.1 A one-up manager may authorise a staff member to use his/her private motor vehicle for work purposes in order to meet customer requirements. In these situations, the one-up manager may approve payment of an allowance as reimbursement to a staff member for the company use of his/her private vehicle.

The work use may be for a:

- a. Period of time; or
- b. Specific journey

2.2 Before giving approval to the use of a staff member's private vehicle the one-up manager must be satisfied that the use of the vehicle by an NDC LTD staff member would be more effective (taking into consideration any excess travelling time, down time or ETCA costs) than if public transport, NDC LTD vehicle or a hire car was used.

3. Insurance

NDC LTD. is not responsible to insure a private vehicle used for business purposes and will not accept any responsibility for damage to the vehicle or for financial liability or loss which may occur during the vehicle's NDC LTD use. Therefore, the one-up manager must ensure that the private vehicle is appropriately insured by the staff member prior to NDC LTD agreeing to use the vehicle.

4. Rate of Allowance

The allowance payable is:

Engine Capacity (Non-Rotary Engine)	Engine Capacity (Rotary Engine)	Allowance Rate \$ per kilometre
Above 2,600 cc	Above 1,300 cc	0.527
1601 to 2600 cc	801 to 1,300 cc	0.508
1600 cc and under	800 cc	0.448

Payment of the allowance is subject to one-up manager approval.