

 PO Box 3407 Toowoomba QLD 4350	HR POLICY	Newlands Civil Construction Pty Ltd ABN 41 133 339 778
	<b>WORKSITE TRAVEL</b>	Newlands Commercial Construction Pty Ltd ABN 64 166 350 563

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## 1. Purpose

This Policy covers travel to and from all designated worksites and the expectations required for both local and distance sites.

## 2. Scope

This Policy applies to all NCC employees and subcontractors.

## 3. Policy

- 3.1 Where travel is within a 30 minute radius of the NCC Depot or the employees usual place of residence (whichever is the lesser), there will be no travel time allowed, and the employee's timesheet will commence from the time the employee commences work on site;
- 3.2 Where travel to a worksite is further then 30 minutes from the NCC Depot or the employee's usual place of residence (whichever is the lesser), Top Management will advise the employee of time allowed for travelling prior to the employee commencing work at the project.
- 3.3 The travel time to a worksite is to be noted each day on the employees timesheet;
- 3.4 The travel time will be confirmed by the payroll staff with reference to:
  - 3.4.1 most direct route from the NCC Depot to the site;
  - 3.4.2 regulated speed limits on the route; and
  - 3.4.3 traffic and road conditions normally anticipated on the route;
- 3.5 Should any discrepancies exist between the nominated travel time noted by the employee and the calculated travel time assessed by payroll staff; management will adopt the calculated travel time unless otherwise approved by Top Management after discussions with the relevant employee;
- 3.6 Travel will be paid both ways (i.e. to and from site), rounded up to the nearest quarter;
- 3.7 Travel will be paid as normal time;
- 3.8 Where travel is on a roster basis, employees will travel:
  - 3.8.1 On the day prior to commencement of work; and
  - 3.8.2 Return on the employee's last day worked during normal working hours. Departure times will be set by the Project Manager/Supervisor;
- 3.9 When a worksite has travel times included and special site requirements a project notification form HR-FM-027-009 will be given to each employee working on these sites to set out the conditions expected.

## 4. Responsibilities

All employees are responsible for making sure they understand the travel requirements on the projects they are working on and making sure they note the correct time on their timesheets. Project Managers and Supervisors are responsible for making sure all employees on their sites are aware of the requirements and have been issued a project notification form HR-FM-027-009 from the HR Manager with this information.

Failure to understand and note the travel requirements properly on timesheets and other paperwork may result in unpaid hours and times missed for costings to the project.

NCC Top Management assume the ultimate responsibility for Quality, Safety and Environmental requirements and core business practices in the workplace. NCC Senior Management plan, manage, monitor, review, and direct actions and allocate resources to support workers at every level to identify hazards, assess, control and evaluate risk in all areas of NCC operations.



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