

Annex C - Expense, Disability and Skill Related Allowances

1. Disability Allowances

ALLOWANCE			Rates as at 1.7.10	3.5% from 18.8.11	3.5% from 1.7.12
Camping	Employee Type	An employee who is required to camp out or who is employed as a member of an ACTPS camping party and is camping out. An employee assisting temporarily in a camping party, or replacing a member of a camping party who is on recreation leave or absent for any other reason, is entitled to be paid the allowance if they stay in the camp.			
	Directorate	(TAMS, ESD formerly DECCEW and ETD school-based employees)			
	Description	Camping allowance is payable to employees who as members of an ACTPS camping party are required to camp out and are not staying in commercial lodgings where a travel allowance is payable. The allowance is payable for each night under camping conditions subject to various qualifying conditions for different levels of allowances detailed below.			
	Rate/Frequency	per day (1) cook provided:	\$30.07	\$31.12	\$32.21
		per day (2) cook not provided:	\$50.26	\$52.02	\$53.84
Camping Outlay		Where an employee who is entitled to be paid a Camping allowance is required to camp out in excess of seven days, they will be entitled to an additional allowance for the period which is:			
		per day (3) more than 7 days but less than 14 days:	\$60.36	\$62.47	\$64.66
		per day (4) not less than 14 days but less than 21 days:	\$120.72	\$124.95	\$129.32
		per night (5) any other case more than 21 days:	\$181.11	\$187.45	\$194.01
		Where an employee is not supplied with camping equipment by the Directorate and they hire it, in addition to the allowance under this provision they are entitled to be paid an allowance equal to the cost of hiring the equipment.			
		Where an officer is required to move from camp to camp and where they are not staying in a base camp, a caravan or a hut, then an additional allowance is to be paid if the period of camping out is:			
		per night (6) more than 1 night but not more than 5 consecutive nights	\$9.59	\$9.93	\$10.27
		per night (7) not less than 6 consecutive nights	\$19.21	\$19.88	\$20.58
	Payment on Leave	(1) Where a member of a camping party receiving Camping allowance goes on recreation or other leave (except personal leave) with or without pay, the allowance must be discontinued during the leave.			

		<p>(2) Where a member of a camping party goes on recreation leave and is unable to reach headquarters (where the leave will commence) on the day of leaving camp and an overnight stay in a hotel or motel is necessary, the employee should be reimbursed for reasonable travelling expenses for the journey from the camp to headquarters, and for the return journey, under the conditions set out in Part 7.1 of the Public Sector Management Standards.</p> <p>(3) A member of a camping party receiving Camping allowance who goes on personal leave is covered by the Personal leave provisions of this agreement.</p> <p>(a) If a member of a camping party while in camp is granted personal leave, Camping allowance may be continued for a period not exceeding one month if the member remains in camp or incurs expense for board and lodging in the same locality as the camp.</p> <p>(b) If a member of a camping party covered by this provision returns home or travels to a hospital, the fares to home and return to duty should be met by the Directorate. However, fares to and from an employee's home should not be paid under this provision if the Directorate considers it unreasonable, having regard to (for example) the distance to be travelled by the employee and the nature and likely duration of the illness.</p> <p>(c) If the employee travels to a hospital, fares to and from the nearest hospital should be paid under the conditions of this provision, provided that there is no hospital at the specified headquarters of the party.</p> <p>(d) An allowance should be paid for the journey to and from home or hospital, at the rate that would have been payable had the employee been on duty during the period covered by the journey; and for the period in hospital, where the hospital is situated away from their home town or headquarters. For the period covered by this provision, an employee should be in precisely the same position as if remaining on duty with the party. (For example, if the party was in camp during the member's absence, the allowance would be payable. If the party was part in camp and part in lodgings, Camping allowance would be calculated on that basis).</p>			
	Definitions	<p>base camp means a camp in which there are caravans, huts or tents for sleeping and usually for messing; water for washing clothes and bathing; and a kitchen with a refrigerator and other amenities.</p>			

	Notes	<p>(1) Where a member of a camping party travels to and from home each day without Camping allowance, or without claiming reimbursement for travel under Part 7.1 of the Public Sector Management Standards (PSMS), the fare for their travel may be refunded provided that:</p> <p>(a) the cost is not greater than the amount payable for Camping allowance or reimbursement for reasonable travel expenses under Part 7.1 of the PSMS; and</p> <p>(b) the approval of the officer directly responsible for the camping party is first obtained.</p> <p>(2) Where a member of a camping party desires to leave camp and visit home for weekends or public holidays (including during the period from Christmas Day to New Year's Day), and provided the Directorate incurs no expense for transport, Camping allowance may be continued during the absence from camp (but not for any days on which the employee is on leave with or without pay).</p> <p>Except as provided under this provision, Camping allowance must not be paid during a weekend and public holidays comprising more than four consecutive days.</p>			
	Exclusions	<p>(1) The allowance does not apply to an employee who has been authorised by the head of service to reside in lodgings.</p> <p>(2) No allowance for travelling time or waiting time is payable under this provision.</p>			

ALLOWANCE			Rates as at 1.7.10	3.5% from 18.8.11	3.5% from 1.7.12
Overtime Meal Allowance	Employee Type	All classifications			
	Directorate	(All Directorates)			
	Description	<p>An employee who works overtime where the overtime is worked:</p> <ol style="list-style-type: none"> 1. After the end of ordinary duty for the day, to the completion of or beyond a meal period, and any subsequent meal period, without a break for a meal; or 2. After the completion of the employee's ordinary hours of duty for the day, and after a break for a meal which occurs after that completion and where the employee is not entitled to payment for that break; 3. Before the commencement of ordinary hours of duty, and before a break for a meal which occurs after that completion and where the employee is not entitled to payment for that break; or 4. On a Saturday, Sunday or public holiday, in addition to the employee's normal weekly hours of duty, extending beyond a meal break and where the employee is not entitled to payment for that break; <p>will be paid an allowance.</p>			
		<p>For the purpose of this allowance a meal period will mean the following periods:</p> <ol style="list-style-type: none"> (a) 7.00am to 9.00am; (b) 12 noon to 2.00pm; (c) 6.00pm to 7.00pm; and (d) midnight to 1.00am. 			
	Rate/Frequency	per occasion	\$23.11	\$23.92	\$24.76
	Payment on Leave	Not paid during any type of paid or unpaid leave.			
	Exception	Where an appropriate meal is obtainable by the employee at a canteen, cafeteria or dining room conducted, controlled, or assisted by the Directorate, the amount of meal allowance will be the maximum amount for which an appropriate meal is obtainable at the canteen, cafeteria or dining room. This rate is in substitution for the rate above.			

Disability Allowances Notes:

1. An employee will be eligible to be paid an allowance listed above only for such periods as the employee directly experiences a disability. Where an employee directly experiences a disability for a part of the period specified will be deemed to have experienced the disability for the entire period.
2. An employee who experiences more than one disability listed above will, with the exception of those allowances listed in (3) below, only be entitled to receive payment for the disability which attracts the highest rate of allowance.
3. Where an employee is eligible to receive more than one allowance in respect of the following disabilities, Cold Places, Confined Spaces, Dirty Work, Height, Hot Places and Wet Places, the rates payable will be cumulative.
4. While an employee is paid a Construction Industry Allowance the employee will not be eligible to be paid an allowance in respect of the following disabilities, Dirty Work, Height and Wet Places.
5. Where an employee experiences a disability while working on shifts which attract penalty rates or while working overtime at overtime rates, the rate of the allowance payable is not increased.
6. A Building Services employee is not eligible to be paid a disability allowance listed above.
7. A supervisory employee is not eligible to be paid a disability allowance listed above, with the exception of Asbestos eradication, which will be paid to a Foreman or works supervisor experiencing this disability.
8. A Ranger is not eligible to be paid a disability allowance listed in (3) above.

2. Qualification Allowances

ALLOWANCE			Rates as at 1.7.10	3.5% from 18.8.11	3.5% from 1.7.12	
First Aid	Employee Type	First Aid Officers				
	Directorate	(All Directorates)				
	Description	<p>An employee who is suitably qualified and who is selected and performs the duties of a First Aid Officer will be paid an allowance determined by their qualification level:</p> <ol style="list-style-type: none"> 1. A Base Level qualification is a Certificate awarded by a Registered Training Organisation that is accredited to deliver First Aid training. This would normally be based on a minimum of 8 hours training and would include: Expired Air (EAR), Cardiopulmonary resuscitation (CPR), Life threatening emergencies and General minor first aid treatment. 2. An Advanced Level qualification requires a minimum of 18 hours training and building on the base level training outlined above and provides training in first aid management and procedures in a workplace environment. 3. An Occupational or Specialist level qualification requires a minimum of 30 hours training and building on the advanced training outlined above. The training required to meet this level will include the ability to completely render first aid in the workplace in the context of the OH & S legislation. 				
	Rate/Frequency	per fortnight	(1) Base Level:	\$21.45	\$22.20	\$22.98
		per fortnight	(2) Advanced Level:	\$26.87	\$27.81	\$28.78
		per fortnight	(3) Occupational or Specialist Level:	\$31.88	\$33.00	\$34.15
	Payment on Leave	<p>The allowance is payable during:</p> <ol style="list-style-type: none"> (a) long service leave, paid maternity or primary care giver's leave or annual leave; (b) paid personal leave or other leave with pay for up to one month. <p>Where leave is on reduced pay, or without pay, the allowance must be proportionately reduced or withdrawn accordingly. The allowance is included in salary for payment in lieu of long service leave and annual leave.</p>				
	Note	These rates should be paid in full to part-time employees.				
	Additional information	See Note 1. below.				

ALLOWANCE			Rates as at 1.7.10	3.5% from 18.8.11	3.5% from 1.7.12
Linguistic Availability/ Performance (LAPA)	Employee Type	All classifications			
	Directorate	(All Directorates)			
	Description	Employees whose duties involve communication on a regular basis in languages other than English, including Deaf Oral language, Deaf Sign language and Aboriginal languages, will be paid an allowance if their language competence meets the required level, as follows:			
	Rate/Frequency	per annum (1) NAATI Level 1:	\$942.04	\$975.01	\$1,009.14
		per annum (2) NAATI Level 2 or higher:	\$1,882.76	\$1,948.66	\$2,016.86
	Payment on Leave	The allowance is payable during paid personal leave, annual leave and long service leave, pro-rata where appropriate, but not during any other period of leave.			
	Exclusion	Employees who are classified as an Interpreter or Translator are not eligible for the allowance			
	Note	Eligible part-time employees are entitled to receive the allowance on a pro-rata basis.			
	Additional information	See Note 2. below.			

Qualification Allowances Notes:

1. First Aid Allowance:

- (a) The First Aid Allowance is based on possession of qualifications issued by a registered training organisation, or other recognised organisation, with an accredited course, that has the capacity to deliver, assess and issue qualifications for nationally recognised training in First Aid.
- (b) The First Aid Allowance is payable only if the relevant first aid qualification of an employee is current.
- (c) Where the qualification of an employee who is in receipt of the allowance is no longer current, the head of service may allow a short period to allow for re-qualification.
- d) The head of service may reimburse fees for renewal of qualification and/or relevant courses incurred by an employee who is eligible to be paid a First Aid Allowance.
- (e) Where an employee holds more than one first aid certificate, the employee is entitled to be paid an allowance for only one of those certificates, being the certificate for which the higher rate of allowance is payable.
- (f) The allowance must not be included in salary for overtime or penalty payments.
- (g) Where an employee who normally undertakes first aid functions is absent and another employee who is qualified in first aid undertakes all the duties for which the allowance is paid, the relieving employee is entitled to be paid the allowance appropriate to that employee's qualifications.

2. Linguistic Availability/ Performance Allowance:

- (a) The required standard of language competence is accreditation at National Accreditation Authority for Translators and Interpreters (NAATI) Level 1.
- (b) Where assessment in a language is not offered by NAATI, the head of service may approve assessment by another individual or body that has:
 - (i) the necessary expertise to assess the language skills; and
 - (ii) sufficient knowledge of NAATI levels and competencies required to determine the appropriate rate of LAPA.
- c) The head of service should arrange accreditation testing, and pay any associated fees, for employees being considered for LAPA. Accreditation is organised by NAATI.
- (d) Until such time as recognition by NAATI, or an alternative provider, is available, the head of service may approve the payment of LAPA Level 1 to an employee on the certification of the employee's supervisor.
- (e) LAPA may be paid from the date of an employee's application for payment, or from the date at which the head of service determines the need for the language has been demonstrated.
- (f) The head of service should review the payment of LAPA annually, or whenever the employment status of a recipient changes, e.g. upon the recipient's promotion or temporary transfer. Such reviews should address whether there is a continuing need for communication in a language other than English.

3. Functional Allowances

ALLOWANCE			Rates as at 1.7.10	3.5% from 18.8.11	3.5% from 1.7.12
Intermittent Driving Duties	Employee Type	All classifications			
	Directorate	(All Directorates)			
	Description	An employee, other than one performing the duties of a motor driver, who is required to undertake intermittent driving duties as an incident of his or her employment involving the acceptance of full responsibility for the operation of a vehicle, will be paid an allowance (computed on a daily basis for each day or part of a day on which he or she is so employed) to raise their salary to the following rates:			
	Rate/Frequency	per annum (1) Under 19 (70% of GSO3)	\$19,051	\$19,717.79	\$20,407.91
		per annum (2) At 19 (80% of GSO 3)	\$21,772	\$22,534.02	\$23,322.71
		per annum (3) At 20 (100% of GSO 3)	\$27,215	\$28,167.53	\$29,153.39
	Payment on Leave	Not paid during any type of paid or unpaid leave.			

ALLOWANCE			Rates as at 1.7.10	3.5% from 18.8.11	3.5% from 1.7.12
Special Education	Employee Type	School Assistants, Administrative and School Support Staff			
	Directorate	(ETD)			
	Description	An employee appointed to a Specialist School or employed to teach or assist with an individual special education student or students, or in a designated special education class, shall be entitled to payment of the Special Education Allowance.			
	Rate/Frequency	per annum			
	Special Conditions	The annual allowance is calculated at the full time employee rate of 36.75 hours per week. Individual payments are calculated on a pro-rata basis dependent on the percentage of time spent within the special education setting. Payment is commenced following confirmation by Principals of eligible staff and their percentage entitlement.			
	Payment on Leave	Paid during LSL, annual leave, paid personal leave, paid maternity leave and other paid leave.			
	Exclusions	Employees engaged at the SA3 or SA4 level are not entitled to payment of the allowance.			

4. Expense Related Allowances

ALLOWANCE			Rates as at 1.7.10	3.5% from 18.8.11	3.5% from 1.7.12
Excess Fares and Travelling Time	Employee Type	All classifications, except GSOs			
	Directorate	(All Directorates)			
	Description	<p><u>Excess Travelling Time:</u></p> <p>1. Subject to clause 2. an employee who is:</p> <p>(a) in receipt of an annual salary of less than \$36,180; and</p> <p>(b) travelling or on duty away from the employee's usual place of work will be paid for time necessarily spent in travel or on duty (exclusive of overtime duty) in excess of:</p> <p>(i) the employee's usual hours of duty for the day; and</p> <p>(ii) the time necessarily spent travelling to and from home and the usual place of work.</p> <p>2. Payment of excess travelling times will be made for excess travelling time:</p> <p>(b) greater than two and a half hours in any fortnight; up to a maximum of five hours for any one day.</p> <p>3. Where an employee's usual place of work is variable within a specified district, the head of service will determine the usual place of work. In this case a minimum of twenty minutes travelling time each way will apply.</p>			
	Rate/Frequency	The rate of payment for excess travelling time will be:			
		(a) single time on Mondays to Saturdays; and			
		(b) time and a half on Sundays and Public Holidays.			
		<p><u>Excess Fares:</u></p> <p>An employee will be entitled to the reimbursement of excess fares incurred by the employee performing duty temporarily at a place other than the employee's usual place of work, when the cost of travelling to and from the temporary place of work is greater than the cost of travelling to and from the employee's usual place of work.</p>			
	Rate/Frequency	Reimbursement of excess fares incurred by the employee.			
	Payment on Leave	Not paid during any type of paid or unpaid leave.			

ALLOWANCE			Rates as at 1.7.10	3.5% from 18.8.11	3.5% from 1.7.12	
Travelling Entitlement	Employee Type	An employee appointed to, or on contract at, Birrigai at Tidbinbilla or Jervis Bay Primary School.				
	Directorate	(ETD)				
	Description	An employee appointed to, or on contract at, Birrigai at Tidbinbilla or Jervis Bay Primary School will be paid the following allowance for each complete trip when they attend duty to a maximum of one per day. An employee is entitled to be paid the full rate of the entitlement for each continuous period of duty where they: (a) travel to an isolated establishment to attend for a period of normal duty; or (b) have been directed to return to duty, with or without prior notice, to perform extra duty; at their own expense. Where an employee travels at the Department's expense on the journey either to or from the isolated establishment, they are entitled to be paid the partial rate.				
	Rate/Frequency	1. Birrigai Outdoor School				
		per day	(a) travel at the Directorate's expense, to or from	\$8.46	\$8.76	\$9.06
		per day	(b) travel at the employee's expense	\$16.89	\$17.48	\$18.09
		2. Jervis Bay Primary School				
		per day	(a) travel at the Directorate's expense, to or from	\$3.57	\$3.69	\$3.82
		per day	(b) travel at the employee's expense	\$7.13	\$7.38	\$7.64
	Payment on Leave	Not paid during any type of paid or unpaid leave.				
Exclusions	An employee who lives in a dwelling provided by the Department at the isolated establishment, or lives within 10 kms of it, is not entitled to travelling entitlement unless they receive a payment for the use of a private motor vehicle for official purposes.					
Special Condition	Where an employee receives payments of an allowance provided under this provision and the payment is less than the travelling entitlement, they are entitled to be paid the difference between the payment received and the travelling entitlement.					

ALLOWANCE			Rates as at 1.7.10	3.5% from 18.8.11	3.5% from 1.7.12
Motor Vehicle	Employee Type	All classifications			
	Directorate	(All Directorates)			
	Description	The head of service may authorise an employee to use a motor vehicle they own or hire: 1. For official purposes, where the head of service is satisfied this use would: (a) result in greater efficiency; or (b) involve the ACT Government in less expense than if public transport or a vehicle owned by the ACT Government were used.			
		2. For specified journeys, where the head of service is satisfied that: (a) the use will not result in the employee taking more time on the journey than they would otherwise take; or (b) it would not be contrary to the interest of the ACT Government.			
		3. Travel between normal headquarters and a temporary work station, or between the employee's home and a temporary work station, where the head of service is satisfied that: (a) there is no public transport available for travel to the temporary station; or (b) although public transport is available, the work program makes its use impossible.			
	Rate/Frequency	per km (1) Small car - 1600cc non-rotary, 800cc rotary:	\$0.65	\$0.67	\$0.70
		per km (2) Medium - 1601-2600cc non-rotary, 801-1300cc rotary:	\$0.76	\$0.79	\$0.81
		per km (3) Large car – over 2600cc non-rotary, over 1300cc rotary:	\$0.77	\$0.80	\$0.82
	Payment on Leave	Not paid during any type of paid or unpaid leave.			
	Additional information	See Note 1. below.			

ALLOWANCE			Rates as at 1.7.10	3.5% from 18.8.11	3.5% from 1.7.12	
Additional Rates of Motor Vehicle Allowance	Employee Type	All classifications				
	Directorate	(All Directorates)				
	Description	Where an employee who is being paid a motor vehicle allowance, uses the motor vehicle to suit the convenience of the Directorate to:				
		(a) transport a person or persons the cost of which would otherwise be borne by the ACT Government; or				
		(b) transport equipment, tools or materials weighing more than 100 kilograms belonging to or hired by the ACT Government; or				
	(c) haul a caravan or trailer belonging to or hired by the ACT Government; the employee is entitled to be paid an allowance, in addition to the allowance payable above.					
Rate/Frequency	per kilometre in addition to the above MVA rates	\$0.0065	0.0067	0.0070		
Payment on Leave	Not paid during any type of paid or unpaid leave.					

Expense Related Allowance Notes	
1. Motor Vehicle Allowance:	<p>(a) The amount of the allowance is to be reduced by the amount of any Isolated Establishments (or equivalent) allowance that is payable. If the amount of any Isolated Establishments (or equivalent) allowance payable exceeds the amount of motor vehicle allowance that would otherwise be payable, then no motor vehicle allowance may be authorised.</p> <p>(b) If an employee satisfies the relevant head of service that the allowance is insufficient to meet the amount of the expenses reasonably incurred and paid by the employee in using a motor vehicle for official purposes, the head of service may grant an additional allowance equal to the amount by which those expenses exceed the amount of the allowance or allowances.</p> <p>(c) If, as a consequence of using a motor vehicle an employee is required to pay a higher insurance premium than would otherwise be the case, they are entitled to be reimbursed the additional cost.</p> <p>d) Employees who use a private motor vehicle under the motor vehicle allowance conditions may be reimbursed parking fees, bridge and car-ferry tolls incurred whilst on duty, but not fines.</p>