

Meal, Travelling and other Allowances for 2018-19

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 Treasury Circular TC17-10 Review of Meal, Travelling and other Allowances.

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 2018.

Meal and travelling allowances listed in Items 1, 2, 3 and 19 (excluding supper allowance) have been adjusted from 1 July 2018 in line with the Australian Taxation Office Determination No. TD 2018/11, which sets out the reasonable allowance amounts for the 2018-19 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 2018 in accordance with the changes in the Sydney Consumer Price Index (CPI) for the preceding year to March 2018.

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 2018, being the same increase as applied to salaries under the *Crown Employees (Public Sector Salaries - 2018) 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* (Cwlth).

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.

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Secretary

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PART B - MONETARY RATES

Table 1 – Rates and Allowances

Effective 1 July 2018

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	\$27.55
	29.1.2	Dinner	\$52.80
	29.1.3	Lunch	\$31.00
		Tier 2 and other country centres (see list in item 2)	
	29.1.1	Breakfast	\$24.70
	29.1.2	Dinner	\$48.60
	29.1.3	Lunch	\$28.15
2		Travelling allowances	
	26.8.2	Capital cities	Per day (inclusive of accommodation, meals and incidental expenses allowance)
		Adelaide	\$288.05
		Brisbane	\$306.05
		Canberra	\$299.05
		Darwin	\$351.05
		Hobart	\$278.05
		Melbourne	\$304.05
		Perth	\$311.05
		Sydney	\$319.05
	26.8.2	High cost country centres	Per day (inclusive of accommodation, meals and incidental expenses allowance)
		Albany (WA)	\$310.05
		Alice Springs (NT)	\$281.05
		Bathurst (NSW)	\$266.05
		Bega (NSW)	\$276.05
		Bordertown (SA)	\$280.05
		Bourke (NSW)	\$296.05
		Bright (VIC)	\$290.05

Item No	Clause No	Description	Amount
		Broken Hill (NSW)	\$270.05
		Broome (WA)	\$391.05
		Bunbury (WA)	\$286.05
		Burnie (TAS)	\$291.05
		Cairns (QLD)	\$284.05
		Carnarvon (WA)	\$287.05
		Castlemaine (VIC)	\$277.05
		Chinchilla (QLD)	\$274.05
		Christmas Island (WA)	\$311.05
		Cocos (Keeling) Islands (WA)	\$433.05
		Coffs Harbour (NSW)	\$268.05
		Colac (VIC)	\$269.05
		Dalby (QLD)	\$281.05
		Dampier (WA)	\$306.05
		Derby (WA)	\$321.05
		Devonport (TAS)	\$289.05
		Emerald (QLD)	\$287.05
		Esperance (WA)	\$286.05
		Exmouth (WA)	\$351.05
		Geraldton (WA)	\$309.05
		Gladstone (QLD)	\$286.05
		Gold Coast (QLD)	\$340.05
		Gosford (NSW)	\$271.05
		Halls Creek (WA)	\$301.05
		Hervey Bay (QLD)	\$288.05
		Horn Island (QLD)	\$331.05
		Horsham (VIC)	\$275.05
		Jabiru (NT)	\$347.05
		Kalgoorlie (WA)	\$303.05
		Karratha (WA)	\$381.05
		Katherine (NT)	\$289.05
		Kununurra (WA)	\$335.05
		Launceston (TAS)	\$272.05
		Mackay (QLD)	\$292.05
		Maitland (NSW)	\$283.05
		Mount Isa (QLD)	\$291.05
		Mudgee (NSW)	\$270.05
		Newcastle (NSW)	\$299.05
		Newman (WA)	\$326.05
		Norfolk Island (NSW)	\$371.05

Item No	Clause No	Description	Amount
		Northam (WA)	\$271.05
		Orange (NSW)	\$286.05
		Port Hedland (WA)	\$331.05
		Port Lincoln (SA)	\$301.05
		Port Macquarie (NSW)	\$289.05
		Port Pirie (SA)	\$281.05
		Queanbeyan (NSW)	\$270.05
		Queenstown (TAS)	\$267.05
		Roma (QLD)	\$270.05
		Swan Hill (VIC)	\$267.05
		Tennant Creek (NT)	\$277.05
		Toowoomba (QLD)	\$275.05
		Thursday Island (QLD)	\$331.05
		Townsville (QLD)	\$274.05
		Wagga Wagga (NSW)	\$275.05
		Weipa (QLD)	\$269.05
		Whyalla (SA)	\$276.05
		Wilpena-Pound (SA)	\$324.05
		Wollongong (NSW)	\$286.05
		Wonthaggi (VIC)	\$273.05
		Yulara (NT)	\$431.05
	26.8.2	Tier 2 country centres	Per day (inclusive of accommodation, meals and incidental expenses allowance)
		Albury (NSW)	\$255.15
		Ararat (VIC)	\$255.15
		Armidale (NSW)	\$255.15
		Ayr (QLD)	\$255.15
		Bairnsdale (VIC)	\$255.15
		Ballarat (VIC)	\$255.15
		Benalla (VIC)	\$255.15
		Bendigo (VIC)	\$255.15
		Bundaberg (QLD)	\$255.15
		Ceduna (SA)	\$255.15
		Charters Towers (QLD)	\$255.15
		Cooma (NSW)	\$255.15
		Dubbo (NSW)	\$255.15
		Echuca (VIC)	\$255.15
		Geelong (VIC)	\$255.15

Item No	Clause No	Description	Amount
		Goulburn (NSW)	\$255.15
		Griffith (NSW)	\$255.15
		Gunnedah (NSW)	\$255.15
		Hamilton (VIC)	\$255.15
		Innisfail (QLD)	\$255.15
		Kadina (SA)	\$255.15
		Kingaroy (QLD)	\$255.15
		Lismore (NSW)	\$255.15
		Mildura (VIC)	\$255.15
		Mount Gambier (SA)	\$255.15
		Muswellbrook (NSW)	\$255.15
		Naracoorte (SA)	\$255.15
		Nowra (NSW)	\$255.15
		Port Augusta (SA)	\$255.15
		Portland (VIC)	\$255.15
		Renmark (SA)	\$255.15
		Rockhampton (QLD)	\$255.15
		Sale (VIC)	\$255.15
		Seymour (VIC)	\$255.15
		Shepparton (VIC)	\$255.15
		Tamworth (NSW)	\$255.15
		Tumut (NSW)	\$255.15
		Wangaratta (VIC)	\$255.15
		Warrnambool (VIC)	\$255.15
		Wodonga (VIC)	\$255.15
	26.8.2	Other country centres	\$231.15
	26.8.2	Incidental expenses when claiming actual expenses - all locations	\$19.70
	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	\$19.70
4		Camping allowance	Per night
	34.2.1	Established camp	\$33.00
	34.2.2	Non- established camp	\$43.60

Item No	Clause No	Description	Amount
		Additional allowance for staff who camp in excess of 40 nights per year	\$10.40
5	35.2	Composite allowance (per day)	\$157.30
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
7		Camping equipment allowance	Per night
	38.2	Camping equipment allowance	\$32.70
	38.3	Bedding and sleeping bag	\$5.50
8		Remote areas allowance	Per annum
		With dependants	
	39.2.1	- Grade A	\$2,087 pa
	39.2.2	- Grade B	\$2,768 pa
	39.2.3	- Grade C	\$3,696 pa
		Without dependants	
	39.2.1	- Grade A	\$1,456 pa
	39.2.2	- Grade B	\$1,941 pa
	39.2.3	- Grade C	\$2,589 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 \$51.45
		Other transport - with dependants	Actual reasonable expenses in excess of \$51.45 and up to \$344.55
		Other transport - without dependants	Actual reasonable expenses in excess of \$51.45 and up to \$170.20
		Rail travel	Actual rail fare less \$51.45
10	41	Insurance cover	Up to \$A 1,173

Item No	Clause No	Description	Amount
11	42.2	Exchanges	Actual cost
12	43.1	Room at home used as office	\$951 pa
13	92.1.1	On-call (stand-by) and on-call allowance (effective ffpp on or after 1 July 2018)	\$0.98 per hour
14	45	Flying allowance (effective ffpp on or after 1 July 2018)	\$21.20 per hour
15	46.1	Uniforms, protective clothing and laundry allowance	\$4.95 per week
16	48.1	Garage and carport allowance	Per annum
		- Garage allowance	\$672 pa
		- Carport allowance	\$149 pa
17	50.1	Community language allowance scheme (effective ffpp on or after 1 July 2018)	Per annum
		- Base Level Rate	\$1413 pa
		- Higher Level Rate	\$2124 pa
18	51.1	First aid allowance (effective ffpp on or after 1 July 2018)	Per annum
		- Holders of basic qualifications	\$910 pa
		- Holders of current occupational first aid certificate	\$1367 pa
19	94.1	Overtime meal allowances	Effective 1 July 2018
		Breakfast	\$30.60
		Lunch	\$30.60
		Dinner	\$30.60
		Supper	\$11.40

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).