

Review of Meal, Travelling and other Allowances

Various expense and work related allowances in the *Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009* are adjusted annually. This circular supersedes and replaces the previous edition TC16-10.

Summary:

Meal, Travelling and Related Allowances contained in Table 1 Allowances of Part B - Monetary Rates of the *Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009* have been increased effective from 1 July 2017.

Meal and travelling allowances listed in Items 1, 2, 3 and 19 (excluding supper allowance) have been adjusted from 1 July 2017 in line with the Australian Taxation Office Determination No. TD 2017/19, which sets out the reasonable allowance amounts for the 2017-18 financial year.

Allowances listed in Items 4, 5, 7, 8, 9, 12, 15, 16 and 19 (supper allowance) of Table 1 have been adjusted from 1 July 2017 in accordance with the changes in the Sydney Consumer Price Index (CPI) for the preceding year to March 2017.

Work related allowances listed in items 13, 14, 17 and 18 are increased by 2.5 per cent on and from the first full pay period commencing on or after 1 July 2017, being the same increase as applied to salaries under the *Crown Employees (Public Sector Salaries - 2017) Award*.

Private motor vehicle allowances listed in item 6 have been set at a flat rate of 66 cents for all engine types by the Australian Taxation Office in line with changes identified in the *Tax and Superannuation Laws Amendment (2015 Measures No. 5) Act 2015*.

The *Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009* will be varied in due course to reflect the reviewed allowances in this Circular.

Rob Whitfield
Secretary

Further information:

Which agencies does this Circular apply to?

This Circular applies to the government sector as defined in the *Government Sector Employment Act 2013*.

Who needs to know about this Circular?

Finance, Payroll, Industrial Relations, Human Resources

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Date: 12 July 2017

This circular supersedes TC16-10

PART B - MONETARY RATES

Table 1 – Rates and Allowances

Effective 1 July 2017

| Item No | Clause No | Description | Amount |
|----------------|------------------|---|----------------|
| 1 | | Meal expenses on one day journeys | |
| | | Capital cities and high cost country centres | |
| | | (see list in item 2) | |
| | 29.1.1 | Breakfast | \$27.05 |
| | 29.1.2 | Dinner | \$51.85 |
| | 29.1.3 | Lunch | \$30.45 |
| | | Tier 2 and other country centres (see list in item 2) | |
| | 29.1.1 | Breakfast | \$24.25 |
| | 29.1.2 | Dinner | \$47.70 |
| | 29.1.3 | Lunch | \$27.65 |
| | | | |
| 2 | | Travelling allowances | |
| | 26.8.2 | Capital cities | Per day |
| | | Adelaide | \$285.70 |
| | | Brisbane | \$333.70 |
| | | Canberra | \$296.70 |
| | | Darwin | \$344.70 |
| | | Hobart | \$266.70 |
| | | Melbourne | \$301.70 |
| | | Perth | \$331.70 |
| | | Sydney | \$313.70 |
| | | | |
| | 26.8.2 | High cost country centres | Per day |
| | | Albany (WA) | \$307.70 |
| | | Alice Springs (NT) | \$278.70 |
| | | Bordertown (SA) | \$268.70 |
| | | Bourke (NSW) | \$293.70 |
| | | Bright (VIC) | \$284.70 |
| | | Broome (WA) | \$388.70 |
| | | Bunbury (WA) | \$283.70 |
| | | Burnie (TAS) | \$288.70 |
| | | Cairns (QLD) | \$281.70 |
| | | Carnarvon (WA) | \$279.70 |
| | | Castlemaine (VIC) | \$274.70 |
| | | Chinchilla (QLD) | \$271.70 |

| Item No | Clause No | Description | Amount |
|---------|-----------|------------------------------|----------|
| | | Christmas Island (WA) | \$308.70 |
| | | Cocos (Keeling) Islands (WA) | \$413.70 |
| | | Colac (VIC) | \$266.70 |
| | | Dalby (QLD) | \$278.70 |
| | | Dampier (WA) | \$303.70 |
| | | Derby (WA) | \$318.70 |
| | | Devonport (TAS) | \$273.70 |
| | | Emerald (QLD) | \$284.70 |
| | | Esperance (WA) | \$269.70 |
| | | Exmouth (WA) | \$348.70 |
| | | Geraldton (WA) | \$303.70 |
| | | Gladstone (QLD) | \$283.70 |
| | | Gold Coast (QLD) | \$328.70 |
| | | Gosford (NSW) | \$268.70 |
| | | Halls Creek (WA) | \$298.70 |
| | | Hervey Bay (QLD) | \$285.70 |
| | | Horn Island (QLD) | \$328.70 |
| | | Horsham (VIC) | \$270.70 |
| | | Jabiru (NT) | \$344.70 |
| | | Kalgoorlie (WA) | \$287.70 |
| | | Karratha (WA) | \$378.70 |
| | | Katherine (NT) | \$266.70 |
| | | Kununurra (WA) | \$323.70 |
| | | Mackay (QLD) | \$289.70 |
| | | Maitland (NSW) | \$280.70 |
| | | Mount Isa (QLD) | \$288.70 |
| | | Mudgee (NSW) | \$263.70 |
| | | Newcastle (NSW) | \$293.70 |
| | | Newman (WA) | \$323.70 |
| | | Norfolk Island (NSW) | \$368.70 |
| | | Northam (WA) | \$268.70 |
| | | Orange (NSW) | \$283.70 |
| | | Port Hedland (WA) | \$328.70 |
| | | Port Lincoln (SA) | \$298.70 |
| | | Port Macquarie (NSW) | \$280.70 |
| | | Port Pirie (SA) | \$278.70 |
| | | Roma (QLD) | \$267.70 |
| | | Thursday Island (QLD) | \$328.70 |
| | | Townsville (QLD) | \$271.70 |
| | | Wagga Wagga (NSW) | \$272.70 |
| | | Weipa (QLD) | \$266.70 |

| Item No | Clause No | Description | Amount |
|---------|-----------|-------------------------------|----------------|
| | | Whyalla (SA) | \$273.70 |
| | | Wilpena-Pound (SA) | \$309.70 |
| | | Wollongong (NSW) | \$277.70 |
| | | Wonthaggi (VIC) | \$266.70 |
| | | Yulara (NT) | \$428.70 |
| | | | |
| | 26.8.2 | Tier 2 country centres | Per day |
| | | Albury (NSW) | \$252.95 |
| | | Ararat (VIC) | \$252.95 |
| | | Armidale (NSW) | \$252.95 |
| | | Ayr (QLD) | \$252.95 |
| | | Bairnsdale (VIC) | \$252.95 |
| | | Ballarat (VIC) | \$252.95 |
| | | Bathurst (NSW) | \$252.95 |
| | | Bega (NSW) | \$252.95 |
| | | Benalla (VIC) | \$252.95 |
| | | Bendigo (VIC) | \$252.95 |
| | | Broken Hill (NSW) | \$252.95 |
| | | Bundaberg (QLD) | \$252.95 |
| | | Ceduna (SA) | \$252.95 |
| | | Charters Towers (QLD) | \$252.95 |
| | | Coffs Harbour (NSW) | \$252.95 |
| | | Cooma (NSW) | \$252.95 |
| | | Dubbo (NSW) | \$252.95 |
| | | Echuca (VIC) | \$252.95 |
| | | Geelong (VIC) | \$252.95 |
| | | Goulburn (NSW) | \$252.95 |
| | | Griffith (NSW) | \$252.95 |
| | | Gunnedah (NSW) | \$252.95 |
| | | Hamilton (VIC) | \$252.95 |
| | | Innisfail (QLD) | \$252.95 |
| | | Kadina (SA) | \$252.95 |
| | | Kingaroy (QLD) | \$252.95 |
| | | Launceston (TAS) | \$252.95 |
| | | Lismore (NSW) | \$252.95 |
| | | Mildura (VIC) | \$252.95 |
| | | Mount Gambier (SA) | \$252.95 |
| | | Muswellbrook (NSW) | \$252.95 |
| | | Naracoorte (SA) | \$252.95 |
| | | Nowra (NSW) | \$252.95 |
| | | Port Augusta (SA) | \$252.95 |

| Item No | Clause No | Description | Amount |
|----------|-----------|--|--------------------------------------|
| | | Portland (VIC) | \$252.95 |
| | | Queanbeyan (NSW) | \$252.95 |
| | | Queenstown (TAS) | \$252.95 |
| | | Renmark (SA) | \$252.95 |
| | | Rockhampton (QLD) | \$252.95 |
| | | Sale (VIC) | \$252.95 |
| | | Seymour (VIC) | \$252.95 |
| | | Shepparton (VIC) | \$252.95 |
| | | Swan Hill (VIC) | \$252.95 |
| | | Tamworth (NSW) | \$252.95 |
| | | Tennant Creek (NT) | \$252.95 |
| | | Toowoomba (QLD) | \$252.95 |
| | | Tumut (NSW) | \$252.95 |
| | | Wangaratta (VIC) | \$252.95 |
| | | Warrnambool (VIC) | \$252.95 |
| | | Wodonga (VIC) | \$252.95 |
| | | | |
| | 26.8.2 | Other country centres | \$228.95 |
| | 26.8.2 | Incidental expenses when claiming actual expenses - all locations | \$19.35 |
| | 26.11 | Daily allowance payable after 35 days and up to 6 months in the same location - all locations | 50% of the appropriate location rate |
| | | | |
| 3 | 26.8.1 | Incidental expenses | \$19.35 |
| | | | |
| 4 | | Camping allowance | Per night |
| | 34.2.1 | Established camp | \$32.30 |
| | 34.2.2 | Non established camp | \$42.70 |
| | | Additional allowance for staff who camp in excess of 40 nights per year | \$10.20 |
| | | | |
| 5 | 35.2 | Composite allowance (per day) | \$154.05 |
| | | | |
| 6 | | Use of private motor vehicle | Cents per kilometre |
| | 36.3 | Official business | 66.0 |
| | 36.3 | Casual rate (40% of official business rate) | 26.4 |
| | | Motor cycle allowance (50% of the official business rate) | 33.0 |
| | 36.7 | Towing trailer or horse float (13% of the official business rate) | 8.6 |
| | | | |

| Item No | Clause No | Description | Amount |
|-----------|-----------|---|--|
| 7 | | Camping equipment allowance | Per night |
| | 38.2 | Camping equipment allowance | \$32.00 |
| | 38.3 | Bedding and sleeping bag | \$5.40 |
| | | | |
| 8 | | Remote areas allowance | Per annum |
| | | With dependants | |
| | 39.2.1 | - Grade A | \$2,044 pa |
| | 39.2.2 | - Grade B | \$2,711 pa |
| | 39.2.3 | - Grade C | \$3,620 pa |
| | | Without dependants | |
| | 39.2.1 | - Grade A | \$1,426 pa |
| | 39.2.2 | - Grade B | \$1,901 pa |
| | 39.2.3 | - Grade C | \$2,536 pa |
| | | | |
| 9 | 40.1 | Assistance to staff members stationed in a remote area when travelling on recreation leave | |
| | | By private motor vehicle | Appropriate casual rate up to a maximum of 2850 kms less \$50.40 |
| | | Other transport - with dependants | Actual reasonable expenses in excess of \$50.40 and up to \$337.45 |
| | | Other transport - without dependants | Actual reasonable expenses in excess of \$50.40 and up to \$166.70 |
| | | Rail travel | Actual rail fare less \$50.40 |
| | | | |
| 10 | 41 | Insurance cover | Up to \$A 1,173 |
| | | | |
| 11 | 42.2 | Exchanges | Actual cost |
| | | | |
| 12 | 43.1 | Room at home used as office | \$931 pa |
| | | | |
| 13 | 92.1.1 | On-call (stand-by) and on-call allowance (effective fpp on or after 1 July 2017) | 0.96 per hour |
| | | | |
| 14 | 45 | Flying allowance (effective fpp on or after 1 July 2017) | \$20.70 per hour |
| | | | |
| 15 | 46.1 | Uniforms, protective clothing and laundry allowance | \$4.85 per week |
| | | | |

| Item No | Clause No | Description | Amount |
|----------------|------------------|---|------------------------------|
| 16 | 48.1 | Garage and carport allowance | Per annum |
| | | - Garage allowance | \$658 pa |
| | | - Carport allowance | \$146 pa |
| 17 | 50.1 | Community language allowance scheme (effective fpp on or after 1 July 2017) | Per annum |
| | | - Base Level Rate | \$1379 pa |
| | | - Higher Level Rate | \$2072 pa |
| 18 | 51.1 | First aid allowance (effective fpp on or after 1 July 2017) | Per annum |
| | | - Holders of basic qualifications | \$888 pa |
| | | - Holders of current occupational first aid certificate | \$1334 pa |
| 19 | 94.1 | Overtime meal allowances | Effective 1 July 2017 |
| | | Breakfast | \$30.05 |
| | | Lunch | \$30.05 |
| | | Dinner | \$30.05 |
| | | Supper | \$11.15 |

NB: In adjusting expense related and salary related allowances, annual rates are adjusted to the nearest dollar, weekly and daily rates are rounded to the nearest 5 cents, and hourly rates are moved to the nearest cent (except for the flying allowance which is moved to the nearest 10 cents).