

## 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.**

### 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 2016.

Meal and travelling allowances listed in Items 1, 2, 3 and 19 (excluding supper allowance) have been adjusted from 1 July 2016 in line with the Australian Taxation Office Determination No. TD 2016/13, which sets out the reasonable allowance amounts for the 2016-17 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 2016 in accordance with the changes in the Sydney Consumer Price Index (CPI) for the preceding year to March 2016.

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 2016, being the same increase as applied to salaries under the *Crown Employees (Public Sector Salaries - 2016) 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:** 2 August 2016

This circular supersedes NSWTC 15-17

**PART B - MONETARY RATES**

**Table 1 – Rates and Allowances**

**Effective 1 July 2016**

<b>Item No</b>	<b>Clause No</b>	<b>Description</b>	<b>Amount</b>
<b>1</b>		<b>Meal expenses on one day journeys</b>	
		<b>Capital cities and high cost country centres</b>	
		(see list in item 2)	
	29.1.1	Breakfast	\$26.45
	29.1.2	Dinner	\$50.70
	29.1.3	Lunch	\$29.75
		<b>Tier 2 and other country centres</b> (see list in item 2)	
	29.1.1	Breakfast	\$23.70
	29.1.2	Dinner	\$46.65
	29.1.3	Lunch	\$27.05
<b>2</b>		<b>Travelling allowances</b>	
	26.8.2	<b>Capital cities</b>	<b>Per day</b>
		Adelaide	\$282.95
		Brisbane	\$330.95
		Canberra	\$293.95
		Darwin	\$341.95
		Hobart	\$257.95
		Melbourne	\$298.95
		Perth	\$328.95
		Sydney	\$310.95
	26.8.2	<b>High cost country centres</b>	<b>Per day</b>
		Albany (WA)	\$304.95
		Alice Springs (NT)	\$275.95
		Bordertown (SA)	\$260.95
		Bourke (NSW)	\$290.95
		Bright (VIC)	\$277.95
		Broome (WA)	\$385.95
		Bunbury (WA)	\$280.95
		Burnie (TAS)	\$285.95
		Cairns (QLD)	\$278.95
		Carnarvon (WA)	\$276.95
		Castlemaine (VIC)	\$271.95
		Chinchilla (QLD)	\$268.95
		Christmas Island (WA)	\$305.95
		Cocos (Keeling) Islands (WA)	\$410.95
		Colac (VIC)	\$263.95

Item No	Clause No	Description	Amount
		Dalby (QLD)	\$275.95
		Dampier (WA)	\$300.95
		Derby (WA)	\$315.95
		Devonport (TAS)	\$270.95
		Emerald (QLD)	\$281.95
		Esperance (WA)	\$266.95
		Exmouth (WA)	\$380.95
		Geraldton (WA)	\$300.95
		Gladstone (QLD)	\$312.95
		Gold Coast (QLD)	\$325.95
		Gosford (NSW)	\$265.95
		Halls Creek (WA)	\$324.95
		Hervey Bay (QLD)	\$282.95
		Horn Island (QLD)	\$325.95
		Jabiru (NT)	\$325.95
		Kalgoorlie (WA)	\$284.95
		Karratha (WA)	\$425.95
		Katherine (NT)	\$259.95
		Kingaroy (QLD)	\$259.95
		Kununurra (WA)	\$327.95
		Mackay (QLD)	\$286.95
		Maitland (NSW)	\$277.95
		Mount Isa (QLD)	\$285.95
		Mudgee (NSW)	\$260.95
		Newcastle (NSW)	\$290.95
		Newman (WA)	\$320.95
		Norfolk Island (NSW)	\$454.95
		Northam (WA)	\$288.95
		Orange (NSW)	\$280.95
		Port Hedland (WA)	\$385.95
		Port Lincoln (SA)	\$295.95
		Port Macquarie (NSW)	\$265.95
		Port Pirie (SA)	\$275.95
		Roma (QLD)	\$264.95
		Thursday Island (QLD)	\$325.95
		Townsville (QLD)	268.95
		Wagga Wagga (NSW)	\$269.95
		Weipa (QLD)	\$263.95
		Whyalla (SA)	\$288.95
		Wilpena-Pound (SA)	\$292.95
		Wollongong (NSW)	\$261.95
		Wonthaggi (VIC)	\$263.95
		Yulara (NT)	\$425.95

Item No	Clause No	Description	Amount
	26.8.2	<b>Tier 2 country centres</b>	<b>Per day</b>
		Albury (NSW)	\$248.45
		Ararat (VIC)	\$248.45
		Armidale (NSW)	\$248.45
		Ayr (QLD)	\$248.45
		Bairnsdale (VIC)	\$248.45
		Ballarat (VIC)	\$248.45
		Bathurst (NSW)	\$248.45
		Bega (NSW)	\$248.45
		Benalla (VIC)	\$248.45
		Bendigo (VIC)	\$248.45
		Broken Hill (NSW)	\$248.45
		Bundaberg (QLD)	\$248.45
		Ceduna (SA)	\$248.45
		Charters Towers (QLD)	\$248.45
		Coffs Harbour (NSW)	\$248.45
		Cooma (NSW)	\$248.45
		Dubbo (NSW)	\$248.45
		Echuca (VIC)	\$248.45
		Geelong (VIC)	\$248.45
		Goulburn (NSW)	\$248.45
		Griffith (NSW)	\$248.45
		Gunnedah (NSW)	\$248.45
		Hamilton (VIC)	\$248.45
		Horsham (VIC)	\$248.45
		Innisfail (QLD)	\$248.45
		Kadina (SA)	\$248.45
		Launceston (TAS)	\$248.45
		Lismore (NSW)	\$248.45
		Mildura (VIC)	\$248.45
		Mount Gambier (SA)	\$248.45
		Muswellbrook (NSW)	\$248.45
		Naracoorte (SA)	\$248.45
		Nowra (NSW)	\$248.45
		Port Augusta (SA)	\$248.45
		Portland (VIC)	\$248.45
		Queanbeyan (NSW)	\$248.45
		Queenstown (TAS)	\$248.45
		Renmark (SA)	\$248.45
		Rockhampton (QLD)	\$248.45
		Sale (VIC)	\$248.45
		Seymour (VIC)	\$248.45
		Shepparton (VIC)	\$248.45
		Swan Hill (VIC)	\$248.45

Item No	Clause No	Description	Amount
		Tamworth (NSW)	\$248.45
		Tennant Creek (NT)	\$248.45
		Toowoomba (QLD)	\$248.45
		Tumut (NSW)	\$248.45
		Wangaratta (VIC)	\$248.45
		Warrnambool (VIC)	\$248.45
		Wodonga (VIC)	\$248.45
	26.8.2	<b>Other country centres</b>	\$226.45
	26.8.2	<b>Incidental expenses when claiming actual expenses - all locations</b>	\$19.05
	26.11	<b>Daily allowance payable after 35 days and up to 6 months in the same location - all locations</b>	50% of the appropriate location rate
<b>3</b>	26.8.1	<b>Incidental expenses</b>	\$19.05
<b>4</b>		<b>Camping allowance</b>	<b>Per night</b>
	34.2.1	Established camp	\$31.55
	34.2.2	Non established camp	\$41.70
		Additional allowance for staff who camp in excess of 40 nights per year	\$9.95
<b>5</b>	35.2	<b>Composite allowance (per day)</b>	\$150.45
<b>6</b>		<b>Use of private motor vehicle</b>	<b>Cents per kilometre</b>
	36.3	<b>Official business</b>	66.0
	36.3	<b>Casual rate (40% of official business rate)</b>	26.4
		<b>Motor cycle allowance (50% of the official business rate)</b>	33.0
	36.7	<b>Towing trailer or horse float (13% of the official business rate)</b>	8.6
<b>7</b>		<b>Camping equipment allowance</b>	<b>Per night</b>
	38.2	Camping equipment allowance	\$31.25
	38.3	Bedding and sleeping bag	\$5.25
<b>8</b>		<b>Remote areas allowance</b>	<b>Per annum</b>
		<b>With dependants</b>	
	39.2.1	- Grade A	\$1996 pa
	39.2.2	- Grade B	\$2647 pa
	39.2.3	- Grade C	\$3535 pa
		<b>Without dependants</b>	
	39.2.1	- Grade A	\$1393 pa
	39.2.2	- Grade B	\$1856 pa
	39.2.3	- Grade C	\$2477 pa
<b>9</b>	40.1	<b>Assistance to staff members stationed in a remote area when travelling on recreation leave</b>	
		<b>By private motor vehicle</b>	Appropriate casual rate up to a maximum of 2850 kms less \$49.20

Item No	Clause No	Description	Amount
		<b>Other transport - with dependants</b>	Actual reasonable expenses in excess of \$49.20 and up to \$329.55
		<b>Other transport - without dependants</b>	Actual reasonable expenses in excess of \$49.20 and up to \$162.80
		<b>Rail travel</b>	Actual rail fare less \$49.20
<b>10</b>	41	<b>Insurance cover</b>	Up to \$A 1,173
<b>11</b>	42.2	<b>Exchanges</b>	Actual cost
<b>12</b>	43.1	<b>Room at home used as office</b>	\$909 pa
<b>13</b>	92.1.1	<b>On-call (stand-by) and on-call allowance</b> (effective ffpp on or after 1 July 2016)	0.94 per hour
<b>14</b>	45	<b>Flying allowance</b> (effective ffpp on or after 1 July 2016)	\$20.20 per hour
<b>15</b>	46.1	<b>Uniforms, protective clothing and laundry allowance</b>	\$4.75 per week
<b>16</b>	48.1	<b>Garage and carport allowance</b>	<b>Per annum</b>
		- Garage allowance	\$643 pa
		- Carport allowance	\$143 pa
<b>17</b>	50.1	<b>Community language allowance scheme</b> (effective ffpp on or after 1 July 2016)	<b>Per annum</b>
		- Base Level Rate	\$1345 pa
		- Higher Level Rate	\$2021 pa
<b>18</b>	51.1	<b>First aid allowance</b> (effective ffpp on or after 1 July 2016)	<b>Per annum</b>
		- Holders of basic qualifications	\$866 pa
		- Holders of current occupational first aid certificate	\$1301 pa
<b>19</b>	94.1	<b>Overtime meal allowances</b>	<b>Effective 1 July 2016</b>
		Breakfast	\$29.40
		Lunch	\$29.40
		Dinner	\$29.40
		Supper	\$10.90

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).