

Responsive and Safe Employment Conditions

Remuneration – Allowances and Reimbursements

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Minimum Requirements

In relation to Allowances and Reimbursements, chief executives must ensure compliance to Conditions and Rates pertaining to the Allowances and Reimbursements as set out in Attachment A and B (determination under Section 30(1)(b), (e) and (f) of the *Public Sector Management Act 1995* (PSM Act).

Frequent flyer and other benefit schemes

An employee who is a private member of a frequent flyer or other benefit scheme, is not entitled to accrue personal benefits through this membership as a consequence of undertaking government related business (refer to Code of Conduct for South Australian Public Sector Employees).

Where the cost of membership for a frequent flyer or other benefit scheme is met by the government, any points or benefits accrued or acquired through the course of government work, must be used by the employee for the purposes of future work related travel or other work related purchases. In such cases, the chief executive must establish an appropriate reporting and monitoring process for the agency's management of frequent flyer points or other benefits arising from government funded travel or work that is capable of being audited.

Delegations

The Commissioner for Public Employment delegates to the chief executives in administrative units the authority under Section 30(1)(b) of the PSM Act to determine appropriate allowance and reimbursement entitlements for PSM Act employees.

Chief executives may delegate this authority in writing to other nominated employees within their administrative units (either by name or by reference to the person for the time being performing the duties of a nominated position). The power conferred by this delegation must be exercised in accordance with the provisions below and the provisions of the Remuneration Standard.

Definitions

Allowances

Allowances are amounts paid to cover anticipated costs or as compensation for conditions of employment. For example, payments for car expenses calculated on a cents per kilometre basis are an allowance and not a reimbursement as they are not exact compensation for the expense incurred.

Reimbursement

Reimbursements are exact compensation for actual expenses incurred by employees. For example, payments for travel expenses calculated as the total expense incurred for accommodation are a reimbursement and not an allowance as these are exact compensation for the expense incurred.

ATTACHMENT | **A - Allowances**

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REMUNERATION – ALLOWANCES AND REIMBURSEMENTS

ATTACHMENT

A

Allowances

1. Accommodation Allowance

Where a Chief Executive or delegate establishes an agency policy regarding these allowances, the rates set out below represent the maximum amount payable without the prior approval of the Chief Executive or delegate.

South Australia

Allowance towards the cost of accommodation at other than bona fide hotels, motels or boarding houses. Tax invoices or receipts are not required. All South Australia **\$33.00 per night**.

Interstate

Allowance towards the cost of accommodation at other than bona fide hotels, motels or boarding houses. Tax invoices or receipts are not required. Anywhere interstate **\$33.00 per night**.

2. Camp

- Where an employee is provided with a self-contained house **\$9.60 per day**.
- Where an employee is living in single quarters, cubicles, barracks etc, with an administrative unit cook provided **\$12.80 per day**.
- Where an employee is living in single quarters, cubicles, barracks etc, but the mess and cook are paid for by the employee(s) **\$18.35 per day**.
- Where an employee is provided with sleeping quarters, but not provided with food arrangements **\$23.50 per day**.

Each of the above allowances (all camp and camping out) will be increased by **\$2.25 per day** in the case of any employee living in any camp in an area which is easterly along the 34th parallel of latitude from the point of intersection with the western boundary of the State to the 136th meridian of longitude, thence northerly along the 136th meridian of longitude to the southern boundary of the county of Le Hunte, thence easterly along the southern boundaries of the counties of Le Hunte, Buxton and York to the 137th meridian of longitude, thence northerly along the 137th meridian of longitude to the 32nd parallel of latitude, thence easterly along the 32nd parallel of latitude to the 139th meridian of longitude, thence southerly along the 139th meridian of longitude to the 33rd parallel of latitude, thence easterly along the 33rd parallel of latitude to the border of New South Wales.

3. Camping Out Allowance

- Where the employee is required to provide their own food, an allowance of **\$33.30 per day** will be paid.
- Where an employee is not supplied with camping equipment by the administrative unit, the employee will be paid an allowance of **\$23.90 per day** or part thereof in addition to other allowances prescribed herein. ('Camping equipment' for the purposes of this clause will include a tent, all cleaning, cooking, eating and sleeping requisites.)
- Where, by reason of the nature of their duties, an employee is required to be absent from their headquarters and the employee is required to camp out, otherwise than in a base camp established by their administrative unit, caravan or hut, the employee will be paid, in addition to any payment set out above, an allowance at the rate of **\$8.70 per day**. Where an employee is required to camp out for a

continuous period of seven days or more, the employee will be paid at the rate of **\$10.15 per day** for the eighth and subsequent days they are required to camp out.

4. Camping Out Allowance (Caravans)

An employee who, in the performance of their official duties, is required to reside in a caravan, will be paid the following allowances, where appropriate:

- Where the employee is required to provide their own food, an allowance of **\$30.50 per day**.
- Where the employee is required to provide their own blankets, an allowance of **44 cents per day**, in addition to the allowance set out above.
- Where the administrative unit supplies the employee with food and blankets the allowances set out above are not payable.

Whenever an employee provided with a caravan is obliged to park the caravan in a caravan park they will be reimbursed, on provision of tax invoices or receipts, the rental charges paid to the authority controlling the caravan park, in addition to the payment of the appropriate allowance set out above.

5. Cashiers and Paying Officers

- The allowance is only payable where cash is received from and/or paid to the public in the course of transacting official business and is restricted to the first handling of the cash received or disbursed. An allowance will be paid to any employee whose normal salary (together with the Academic and Proficiency allowance) does not exceed the maximum of the ASO-1 administrative services officer salary range who is required in the course of duty to act as receiver and/or disburser of money and who is personally responsible for any shortages which occur.
- The allowance payable will be **\$11.60 for each day** on which the employee's cash receipts and/or disbursements exceed \$1,100 and will be in addition to the employee's normal salary. Cheques, money orders, postal notes, EFTPOS or other credit card transactions are not to be included in calculating the daily figure of \$1,100.

The allowance is also payable, where applicable, to persons temporarily employed pursuant to Part 7, Division 2 of the PSM Act.

Transactions which do not qualify for an allowance

The following transactions do not qualify for an allowance:

1. Receipt from the bank of cash in lieu of pay cheques or counting and distributing salary or wage payments.
2. Conveyance of money to the Treasury or bank for deposit.
3. Cash receipts and/or disbursements deemed by the chief executive not to be Departmental responsibility.

6. Interpreters or Translators Allowance

The Part Time Interpreters or Translators (Public Service) (SA) Award provides for the payment of both a Linguistic Allowance and a Performance Allowance provided that an employee meets the necessary prerequisites detailed in the Award to qualify for receipt of these allowances.

Linguistic Allowance

An allowance shall only be paid to an employee who is a part time Interpreter or Translator accredited or recognised by the National Accreditation Authority for Translators and Interpreters (NAATI) and registered with Multicultural SA, Justice Department. This allowance is for the possession of interpreting or translating skills and payment does not depend on the use of those skills.

No employee at or above the salary level of Executive Officer (EL1) or equivalent shall be nominated for registration as a part time Interpreter or Translator and any employee whose salary exceeds the maximum salary level of Administrative Services Officer (ASO-5) or equivalent shall be nominated for registration as a part time Interpreter or Translator only in exceptional circumstances.

Such circumstances would be where the linguistic skills of an employee are in high demand and/or limited supply either within the Public Sector or from the Interpreting and Translating Centre.

Performance Allowance

This allowance is calculated as prescribed in the Award with a minimum payment of one hour on any day on which the interpreting or translating transaction occurs. All time in excess of one hour is to be paid to the nearest 15 minutes.

An employee whose substantive salary is in excess of the third increment of Administrative Services Officer (ASO-2) shall not receive the Performance Allowance. Tax invoices or receipts are not required.

7. Incidentals Allowance

South Australia

Tax invoices or receipts are not required.

- Normal Travel **\$7.00 per day**.
- Residential Course less than two weeks **\$11.70 per day**.
- Residential Course more than two weeks **\$24.90 per day**.

Interstate

Tax invoices or receipts are not required.

- Normal travel **\$11.65 per day**.
- Residential course less than two weeks **\$11.70 per day**.
- Residential course more than two weeks **\$24.90 per day**.

8. Locality Allowance

Definitions

"Spouse" means a person with whom an employee is cohabiting, either in marriage, or a permanent defacto or a bona fide domestic relationship (administrative units should be satisfied that cohabitation exists before paying the allowance for "employee with spouse").

"Dependent Child" means any child of whom an employee is a parent; or any child for whom the employee is legally responsible (whether alone or jointly with another person) for the day-to-day care, welfare and development of the child, and where the child is wholly or substantially dependent on the employee and, is either under the age of 16 years or a full time student under the age of 22 years.

General Area

Except where otherwise provided by this Standard, employees shall be paid the following allowances where the permanent headquarters are north of the line described as follows:

Easterly along the 34th parallel of latitude from the point of intersection with the western boundary of the State to the 136th meridian of longitude, thence northerly along the 136th meridian of longitude to the southern boundary of the county of Le Hunte, thence easterly along the southern boundaries of the counties of Le Hunte, Buxton and York to the 137th meridian of longitude, thence northerly along the 137th meridian of longitude to the 32nd parallel of latitude, thence easterly along the 32nd parallel of latitude to the 139th meridian of longitude, thence southerly along the 139th meridian of longitude to the 33rd parallel of latitude, thence easterly along the 33rd parallel of latitude to the border of New South Wales;

- Employee With A Spouse - **\$ 1113 pa.**
- Employee Without A Spouse - **\$ 559 pa.**

Special Localities

Employees whose permanent headquarters are at any of the following localities must be paid the allowance prescribed hereunder instead of the allowance payable as prescribed for the General Area:

LOCATION	WITH SPOUSE \$ pa	WITHOUT SPOUSE \$ pa	OPERATIVE DATE (on and from)
(1) Browns Well, Carrieton, East Murray, Geranium, Kangaroo Inn, Narrung, Padthaway, Point McLeay, Salt Creek	\$989	\$510	1 July 2011
(2) Canopus, Ceduna, Cleve, Coffin Bay, Cowell, Cummins, Hypurna, Kimba, Kingscote, Lake Victoria, Lake Wangary, Lock, Lock 7, Lock 8, Lock 9, Mount Hope, Streaky Bay, Todd River Reservoir, Tumby Bay, Ungarra, Wanilla, Warrambo, Wudinna	\$1113	\$559	1 July 2011
(3) Elliston, Murray Lagoon (KI), Parndana, Penneshaw, Port Neill, Seal Bay (KI)	\$1517	760	1 July 2011
(4) Cape Borda (KI), Cape Willoughby, Flinders Chase, Haslam, Hawker, Hesso, Iron Baron, Iron Knob, Karkoo, Kelly Hill Caves, Mannahill, Minnipa, Nunjirkompita, Poochera, Wirrula	\$1566	\$1012	1 July 2011

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Allowances

LOCATION	WITH SPOUSE \$ pa	WITHOUT SPOUSE \$ pa	OPERATIVE DATE (on and from)
(5) Cockburn, Darke Peak, Karcultaby, Miltaburra, Olary, Paney Homestead, Port Kenny, Wharminda Siding, Wilpena, Yunta	\$1972	\$1215	1 July 2011
(6) Oraparina	\$2839	\$2081	1 July 2011
(7) Leigh Creek, Woomera	\$3197	\$2643	1 July 2011
(8) Parachilna	\$3601	\$2844	1 July 2011
(9) Kooniba, Mount Gunson, Penong	\$4166	\$3408	1 July 2011
(10) Yalata	\$5685	\$4729	1 July 2011
(11) Coober Pedy	\$6839	\$6082	1 July 2011
(12) Glendambo, Kingoonya, Tarcoola	\$7218	\$6260	1 July 2011
(13) Balcanoona, Nepabunna	\$7418	\$6661	1 July 2011
(14) Andamooka, Cook, Coorabie, Marree, Olympic Dam Village, Roxby Downs	\$7797	\$6840	1 July 2011
(15) Amata, Ernabella, Fregon, Indulkana, Innamincka, Kenmore Park, Marla, Mimili, Mintabie, Mt Dare, Oodnadatta	\$8382	\$7427	1 July 2011
(16) Murputja, Oak Valley, Pipalyatjara, Watarru	\$9190	\$8233	1 July 2011

Recreation Leave - Cost Of Travelling

Employees who are entitled to payment of the General Areas or Special Localities Allowance, and whose permanent locality is more than 320 km by nearest practical road route from the GPO Adelaide are entitled to an allowance for the cost of commuting in their own vehicle to Adelaide and return for recreation leave purposes. The allowance is limited to the total kilometres travelled from the employee's permanent locality to the Adelaide GPO and return, less 640 km.

The allowance, to be paid once annually must be computed at the motor vehicle allowance rates for cars with engines of more than four cylinders, or with a rotary engine, for the time being prescribed.

The following localities must be paid a loading of 40 per cent over and above the rate prescribed in 'Transfer of Headquarters':

Amata	2294 km	Mimili	1752 km
Andamooka	540 km	Mintabie	1592 km
Cooper Pedy	1054 km	Mt Dare	1324 km
Cook	1742 km	Murputja	2506 km
Coorabie	1232 km	Nepabunna	614 km
Ernabella	1998 km	Oak Valley	2060 km
Fregon	1920 km	Olympic Dam Village	496 km
Indulkana	1626 km	Oodnadatta	1466 km
Innamincka	1440 km	Pipalyatjara	2720 km
Kenmore Park	1926 km	Roxby Downs	476 km
Maree	714 km	Tarcoola	798 km
Marla	1520 km		

Locality Allowances for Dependent Children

In addition to the allowances for Special Localities, employees who have dependent children, whether the dependent child is a resident or not, and whose permanent headquarters is at any of the following localities, must be paid an allowance or allowances as prescribed hereunder:

LOCATION	FIRST DEPENDENT CHILD \$ pa	SECOND AND EACH SUBSEQUENT DEPENDENT CHILD \$ pa
	Operative Date 1 July 2011	
(1) Amata, Andamooka, Cook Coorabie, Ernabella, Fregon, Glendambo, Indulkana, Innamincka, Kenmore Park, Kingoonya, Maree, Marla, Mimili, Mintabie, Mt Dare, Murputja, Oak Valley, Olympic Dam Village, Oodnadatta, Pipalyatjara, Roxby Downs, Tarcoola, Yalata	\$559	\$381
(2) Balcanoona, Cockburn, Cooper Pedy, Dark Peak, Elliston, Karcultaby, Kooniba, Miltaburra, Mount Gunson, Murray Lagoon (KI), Nepabunna, Olary, Oraparina, Paney Homestead, Parachilna, Parndana, Penneshaw, Penong, Port Kenny, Port Neill, Seal Bay (KI), Wharminda Siding, Wilpena, Yunta	\$454	\$301

LOCATION	FIRST DEPENDENT CHILD \$ pa	SECOND AND EACH SUBSEQUENT DEPENDENT CHILD \$ pa
	Operative Date 1 July 2011	
(3) Canopus, Cape Borda, Cape Willoughby, Ceduna, Cleve, Coffin Bay, Cowell, Cummins, Flinders Chase, Haslam, Hawker, Hesso, Hypurno, Iron Baron, Iron Knob, Karkoo, Kelly Hill Caves, Kimba, Kingscote, Lake Victoria, Lake Wangary, Leigh Creek, Lock, Lock 7, Lock 8, Lock 9, Mannahill, Minnipa, Mount Hope, Nunjirkompita, Poochera, Streaky Bay, Todd River Reservoir, Tumby Bay, Ungarra, Wanilla, Warrambo, Wudinna, Wirrulla, Woomera, plus other places included in General Area and Special Localities tables above.	\$381	\$234
(4) Browns Well, Carrieton, East Murray, Geranium, Kangaroo Inn, Narrung, Padthaway, Point McLeay, Salt Creek	\$301	\$202

Where more than one employee contributes to the maintenance of any dependent child, the allowance will be divided equally between them.

Temporary Transfers

Note: Except as provided for in 'Temporary Absence', travelling expenses are not payable whilst an employee is receiving a locality allowance.

Where an employee is temporarily transferred from an allowance locality to a non-allowance locality (or vice versa) or a different allowance locality, the allowance applicable to the employee's permanent headquarters will continue for 21 calendar days (calculated from the date of arrival at the employee's temporary headquarters), after which the allowance will cease and/or the new locality allowance commence, unless specifically directed by the Chief Executive, Department of the Premier and Cabinet.

Temporary Absence

Employees whose permanent headquarters are located in a locality allowance area and who are required in the course of their duties to temporarily travel away from their usual headquarters must continue to receive the appropriate locality allowance.

These employees will also be eligible to receive the appropriate allowances and reimbursements as provided for in this Standard, as applicable. Employees whose permanent headquarters are not located in an eligible locality:

- who do not receive reimbursement or allowance as provided for in this Standard;
- who work in a locality allowance area for a continuous period of 21 calendar days or more;

will be paid a proportion of the annual locality allowance for the whole period as follows:

LOCATION	Operative Date: 1 July 2011
	\$ pw
(a) General Area (as above)	\$5.35
(b) Special Localities	
(1) Browns Well, Carrieton, East Murray, Geranium, Kangaroo Inn, Narrung, Padthaway, Point McLeay, Salt Creek	\$4.90
(2) Canopus, Ceduna, Cleve, Coffin Bay, Cowell, Cummins, Hypurna, Kimba, Kingscote, Lake Victoria, Lake Wangary, Lock, Lock 7, Lock 8, Lock 9, Mount Hope, Streaky Bay, Todd River Reservoir, Tumby Bay, Ungarra, Wanilla, Warrambo, Wudinna	\$5.45
(3) Elliston, Murray Lagoon (KI), Parndana, Penneshaw, Port Neill, Seal Bay (KI).	\$7.30
(4) Cape Borda, Cape Willoughby, Flinders Chase, Haslam, Hawker, Hesso, Iron Baron, Iron Knob, Karkoo, Kelly Hill Caves, Mannahill, Minnipa, Nunjikompita, Poochera, Wurrula	\$14.05
(5) Cockburn, Darke Peak, Karcultaby, Miltaburra, Olary, Paney Homestead, Port Kenny, Wharminda Siding, Wilpena, Yunta	\$16.05
(6) Oraparina	\$18.15
(7) Leigh Creek, Woomera	\$16.15
(8) Parachilna	\$18.15
(9) Kooniba, Mount Gunson, Penong	\$29.00
(10) Yalata	\$52.65
(11) Coober Pedy	\$39.80
(12) Glendambo, Kingoonya, Tarcoola	\$41.55
(13) Balcanoona, Nepabunna	\$50.90
(14) Andamooka, Cook, Coorabie, Marree, Olympic Dam Village, Roxby Downs	\$52.65

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ATTACHMENT

A

Allowances

LOCATION	Operative Date: 1 July 2010
	\$ pw
(15) Amata, Ernabella, Fregon, Indulkana, Innamincka, Kenmore Park, Marla, Mimili, Mintabie, Mt. Dare, Oodnadatta	\$63.90
(16) Murputja, Oak Valley, Pipalyatjara, Watarru	\$79.45
Where continuous travel is in an adjacent locality area, payment is to be made at the appropriate rate for each area.	

Application of Locality Allowances

Once calculated, the allowance provided above must be paid to part time employees on a pro-rata basis. The amount of the allowance payable to a part time employee will be in proportion to the amount of the allowance payable to a full time employee according to the actual hours worked.

If an employee with a spouse and the spouse are both employed as full time employees, one allowance only, calculated at the rate prescribed for an employee with a spouse, must be paid and will be divided equally between them.

If an employee with a spouse is employed as a full time employee and the spouse is employed as a part time employee, one allowance only, calculated at the rate prescribed for a full time employee with a spouse must be paid. The proportion of that allowance payable to the part time employee will be calculated using the following formula:

$$a/2 \times b/c$$

a = annual amount of allowance

b = hours worked per week by the spouse employed part time

c = normal hours per week of a corresponding full time employee

If an employee and the spouse are both employed as part time employees the total allowance payable and the proportion of that total allowance payable to each employee, must be calculated using the following formula:

Total Allowance = Allowance payable to a full time officer with a spouse x total hours worked per week by both employees divided by the total hours worked per week by two equivalent full time employees.

If the spouse of an employee is employed by the State other than as an employee, and that spouse is receiving a locality allowance from their employment, the locality allowance payable to the employee must not exceed the difference between the allowance prescribed for an employee with a spouse and the allowance paid to the spouse.

If an employee is employed as a full time employee and the spouse is employed as a part time employee and both qualify for the weekly allowance under the "temporary absence" part in this Section, one allowance only, calculated at the rate prescribed for a full time employee with a spouse must be paid. The proportion of that allowance payable to the part time employee must be calculated under the formula $a/2 \times b/c$.

If an employee and the spouse are both employed as part time employees and both qualify for the weekly allowance under the "temporary absence" part of this Section, the total allowance payable and the proportion of that total allowance payable to each employee, must be calculated under the formula $a/2 \times b/c$.

Where an employee is permanently transferred from a non-allowance locality to an allowance locality, the allowance commences on and from the date of arrival at the employee's new headquarters.

Where an employee is permanently transferred from one locality allowance area to another, or from an allowance area to a non-allowance area, the allowance payable in the locality from which the employee is transferred continues until the end of the day before the employee arrives at their new headquarters.

Exceptions

Leave of Absence

Locality Allowances will be paid during periods of recreation and long service leave and special leave with pay but shall not be included in the remuneration upon which recreation leave loading is calculated.

Departmental Camps

The provisions of this Standard do not apply to employees living in Departmental Camps or employees who are paid camping-out allowances.

Savings Clause

Where the allowance applicable to any employee immediately before the date of this Standard was greater than the allowance prescribed, the allowance will not be reduced by the operation of this Standard whilst the employee remains at the place at which they were then appointed, unless any reduction is the result of the application of the Departmental Camps provisions in this clause.

9. Meal allowance

Tax invoices or receipts are not required.

Distance Travelled

Employees travelling within an 80 km radius of their headquarters will not be paid allowances for the cost of meals associated with such travel.

Travel within South Australia

Metropolitan Adelaide

Employees whose headquarters are located within metropolitan Adelaide (within an 80 km radius of the CBD) will not be paid allowances for the cost of meals when travelling within metropolitan Adelaide (refer to Appendix 1 for map of metropolitan Adelaide).

Absent Overnight

Employees who travel within South Australia and are absent overnight, subject to distance travelled requirements and the time of travel requirements detailed at Clause 8.4 of the SAPSSEI Award, will be paid allowances for the cost of meals at the rates set out in this section.

Not Absent Overnight

Employees who travel within South Australia and are not absent from headquarters overnight, subject to distance travelled requirements and the time of travel requirements detailed at Clause 8.4 of the SAPSSEI Award, will be paid an allowance for the cost of breakfast and/or dinner only, at the rates set out in this section.

South Australia *

	Absent Overnight	Not absent overnight
Breakfast	\$16.90 per meal	\$14.65 per meal
Lunch	\$16.90 per meal	Not applicable
Dinner	\$34.85 per meal	\$20.90 per meal

Interstate Travel**Interstate – subject to clause 8.4 of the SAPSSEI Award ***

	Capital Cities & Alice Springs	Other than capital cities and Alice Springs
Breakfast	\$22.10 per meal	\$16.70 per meal
Lunch	\$22.10 per meal	\$16.70 per meal
Dinner	\$40.40 per meal	\$34.40 per meal

* Note: Where meals or accommodation, or both, are included in the cost of the travel fare and/or accommodation paid on behalf of an officer by the Department, no reimbursement will be made for these items.

10. Motor Vehicle**Use of employee's motor vehicle**

No employee is required, under any circumstances whatsoever, to use their private vehicle for official purposes if they do not wish to do so.

The payment of the allowance for the use of a private motor vehicle for purposes related to the employment will only occur where approval has been given by the employer prior to the actual use of the private motor vehicle by the employee.

When public or Government transport is available, that transport is to be the first preference. However, where the employer is satisfied that there are grounds for the use of a private vehicle, reimbursement will be limited to the cost of travel by public transport.

Where an employee has been given approval by the employer to use the employee's private vehicle for official purposes, such employee will be paid an allowance per kilometre travelled as follows:

- Motor car, station wagons and utilities (petrol, diesel or LPG) – **79 cents**
- Motorcycles/scooters – **31 cents per kilometre**.
- Trailers – **6.0 cents per kilometre** for each kilometre a departmental trailer is towed with the employee's private vehicle.

Home to Office

Where it is necessary for an employee to take their own vehicle to the employee's headquarters for use on that day the employer will authorise reimbursement as appropriate to the vehicle for the distance of the journey from home to headquarters by the shortest practical route. However, that payment is to be restricted to a one way trip, not a return journey. The maximum allowable distance for that one way trip for which an allowance is to be paid is not to exceed 32 kilometres per day, even if the distance between the employees home and headquarters is more than 32 kilometres.

Where it is necessary for an employee to perform call-back duties, the employer will authorise reimbursement as appropriate to the vehicle for the actual return distance travelled between the employee's home and place of duty using the shortest practicable route on the occasion of each call-back. This applies only where an employee is required to return to perform essential duties and not in

those circumstances where an employee has voluntarily agreed to attend to perform non-essential or optional duties.

Transfer of Headquarters

Where an employee changes permanent headquarters the employer will pay for the transfer of the vehicle(s) at the appropriate rate hereunder for the distance travelled by the employee from the old headquarters to the new headquarters:

- For motor cars, station wagons and utilities (petrol, diesel or LPG) – **23 cents per kilometre**
- For motorcycles/scooters – **9.0 cents per kilometre**

Combination of Official and Private Use

The employer may grant approval to an employee who applies to use a private motor vehicle for a combination of official and private purposes where such use is mutually convenient to the Agency and the employee.

The payment of the allowance for the distance travelled shall be at the appropriate rate as prescribed in 'Transfer of headquarters' above.

11. Other expenses

Allowances paid to employees accommodated in quarters, cubicles, caravans or other government owned premises.

The conditions and associated allowances available to employees accommodated in quarters, cubicles, caravans or other government owned premises are detailed at clause 8.5 of the SAPSSEI Award.

- Substantiation in the form of receipts is not required for the expenditure of these allowances.

12. Travel subsidy for employees with a permanent disability

An employee who, because of the nature of a permanent disability, is unable to use existing public transport to travel between their home and headquarters is entitled to the following provisions:

Private motor vehicle

Where an employee chooses to drive themselves or be driven from or to their main place of work in a private motor vehicle, the employee may be entitled to the motor vehicle allowance set out in 'Use of employees' motor vehicle' above subject to the requirements for prior approval.

Chief executives are requested to ensure that car parking fees are reasonable and, having regard to the employee's disability, that the car parking facility is conveniently located. Where an employee regularly uses a car parking station, the chief executive may consider approving either a contract rate for a permanent booking (a deduction should be made for periods of recreation leave) or monthly accounts paid directly by the administrative unit rather than the employee.

Please refer to Attachment B – **Reimbursements – Travel subsidy for employees with a permanent disability.**

13. Travel costs

Where an employee, other than a casual employee, is required to work outside of their ordinary hours of work and this period of work starts or finishes outside of the ordinary timetabled operating hours of public transport, the employee will be entitled to payment of reasonable home to work or work to home (as applicable) travel costs, subject to the following:

- the work, or the hours to be worked, are not part of a regular or systematic pattern of work or hour/s performed by the employee;
- the employee ordinarily uses public transport;
- travel is by the most direct or appropriate route.

Employees Permanently Stationed On Kangaroo Island

An employee who travels to and from the mainland for recreation leave will be reimbursed the actual cost of transport by sea for their immediate dependent family, one motor vehicle, and either a caravan or trailer, subject to provision of a tax invoice.

Where an employee travels to and from the mainland by air, the employee will be reimbursed the equivalent of the cost of transporting themselves and their immediate family (excluding the cost of transporting a motor vehicle, caravan or trailer) by sea, subject to provision of a tax invoice.

Reimbursement will be made only once each financial year. Reimbursement of the costs of transporting a car, caravan or trailer will only be made if the employee does bring their car or car and trailer or caravan to the mainland at the time of taking all or part of their recreation leave for that year. Whenever it is likely that an employee will be transferred to or from the Island within a foreseeable period, arrangements should be made for the employee to take their recreation leave before transfer to, or after transfer from, the Island, where such action is consistent with official requirements.

A part-time employee who wishes to travel to and from the mainland for their recreation leave will be reimbursed on a pro-rata basis under similar arrangement to full time employees. The pro-rata amount of the reimbursement should bear that relationship to the full amount as the employee's hours of work bears to a normal working week.

Employees Temporarily Transferred To Kangaroo Island

If a part time or full time employee is temporarily transferred to Kangaroo Island for work on special projects and elects to take their car, they will be reimbursed the actual cost of transport of the car only for the return trip, subject to provision of a tax invoice.

An employee temporarily transferred on either a full time or part time basis will revert to the conditions pertaining to permanently stationed employees if their temporary transfer extends beyond one year.

ATTACHMENT | **B - Reimbursements**

3.2

Responsive and Safe Employment Conditions
REMUNERATION – ALLOWANCES AND REIMBURSEMENTS

ATTACHMENT

B

Reimbursements

1. Accommodation

The Chief Executive or delegate has the authority to determine where necessary, reimbursements for Public Sector Management Act employees above the rates detailed below, prior to the travel being undertaken.

South Australia

Reimbursement of expenditure for accommodation at bona fide hotels, motels or boarding houses.

Tax invoices or receipts are required.

- Outside Metropolitan Adelaide up to **\$108.00 per night**.
- Within Metropolitan Adelaide up to **\$134.00 per night**.

Interstate

Reimbursement of expenditure for accommodation at bona fide hotels, motels, or boarding houses.

Tax invoices or receipts are required.

- Alice Springs up to **\$145.00 per night**.
- Brisbane up to **\$187.00 per night**.
- Canberra up to **\$180.00 per night**.
- Darwin up to **\$145.00 per night**.
- Hobart up to **\$130.00 per night**.
- Melbourne up to **\$155.00 per night**.
- Perth up to **\$177.00 per night**.
- Sydney up to **\$157.00 per night**.
- Other up to **\$120.00 per night**.

2. Child Care Costs and Travel Costs for Extended Work Outside of an Employee's Ordinary Hours of Work

Refer to the appropriate Industrial Instrument.

3. Claims for Personal Provisions

The chief executive, or their delegate, may approve ex-gratia payments up to a maximum of \$1,000 for any single claim for reimbursement for clothing or personal effects of Government employees damaged or lost during the course of their employment.

4. Insurance

The Government (through SAICORP) provides for an 'in transit' insurance cover for the household furniture and personal effects of employees whose normal or permanent place of duty or headquarters is geographically changed.

The insurance is for a maximum of \$100,000 in any one instance and applies only to those removals the cost of which, with the proper approvals, are borne by the Government.

Additional cover above \$100,000 will be provided to administrative units on request for specified removals. The payment of additional premiums in these cases must be met by the administrative unit concerned.

Requests for additional cover or general enquiries should be made to SAICORP (08) 8226 2270.

5. Meal Break

Refer to the appropriate Industrial Instrument.

6. Other Travel Expenses

Reimbursements paid to employees accommodated in quarters, cubicles, caravans or other government owned premises

In addition to the incidental expenditure allowances, employees shall be reimbursed the costs reasonably incurred for taxi fares and official telephone calls. However, for reimbursement of this expenditure, where the GST-inclusive cost exceeds \$55, employees must provide the original tax invoice to the administrative unit. Where the GST-inclusive cost is \$55 or less, receipts are to be provided to the administrative unit.

Where receipts are not available for official telephone calls, substantiation by way of a list of telephone calls made and the amount expended by the employee is required to be provided for reimbursement.

7. Payment of Salary to Employees

The attention of chief executives is drawn to the provisions of the *Salaries Adjustment (Public Offices) Act 1976*.

Although the provisions of the Act only apply to public offices as defined and there is no obligation to make automatic payment of retroactive determinations to persons who have ceased to occupy a position, chief executives are requested to make every effort to inform all employees (or their dependents) of any entitlement to any retrospective payments. Payments include salary or wages and allowances, and any other form of remuneration in the nature of salary, wages or allowances.

8. Private Telephone Rental and Official Calls

Reimbursement Rates

The criteria for reimbursement of employees' private telephone rental and call charges is outlined in the appropriate Industrial Instrument.

9. Relocation Expenses

This section establishes the criteria for the reimbursement of relocation expenses, actually and necessarily incurred, as a result of a change in an employee's permanent or usual place of headquarters.

Where a Chief Executive or delegate establishes an agency policy regarding these reimbursements, the rates set out below represent the maximum amount to be reimbursed without the prior approval of the Chief Executive or delegate.

Accommodation and Meals

An employee will be required to provide tax invoices for all accommodation expenses actually and necessarily incurred by the employee (including the employee's dependent family) during relocation.

When an employee travels to the new location to seek permanent accommodation and expenses are incurred in relation to overnight accommodation, the employee will be reimbursed reasonable and actual costs of accommodation and meals for

the employee and a member of the employee's household. (*This provision does not apply to outside applicants*).

An employee will be entitled to reimbursement of expenses actually and reasonably incurred by the employee (including the employee's dependent family) for meals and accommodation during the course of the journey for the purpose of relocating.

Where an employee travels to the new location and on arrival finds that the allocated departmental housing (where applicable) is not ready for occupancy, the employee will be reimbursed for the cost of meals and accommodation for the employee (including the employee's dependent family) until the departmental house becomes available.

Travel

- (i) Reimbursement of travel expenses actually and necessarily incurred by an employee during relocation extends to the employee and the employee's dependent family subject to the following conditions:

the employee is free to choose the mode of transport;

- where the employee chooses to travel by air; reimbursement will be restricted to economy class passage;
 - where the employee chooses to travel by private motor vehicle, reimbursement will be made in accordance with Clause 8.9 "Transfer of Headquarters" in the SAPSSEI Award;
 - where the employee chooses to travel by some other agreed means, for example, train or bus, reimbursement will be made on the terms agreed to between the employee and the chief executive prior to the travel commencing.
- (ii) An employee and a member of the employee's household will be reimbursed travelling costs for the purpose of visiting the new location with a view to obtaining suitable permanent accommodation.
(*This provision does not apply to outside applicants.*)
- (iii) A relocated employee who is unable to obtain reasonable accommodation for the transfer of the employee's household, being other than from one part of the Adelaide metropolitan area to another or within the same country location, and where the chief executive is satisfied that the employee has taken all possible steps to secure reasonable accommodation, will be allowed for a maximum of 30 days to commute to the new place of duty on a daily basis and receive reimbursement of motor vehicle mileage or public transport costs for commuting to the extent that the mileage or cost is greater than the mileage or cost involved in commuting to the employees previous place of duty.

Where the above provision is insufficient in any particular case, the chief executive may extend the maximum of 30 days for a period of up to 60 days, provided that only half of the excess costs will be reimbursed for the latter period.

- (iv) A relocated employee who reasonably chooses not to move their household will be allowed a maximum of 30 days to commute to the new place of duty on a daily basis and receive reimbursement for motor vehicle mileage ("Transfer of Headquarters" rate) or public transport costs for commuting to the extent that the mileage or cost is greater than the mileage or cost involved in commuting to the previous place of duty provided that; (see Notes 1 and 2 below)

Note 1: The provision of (iv) above applies only to employees whose permanent or usual place of duty or headquarters is geographically changed on an involuntary basis.

Note 2: Employees in both the Adelaide metropolitan and non-metropolitan areas are eligible for the provision in (iv) above provided that the distance involved in the relocation of the old headquarters to the new headquarters is at least 40 kilometres.

Reconnection of Services

A relocated employee will be entitled to the reimbursement of costs incurred in respect of the reconnection of gas and/or electricity supplies and telephone services not being refundable costs, or water readings specifically required due to relocation.

Reimbursement of the above costs will be limited to standard reconnection fees. It does not include the cost of any installations. *(This provision does not apply to outside applicants.)*

Domestic Pets

Transportation costs of domestic pets are allowable up to a maximum of **\$118**.

Redirection of Mail

A relocated employee will be entitled to reimbursement for the fee charged by Australia Post for the redirection of mail for the first month following the vacation of the former residence. *(This provision does not apply to outside applicants.)*

Removal/Storage Costs

Pursuant to Section 30 of the PSM Act, an employee will be entitled to reimbursement of costs actually and reasonably incurred as a result of their relocation. An employee will be entitled to reimbursement of costs actually and reasonably incurred in removing personal and household effects to the new location.

- (i) The allowance for removal and storage of household furniture will be the equivalent of the lowest of three written quotes obtained from recognised furniture removalists providing that:
 - the administrative unit may nominate one of three removalists from whom a quote is to be obtained;
 - the employee may choose which removalist to be engaged;
 - where an employee chooses to accept a quote which is not the lowest, the employee will be required to pay the difference between the lowest quote and the quote chosen.
- (ii) Where an employee or members of the employee's dependent family regularly use more than one vehicle, and all the vehicles regularly used by the employee (or dependent family) are to be relocated to the new residence, the cost of transporting or driving more than one vehicle (with a limit of two) will be deemed to be part of removal costs, and the employee will be allowed the following options:

the cost of transportation by either rail, ferry or road transport; or

- where a vehicle or vehicles are driven, reimbursement of motor vehicle mileage costs in accordance with Clause 8.9 "Transfer of Headquarters" in the SAPSSEI Award;
- where only one vehicle is to be relocated at the new residence the employee may choose to transport another 'unit' i.e. boat, caravan etc. in lieu of a second vehicle;

- when towing a boat, caravan or trailer the rate per kilometre is the rate as specified for trailers in Clause 8.7.4.3 of the SAPSSEI Award.
- (iii) Employees are advised that it is their responsibility to ensure that whilst in transit additional insurance cover for motor vehicles (and units) is provided for. The cost of this extra cover will be reimbursed by the administrative unit.
- (iv) Personal and household effects, for which the actual, reasonable and necessary costs of conveyance should be met, include the whole of the employee's possessions, except items not customarily accepted as part of a household removal.
- (v) Although not an exhaustive list, the following may prove useful in determining items comprising a normal household removal:
 - Furniture; and
 - Personal effects

The Government provides an automatic insurance cover for furniture and personal effects whilst in transit within Australia to the value of \$100,000. Any insurance issues should be directed to the insurance broker.

Accelerated Depreciation of Furniture

An employee may be entitled to compensation for the accelerated depreciation of furniture removed to the new location as a result of a change to the employee's permanent or usual headquarters.

Where the chief executive is satisfied that the value of household furniture necessarily moved is at least three thousand, three hundred and twenty dollars (\$3,320), that employee may be paid an allowance of six hundred and fifty dollars (\$650) for accelerated depreciation and extra wear and tear on furniture and effects and necessary replacement and/or alterations to carpets, linoleum, curtains as a result of such change of residence.

Application of Conveyancing Expenses

An employee is not eligible for the reimbursement of conveyancing expenses for either the sale or purchase of a residence (or land) in the following circumstances:

- where an employee has lived in a Departmental house (subject to the criteria detailed in Departmental Housing (i));
- where an employee sells a former residence and lives in a Departmental house (other than as a private tenant);
- where an employee is required to live in a Departmental house at the work location (Depot), (subject to the criteria detailed in Departmental Housing (i));
- an employee establishes a home for the first time;
- outside applicants on first appointment in accordance with the PSM Act;
- where an employee is relocating within the same country area or within metropolitan Adelaide;
- when an employee does not satisfy the criteria of Reimbursement of Conveyancing Costs (i).

General Provisions

Reimbursement of the following expenses will only be made where the sale or purchase of residences are effected within a period not commencing earlier than six months prior to the employee's relocation and ending not more than two years after such relocation.

Where it is not practicable for the relocated employee to purchase a residence in the new location and the former residence has been disposed of, such employee will be eligible for the benefits when subsequently purchasing a residence in the new location on a current or subsequent transfer within the time limit prescribed.

Reimbursement of Conveyancing Expenses

- (i) Reimbursement of the following expenses will only be made where the sale or purchase of residences are effected within a period not commencing earlier than six months prior to the employee's relocation and ending not more than two years after such relocation.

Note: An extension of the time limitation in (i) can be approved beyond this period by a chief executive for extenuating circumstances.

- (ii) Where it is not practicable for the relocated employee to purchase a residence in the new location and the former residence has been disposed of, such employee will be eligible for the benefits when subsequently purchasing a residence in the new location on a current or subsequent transfer within the time limit prescribed at section (i).
- (iii) An employee may be reimbursed up to a maximum of \$7000 for the sale of a residence (or land upon which to erect a residence) and a maximum of \$7,400 for the purchase of a residence (or land upon which to erect a residence) for the following expenses actually and necessarily incurred.
- (iv) Subject to Section (iii), where an employee, who as a consequence of the relocation, sells a residence (or land upon which to erect a residence) at the former location or purchases a residence (or land upon which to erect a residence) at the new location, they will be entitled to reimbursement of the following expenses incurred:
- where an employee has engaged a solicitor/broker to act for them in those transactions, the solicitor's/broker's professional costs and disbursement paid to the solicitor/broker in respect of such transactions;
 - where an employee has engaged an estate agent to sell the residence at the former location, the commission paid to the estate agent in respect of such sale;
 - stamp duty paid in respect of the purchase of the residence or land at the new location, and in respect of any mortgage entered into or discharge of mortgage in connection with such transactions;
 - fees paid in respect of the registration (or discharge) of transfer and mortgage.

Note: The provision in Section (iv), third dot point is calculated based on the standard fees payable on the purchase of the housing valued at \$147,500 in the metropolitan area and \$148,500 in the non-metropolitan area, operative from 1 January 2011.

Operative from 1 January 2012 these values will be \$150,500 in the metropolitan area and \$151,500 in the non-metropolitan area. (These amounts are to be adjusted on an annual basis, using the March and September quarter Housing CPI for South Australia.)

- (v) Subject to Section (iii), a relocated employee entitled to the reimbursement of conveyancing and other costs as outlined above, may also qualify for the following:
- reimbursement of the cost of survey certificates, pest certificates and/or bank or building society application/registration (or discharge) fees, including insurance charges, reasonably incurred in seeking a

new residence (or land upon which to erect a new residence) at the new location;

- reimbursement for any Council, other Local Government or SA Water rates levied, where an employee purchases a residence (or land upon which to erect a residence) at the new location prior to the sale of the former residence, in respect of any period during which such former residence remains untenanted, provided that the chief executive may require the employee to provide acceptable evidence that reasonable efforts are being made to sell the former residence at a fair market price.
- (vi) An employee must remain in a location for at least four years to be eligible for the full reimbursement of conveyancing expenses incurred on each subsequent relocation. Where an employee moves before four years they will receive a proportionately reduced amount for the subsequent relocation i.e. if moved in two years the employee will be eligible for reimbursement of half the conveyancing expenses.
- (vii) Where an employee is involuntarily transferred and is disadvantaged through having to pay a higher mortgage rate on a residence purchased at the new location than that paid on the previous residence at the old location, an interest rate subsidy shall be paid subject to the following conditions.
- Provided an employee had a mortgage on the previous residence at the old location reimbursement will be made based on the balance of the mortgage on the previous residence and shall represent the difference between:
 - the prevailing Commonwealth Bank housing loan rate and that charged by the lending institution on the new residence; or
 - the previous interest rate on the residence at the old location and that charged by the lending institution on the new residence, whichever is the less.
 - Payment of the above shall be based on the maximum amount of the loan provided on the residence at the old location and limited to:
 - a period of four years;
 - until the employee changes locations;
 - until separation from the public service; or
 - on discharge of the loan,

which ever occurs first.

Departmental Housing

- (i) Where an employee is required to live in a Departmental house at the work location (Depot), reimbursement of conveyancing expenses will not be provided, unless they meet the requirements of Section (ii).
- (ii) Where an employee is not required to live in a Departmental house at the work location the employee may either elect to take up the conveyancing benefits or make a request to their Department for such housing. Where housing is not available to the employee conveyancing provisions will be applied.

An employee may choose to only buy or sell their residence in the first instance. If the employee completes the other part of the relocation transaction (buy and sell) within two years, the remaining conveyancing benefits will be applied:

- the conveyancing provisions do not apply where an employee is purchasing a residence for the first time;

- the conveyancing provisions *do not apply to outside applicants on first appointment* in accordance with the PSM Act.
- (iii) Following the purchase or sale of a house and subsequent reimbursement of conveyancing expenses under the package, an employee will be ineligible for government employee housing:
- whilst they remain at the location for which they have received relocation benefits;
 - in other locations for a period of four years.
- (iv) Employees who resided in departmental housing prior to 01/01/1991, who were not private tenants, may elect to purchase their own home and be eligible to reimbursement under this Section if they are purchasing a house in the same country location.
- (v) In other instances where an employee has sold their residence under the scheme and are yet to purchase housing in the new location, they may occupy Government employee housing as a private tenant provided that vacancies are available and housing is not required for long term tenants.
- (vi) Where provisions limiting eligibility to employee housing do not appear appropriate to any particular set of circumstances, the facts must be reviewed by the Agency in the first instance.

10. Travel subsidy for employees with a permanent disability

The payment of a travel subsidy to an employee who, because of the nature of a permanent disability, is unable to use existing public transport to travel between their home and headquarters.

Taxi

Where an employee travels by taxi they are entitled to be reimbursed the full fare paid on each trip. Where an employee regularly travels by taxi the chief executive may elect to either arrange a contract rate for a permanent booking or issue the employee with a Cabcharge voucher book. The administrative unit will incur Fringe Benefits Tax on such expenditure.

Car Parking Fees

Employees who choose to use private motor vehicles to travel to and from work may be reimbursed for the total cost of car parking fees plus the prescribed allowance in clause 10 of Attachment A, provided that the total of the reimbursement and allowance does not exceed the cost of a taxi. The lesser amount will be paid.

Please refer to Attachment A – **Allowances – Travel subsidy for employees with a permanent disability.**

11. Travel and Accommodation Expenses for Medical/Dental Treatment

In accordance with Section 30(1)(b) of the PSM Act, this section outlines the criteria for reimbursement of expenses reasonably incurred by employees necessarily residing outside the metropolitan area (by virtue of their Public Service appointment) when travelling to obtain medical or dental treatment.

Where a Chief Executive or delegate establishes an agency policy regarding these reimbursements, the rates set out below represent the maximum amount to be reimbursed without the prior approval of the Chief Executive or delegate.

Reimbursement of Expenses

Employees will be reimbursed for reasonable travel expenses.

Attendance At Nearest Practitioner

For a reimbursable expense to be incurred, attendance must be by or upon the nearest practitioner or by referral from the nearest practitioner recognised in that field. However, where the nearest practitioner is:

- the employee's spouse; or
- is not a practitioner in whom the employee has confidence and prior approval has been given by the chief executive;

the next nearest practitioner will be attended.

Expenses for Spouse or Attendant

In any instance where it is necessary for a prescribed employee, or the spouse of a prescribed employee or some other attendant to accompany the person for whom reimbursable expense is incurred, then the reimbursable expense will include the additional travel and accommodation costs reasonably and actually incurred by the spouse or other accompanying attendant.

Conditions for Reimbursement Of Expenses

Substantiation of Claim

A prescribed employee may be required to provide reasonable evidence (tax invoices and receipts) in substantiation of a claim for reimbursable expenses.

Misconduct and Negligence

The chief executive is entitled to refuse payment of any claim where it appears that the expense arose as a direct consequence of the serious and wilful misconduct or gross negligence of the person in respect of whom the expense was incurred.

Recovery of Entitlement to Insurance, Compensation etc.

A prescribed employee is required to take all reasonable steps to recover any benefits, which may be lawfully due in respect of any occurrence related to a reimbursable expense. These benefits may include insurance, contributory fund, worker's compensation or other payments as well as common law damages. The payment of these benefits to the prescribed employee will reduce the sum of the reimbursable expense. If any benefit is paid after payment has been made for reimbursable expense, the prescribed employee will repay the amount to the chief executive. The chief executive will not be entitled to withhold payment of reimbursable expense upon the ground that it, or some portion of it, may be recoverable at some time in the future from a third party.

Insurance**Requirement to Contribute**

The chief executive may, by notice in writing, require any prescribed employee to commence and maintain a policy of insurance or membership of a contributory ambulance or other fund to cover that employee's liability for items of the nature of reimbursable expense under this Standard.

Reimbursement of Insurance Premium or Contribution

In any such case the chief executive will reimburse to the prescribed employee the amount by which any premium or contribution incurred.

Failure to Comply with Direction Regarding Insurance

If a prescribed employee fails to comply with a requirement made by the chief executive under this part, the employee will not be entitled to claim reimbursable expense which, but for their failure, would have been recouped to that employee as a result of the relevant insurance or membership.

Other**Sick Leave Credit**

When a prescribed employee is necessarily absent from duty because the prescribed employee, spouse or child of the prescribed employee is attending a duly qualified practitioner, the absence due to travel to or from the place of residence will not be debited against the prescribed employee's sick leave credit. For payroll purposes, the prescribed employee will be regarded as being on duty during such absences.

Note: This clause will be without prejudice to the right of the chief executive to transfer an employee nearer to the place of consultation or treatment as detailed in the "Transfer of Officer" part of this Section.

Elective Treatment

The payment of reimbursable expense may be declined by a chief executive when the expense relates to a non-urgent elective consultation or treatment which might reasonably have been sought during a vacation period while the prescribed employee or the employee's relevant dependent, spouse or child had, in the normal course, travelled to a location at which the type of consultation or treatment could be obtained.

Transfer of Officer

The chief executive may, with discretion, transfer an employee nearer to the place of consultation or treatment when it is deemed desirable to do so.

12. Glossary

For the purposes of this Standard:

'Dependent'

In relation to a spouse or child of an employee "dependent" has the same definition as prescribed in locality allowances on page 9 of Attachment A of this Standard but also normally resides with such employee.

'Duly qualified'

This means a practitioner practising in Australia who, by training, skill and experience, is competent to diagnose, advise with regard to, and/or treat the condition in relation to which relevant medical or dental assistance, as the case may be, is reasonably sought.

'Employee'

This has the same meaning as that ascribed by sub paragraph (b) of the definition of employee described in Section 3 of Part 1 of the PSM Act and includes a temporary employee.

'Local recruit'

This means an employee (as defined) who is recruited (appointed and assigned) to a position in the locality where the employee is normally domiciled and where the employee's appointment and assignment do not reasonably necessitate a change in residence. An employee will remain a local recruit for as long as the employee continues to be employed in the locality where the employee was recruited, even though the employee may be reassigned to another position or positions within the same locality, as long as such reassignment does not reasonably require the employee to change the employee's place of residence.

'Metropolitan area'

This means the part of the State comprised by:-

The whole of the Metropolitan Planning Area; as detailed in Appendix 1 and the municipality of Gawler.

'Practitioner'

This means any legally qualified and lawfully practising practitioner as listed below from whom an employee or a dependent spouse or child of an employee receives treatment. In respect of a practitioner in group (b), a referral by a medical practitioner is required:

Group (a) –

Medical Practitioner
Dentist
Chiropractor

Group (b) –

Psychologist
Optometrist
Podiatrist
Physiotherapist

'Prescribed employee'

This means an employee (as defined), other than a local recruit (as defined) who is appointed and assigned to, or reassigned to or within, a locality situated outside of the metropolitan area (as defined) and is employed for at least 15 hours per week for a continuous period of one month or longer where the hours of work are fixed and constant and who reasonably resides outside the metropolitan area by virtue of the appointment and assignment, or reassignment. However, this definition does not include an employee on leave without pay unless the employee can demonstrate unusual circumstances, in which case such discretion will rest with the chief executive.

'Reimbursable expense'

This means:

- actual travel costs in excess of \$10.00 in any one instance reasonably incurred in transporting a prescribed employee and/or a dependent spouse and/or dependent child of a prescribed employee from their place of residence to a place at which a duly qualified practitioner is consulted;
- travel charges in excess of \$10.00 in any one instance made by a duly qualified practitioner reasonably summoned to attend a prescribed employee or a dependent spouse or dependent child of a prescribed employee at or near the place of residence of the prescribed employee;
- the actual cost of accommodation not being hospital or nursing accommodation reasonably and necessarily incurred by a prescribed employee or a dependent spouse or dependent child of a prescribed employee in connection with the attendance of that person away from that person's place of residence at a place at which a duly qualified practitioner is consulted.

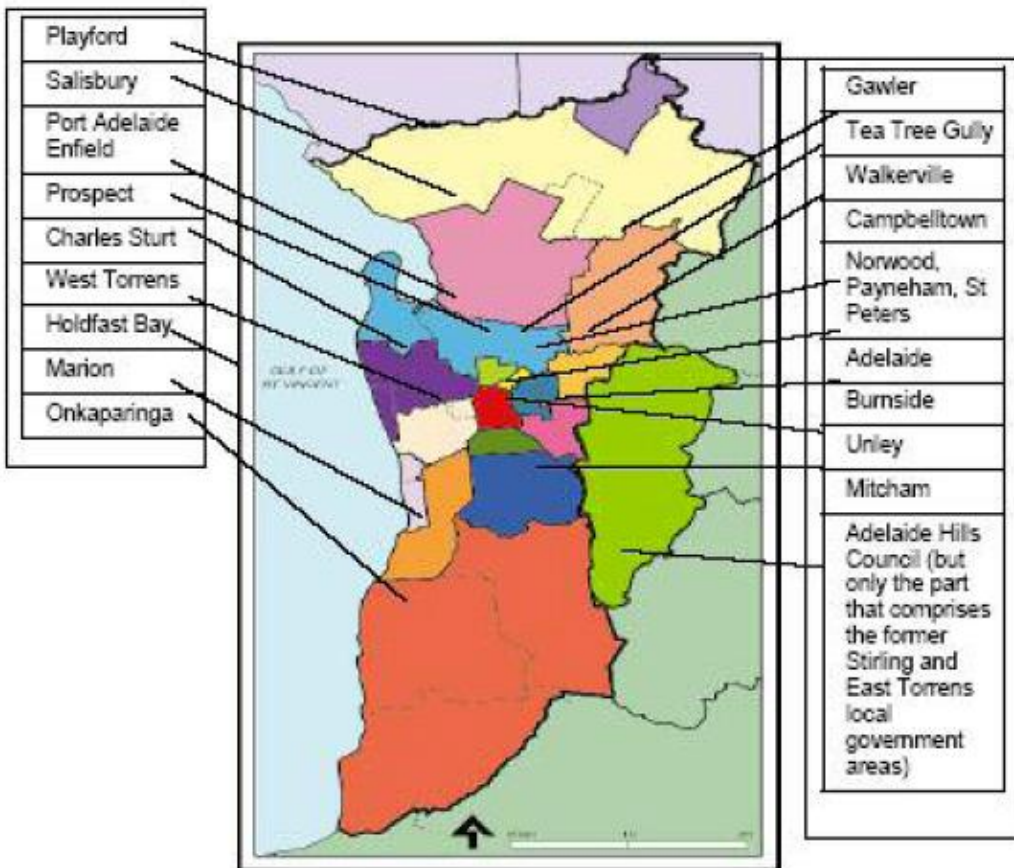
'Travel costs'

This means the actual return transport costs payable for the most appropriate travel in the circumstances.

APPENDIX 1 – Map of Metropolitan Adelaide

3.2

Responsive and Safe Employment Conditions
REMUNERATION – ALLOWANCES AND REIMBURSEMENTS



APPENDIX 1

APPENDIX 2 – Recovery of Overpayments

3.2

Responsive and Safe Employment Conditions
REMUNERATION – ALLOWANCES AND REIMBURSEMENTS

APPENDIX 2

1. Background

Treasurers Instruction No 5, Recovery and Writing off of Debts, requires chief executives to take all reasonable steps to recover overpayments.

In respect to common law claims for recovery of money paid by mistake, overpayments made by reason of a mistake are generally recoverable irrespective of whether the overpayment arose by reason of a mistake of fact or a mistake of law.

2. Obligation to Repay

An employee who has received a payment caused by a mistake is under a prima facie obligation to make restitution.

However, this obligation to make restitution will be displaced if the employee can show that the receipt (or retention) of the payment is not unjust. For example, if the employee received the money in good faith (i.e. having no knowledge of the overpayment) and there has been an adverse change to the person's financial position which would make an order for restitution unjust.

3. When is it Unjust to Require Repayment?

The critical question is whether the employee, having received the money in good faith, has changed their financial position to such an extent that an injustice will be suffered if the employee is required to repay the money to the employer.

A person relying on the defence of change of position must point to some specific expenditure or financial commitment which can be ascribed to the mistaken payment, that is, an employee must show on receipt of the money, he or she spent the money on something he or she would not normally spend it on and must establish circumstances which show that he or she will suffer an injustice if required to repay the money.

This defence does not extend to expenditure on ordinary living expenses. For example, if an employee simply banked the money or spent the money on normal living expenses, there is no alteration to the employee's position and the money is repayable.

Furthermore, if an employee receives the money in bad faith (i.e. having knowledge of the overpayment), the money is recoverable regardless of whether the employee's position has changed because retention of the money in those circumstances is considered to be unjust (i.e. unconscionable).

4. Assessment of Individual Circumstances

The circumstances of each employee will need to be assessed to make a determination as to the bona fides of each employee and whether there has been any adverse change of position in each case. That is, would it be unjust for the employee to be required to make restitution?

The employee is to be advised:

- of the details and extent of the overpayment;
- of the reason/s for the overpayment;
- that the overpayment is recoverable; and
- of the name of the person with whom to discuss the method and rate of repayment.

5. Acknowledgement of Overpayment

Formal written acknowledgement of overpayment is to be sought from the employee within 21 days of the above-mentioned procedure. If the employee does not comply with this request the matter must be referred to the Crown Solicitor's Office.

6. Repayment

Repayment is to be effected by either one, or a combination of both, of the following options:

- obtaining a written authorisation from the employee to make regular deductions from the employee's fortnightly pay, such regular deductions being at a rate not exceeding 10% of the employee's net fortnightly pay; or
- where an employee cannot make repayment during their employment with the public sector, making a deduction from any monies payable upon cessation of employment.

Where an employee can make repayment during their employment with the public sector, the employee is to provide written authorisation to make regular deductions from their pay within 21 days of formally acknowledging the debt. Where such authorisation is not received within 21 days, the matter must be referred to the Crown Solicitor's Office for further action.

7. Former Employees

Where the recipient is no longer an employee, the person concerned is to be advised in the same manner. An attempt should be made to reach agreement as to the method and rate of repayment.

8. Crown Solicitor's Office

Where a recipient refuses to repay all or part of the overpayment the matter should be referred to the Crown Solicitor's Office together with:

- details of the overpayment and how it arose;
- copies of correspondence;
- the reasons why the person concerned is refusing to make repayment; and
- a request for advice.

If the circumstances do not appear to be covered by this standard the matter should also be referred to the Crown Solicitor's Office for advice.

9. Writing Off Debt

Any debt owed can **ONLY** be written off in accordance with Treasurer's Instruction No 5.

APPENDIX 3 – Overseas Travel Arrangements

3.2

Responsive and Safe Employment Conditions
REMUNERATION – ALLOWANCES AND REIMBURSEMENTS

APPENDIX 3

The procedures for overseas travel set out in this Standard, apply to chief executives, statutory office holders, and employees of administrative units and statutory authorities when their overseas travel is either fully or partially funded by a government agency.

Members of Parliament, Supreme Court Judges, Local and District Court Judges, Industrial Court Judges and Magistrates are exempt from the directions relating to overseas travel.

Travel within Australasia (including visits to New Zealand, Papua New Guinea and Australian Territories) is not subject to the overseas travel requirements of this standard, unless it forms part of a more extensive itinerary encompassing other overseas destinations.

1. Standard of Air Travel

Employees are required to use the government travel contract. In booking travel, employees shall select the lowest fare compatible with their travel needs. Selection of higher cost alternatives should be limited to those occasions when, because of timing, booking, or other restrictions, travellers are unable to comply with the conditions attached to lower fares.

All public sector employees are to travel economy class for general air travel, both interstate and overseas, except for chief executives who may travel business class.

Employees travelling with ministers or chief executives are to travel economy class.

Approval of business class travel may be given, where there are substantial reasons for an employee to travel business class. Approval is at the chief executive's discretion.

Such approval must be defensible and take into account probity, cost and ethical requirements of public sector employees. Reasons for this approval must be clearly recorded in the trip's documentation.

Inquiries regarding the government travel contract can be directed to Contract Services within the Department of Treasury and Finance, or obtained via the intranet at <http://intra.sa.gov.au/procurement/travel>.

2. Standard of Accommodation

The standard of accommodation should be selected in accordance with the requirement to make efficient use of public resources.

3. Insurance

All government employees travelling on government business are automatically covered by the whole of government travel insurance arrangements. This covers international, interstate and intrastate travel.

Government travel insurance arrangements are not available for privately funded travel.

Inquiries on the services provided by the government travel insurance arrangements should be directed to SAICORP on (08) 8226 2270.

4. Approval of Overseas Work Related Travel

The minister responsible for the agency must approve overseas travel for chief executives.

Chief executive approval is required before an employee can depart for overseas for official business purposes. Each case needs to be considered separately and assessed on its merits. The power to approve overseas travel may only be delegated to the director responsible for human resource management within the agency, or another delegate within the agency agreed by the Commissioner.

The chief executive is responsible for deciding on the extent to which the government should finance overseas travel by employees. Generally three categories of funding can be identified:

- full payment of salary, fares, and necessary living expenses;
- partial payment which may include all or part of salary and/or fares and/or necessary living expenses;
- payment of employee's salary only.

Offers from outside organisations to fund the travel of government employees must be scrutinised to ensure no conflict of interest exists.

5. Overseas Travel – Non-Government Employees

Overseas travel for non-government employees should not be funded by agencies. Contractors or consultants working for a government agency can only be provided with access to the government's travel arrangements for approved government related business, where it is included in their contract with the relevant public sector agency (refer to Glossary). In all other cases, the approval of the Commissioner for Public Employment is required for an agency to fund the travel of a non-government employee for government business related travel.

6. Overseas Travel and Leave Arrangements

The chief executive has the discretion to grant recreation leave, long service leave, leave without pay or leave with pay to employees who are overseas on duty. For general guidance, the maximum amount of leave to be granted should be one third of the days on duty while overseas.

7. Overseas Travel Documentation

Chief executives are required to establish and maintain a documented process for rigorous examination of each request for approval to travel overseas where the employee is on duty, whether or not travel expenses are paid for by the government.

All records pertaining to overseas travel are to be retained by the relevant agency for auditing purposes.

The documentation for overseas travel must include:

- a) a proposal for each trip from a whole of agency perspective detailing:
 - specific outcomes expected to be achieved and the relevance of these outcomes to the strategic priorities of the agency;
 - an assessment of whether the outcomes can be achieved in other ways not involving overseas travel or whether the visit could be combined with other business planned by the agency;
 - identification of risks, including medical risks associated with the trip, and a risk management strategy;
 - anticipated costs to the government for the trip, including salary, travel, accommodation, meals and incidentals;

- an itinerary for the trip.
- b) a report on completion of the trip, assessing its value against the previously identified outcomes;
- c) maintenance of a register of approvals and supporting documentation of all overseas travel undertaken by the agency's employees to facilitate a review by the Auditor-General;
- d) a monthly return for the minister responsible for the agency showing overseas travel undertaken; and

8. Overseas travel allowances

Accurate records of all expenditure are required, with receipts where possible, as allowances are not automatically available and need to be validated.

Reimbursement of expenses incurred while overseas should be for the actual amount expended by the employee. Diary notations of incidentals are only acceptable where receipts are not available. Portfolios or individual agencies need to subscribe directly to ECA International to obtain daily travelling allowances in the currency of the country being visited. Sets of travel allowances are compiled by ECA International once a year.

Agencies should subscribe to the executive rates of travel allowances from ECA International, and these should be applied to all public sector employees.

Contact details are as follows:

ECA International, Suite 14, Level 1, 88 Cumberland Street The Rocks – Sydney NSW 2000

Phone (02) 8272 5300, Fax (02) 8272 5301

Internet: www.eca-international.com

APPENDIX 4 – Use of Government Vehicles

3.2

Responsive and Safe Employment Conditions
REMUNERATION – ALLOWANCES AND REIMBURSEMENTS

APPENDIX 4

1. Government Vehicles Provided to Employees as Part of a Remuneration Package

Cabinet has approved the provision of private plated (i.e. black plated) government vehicles as part of a remuneration package for:

- chief executives;
- certain statutory office holders; and
- executives who elect to salary sacrifice for a Fleet SA supplied motor vehicle as part of their employment contract.

In some cases, blue plated government vehicles may also be provided as part of a remuneration package. Such vehicles are available for home to office use only and may not be used for private purposes unless authorised under this Standard.

A government vehicle provided to an employee as part of their remuneration package is leased by the agency from Fleet SA.

2. Government Vehicles Used by Agencies

Agencies will lease their passenger/light commercial vehicles from Fleet SA for the use of employees on work related business.

The use of such government vehicles must be authorised by the chief executive. Such authorisations are to be reviewed regularly to determine whether circumstances justify continued use.

Employees should consider the comparative costs of a taxi and public transport when a vehicle is required for travel.

Government vehicles may be leased from Fleet SA on a long or short-term basis depending on length of use. Information on services and costs can be located at <http://www.fleetsa.sa.gov.au>.

Cabinet has approved the provision of private plated government vehicles to agencies where there are circumstances where it is inappropriate to identify the vehicle as a government vehicle. The provision of such vehicles requires Ministerial approval.

A government vehicle provided to an employee as part of a remuneration package is required to be made available for use by other employees for business related travel within the agency during business hours.

3. Private Use of a Government Vehicle

Unless the vehicle is a private plated vehicle provided as part of an approved remuneration package, a government vehicle is not to be used for private purposes except if it meets the conditions as set out under 'Home to office travel in government vehicles' in this Standard or where the chief executive has approved such use for exceptional circumstances. Under these circumstances the use must be minor and infrequent. Fringe benefits may apply for the use of a government vehicle for private purposes (refer to 'Reportable fringe benefits' below).

4. Interstate Travel in Government Vehicles

The use of a government vehicle for work related interstate travel requires prior written approval of the chief executive.

5. Home to Office Travel in Government Vehicles

Government vehicles are not to be used for home to office travel, except:

- when official business will be performed out of hours on four or more nights per week;
- where out of hours duties are likely to involve travel of a distance greater than 10,000 kilometres per year;
- in cases where it is not possible to arrange overnight parking at the worksite or other off site location;
- in cases where it is possible to arrange overnight parking, but the government parking location is in an area which has a history of vandalism and which suggests a risk to vehicle security;
- if as an essential part of normal work requirements an employee:
 - commences and finishes duty at a worksite other than their normal worksite on at least four days per week;
 - uses a vehicle for at least half of their working day as a mobile office, instead of working from a fixed worksite;
 - if it is more economical to drive directly from or to home, when a government vehicle is required for official business performed out of hours or when the first or last place to be visited requires the use of a government vehicle;
 - in circumstances authorised by the chief executive.
- All home to office travel should be reviewed on a regular basis by the chief executive.

6. Use of Government Vehicles by People who are not South Australian Public Sector Employees

Drivers

People who are not South Australian public sector employees, but who are contracted to undertake work for the government (either through an employment agency or on a fee for service basis), or are volunteers in support of government activities, may only drive a government vehicle where:

- the vehicle is required strictly for government business use and there is written permission from the chief executive for the individual to drive a vehicle on government business for a specific period of time or for specified duties.

Passengers of government vehicles leased by agencies

Emergency vehicles have standing authority to transport passengers who are not government employees in order to fulfil their service requirements.

Transportation of people who are not public sector employees (e.g. contractors, members of the public) in other government vehicles requires the written authorisation of the chief executive. In appropriate circumstances, standing approval could be obtained from the chief executive for the transportation of people who are not public sector employees. A standing approval may be appropriate for the conveyance of clients for example. Conveyance of family members in government vehicles may only occur with approval of the chief executive. Approval to carry non-government personnel should take into

consideration potential risks to the government and the business requirements of the agency. Standing approvals should be reviewed regularly.

7. Other matters

Reportable fringe benefits for the use of government vehicles leased by an agency

Reportable fringe benefits may apply to the use of a government vehicle, where it is provided as a fringe benefit under taxation law. A fringe benefit may apply where the vehicle is owned or leased by the employer and used for private purposes by an employee.

Where an employee uses a government vehicle leased by an agency for home to office travel, and garages the vehicle overnight at or near the employee's home, fringe benefits may apply.

Fringe benefits are reported on an employee's annual payment summary. Advice on reportable fringe benefits can be obtained from the agency's corporate services or finance section or the Australian Taxation Office.

Drivers holding a learner's permit or provisional license

Government vehicles are not to be driven by unlicensed drivers.

Employees holding a learner's permit are not permitted to drive a government vehicle leased by an agency, except if authorised by the chief executive as necessary to the business of the agency.

Drivers holding a provisional licence are required to display appropriate notification i.e. 'P plates' when driving a government vehicle.

Fuel cards

Fuel cards issued for Fleet SA vehicles may only be used to purchase oil, regular unleaded fuel, diesel or LPG, as specified by the vehicle manufacturer. Fuel cards must not be used for batteries, fuel additives, car washes (except where approved by the chief executive) or personal items.

Lost fuel cards are to be reported to the relevant fuel company and Fleet SA immediately.

Accidents

A full report should be lodged as soon as possible, but within 24 hours, with Fleet SA in the event of a government vehicle being involved in an accident. Accidents resulting in personal injury to government employees while on duty must be reported in accordance with the agency's injury notification procedures as required by the *Occupational Health Safety and Welfare Act 1986*.

Accidents resulting in:

- vehicle damage greater than the legally prescribed amount; or
- personal injury

must be reported to the Police.

Insurance – liability

Where a driver of a government vehicle is under the influence of drugs or alcohol, the driver may be personally liable for damages in the event of an accident. The driver may be liable to meet the cost of any insurance excess charged where the driver of the vehicle is blameworthy for any damage caused if the vehicle is being used for authorised private purposes.

The driver may be liable to meet the full cost of any damages incurred by any involved parties if the vehicle was being used for unauthorised purposes.

Insurance – theft

Where a government vehicle is stolen, a report must be made to the Police and Fleet SA as soon as possible, but within 24 hours.

Personal items belonging to the employee, family or other persons that are stolen from a government vehicle are not covered by the government's insurance arrangements.

Traffic infringement notices and parking fines

All agencies are required to keep accurate records to enable driver identification when traffic infringement expiation notices or parking fines issued by local government are received.

The liability for the payment of any traffic infringement notices or parking fines issued by the SA Police or local government authorities rests with the driver of the vehicle at the time.

Pursuant to Sections 57 and 58 of the PSM Act, disciplinary action may be taken where an employee refuses to pay traffic infringement notices or parking fines issued by local government authorities.

The registered owner of a vehicle detected via a photographic detection device is guilty of the offence. However, if the owner identifies the driver, then the driver is issued with a traffic infringement notice and the driver will incur demerit points. When a traffic infringement expiation notice is received by an agency for a government vehicle, the driver will be required to expiate the notice on behalf of the agency. If the driver refuses to pay by the due date then the agency may make a statutory declaration to the Commissioner of Police, identifying the driver of the vehicle at the time of the offence. When this occurs, the original notice will be withdrawn and a new notice will be issued to the driver. This second notice attracts demerit points in addition to the fine.

If the vehicle is an emergency vehicle, then an exemption may apply under section 40 of the Road Traffic Act for traffic infringement notices or parking fines. Should this be the case, an application to have the notice withdrawn should be made to the Commissioner of Police or the local government authority.

Reimbursement of licences to drive motor vehicles

Reimbursement of, or the payment for, the cost of a motor vehicle driver's licence is outlined in Clause 5.3.6 - Licences to Drive Motor Vehicles in the SAPSSEI Award.

This clause states that an employee is entitled to have their motor vehicle driver's licence paid by the employer (or the cost reimbursed) in circumstances where in order to carry out their duties an employee is either:

- I. required to drive a government vehicle and the employee is solely engaged as driver; or
- II. required to drive a motor vehicle as a normal and regular feature in the performance of their duties (i.e. for more than 50% of working time the employee is required to use a vehicle in the performance of their duties and is responsible during that time for the care of that vehicle).

Should an employee be required to upgrade the classification of their driver's licence for employment purposes, any additional costs incurred are to be reimbursed by the agency.

Employees who hold driver's licences in order to drive their own vehicles are not to be reimbursed if occasionally, or on an irregular basis, they drive government vehicles.

Motor vehicle licences are only to be obtained or renewed for a period of one year.

Employees are required to provide a tax invoice/receipt as substantiation of expenditure.

No refund will be required from an employee for whom reimbursement has been made and is no longer required to drive a government vehicle.

An employee, on recruitment or when first required to drive a motor vehicle, is not to be reimbursed the cost of their current licence. However, when the licence is due for renewal and the employee meets the above criteria the cost of renewing the licence is eligible for government payment. Such licences are to be renewed for a period of one year.

3.2

Responsive and Safe Employment Conditions
REMUNERATION – ALLOWANCES AND REIMBURSEMENTS

APPENDIX 4

APPENDIX 5 – Use of privately owned or leased vehicles for work related travel

3.2

Responsive and Safe Employment Conditions
REMUNERATION – ALLOWANCES AND REIMBURSEMENTS

APPENDIX 5

1. Conditions for use of Privately Owned or Leased Vehicles

A government employee cannot be required, under any circumstances whatsoever, to use their privately owned or leased vehicle for official purposes, if they do not wish to do so.

Government employees using a privately owned or leased motor vehicle for government business are required to:

- obtain approval from the chief executive;
- ensure the vehicle is registered;
- have their vehicle covered either by comprehensive insurance or third party property damage insurance;
- ensure their vehicle's insurance provides cover for the employee and the government when the vehicle is used in the business of the employer (i.e. the government); and
- inform their insurance company that the vehicle will be used in the course of their employment.

2. Approval for Use of Privately Owned or Leased Vehicle

Approval may be given by the chief executive for a specific journey or a specific period. All approvals must be re-examined at least annually, and if the use of the motor vehicle is still required, renewed by the chief executive. This re-examination must consider the economics of the use of the vehicle and other options such as short or long term hire of Government vehicles from Fleet SA, access to other vehicles in the agency, or the use of taxis.

Chief executives must provide employees seeking to use their private vehicles for official business with an application form. Chief executives must ensure that employees properly complete the application forms.

3. Insurance

Additional premiums sought by the insurance company to insure a privately owned vehicle while it is being used on approved government business, will be reimbursed by the agency on proof of expenditure.

Agencies can accept no responsibility for property damage or third party bodily injury incurred in the use of a privately owned motor vehicle.

The insurance policy (whether comprehensive or third party property) must provide cover for the employee and the government when the vehicle is used in the business of the government.

If the insurance policy does not cover the use of the vehicle in the business of the government and the vehicle is so used, then the employee may lose the benefit of the insurance, and the government the cover that it would otherwise have.

The chief executive can decide whether the individual or the agency is responsible for the payment of insurance excess costs, in the event of an accident, where

such costs may be incurred as a result of an approved private vehicle being involved in an accident while undertaking government business.

4. Allowances and Approvals for Business Use of a Privately Owned or Leased Motor Vehicle

A privately owned vehicle should only be used if it is the most economical means of transport available. Consideration is to be given to the availability of alternative transport, which in many cases will be more economical (e.g. other vehicles in the agency, Fleet SA vehicles (short or long term hire), or taxis (for one off journeys)).

Allowances for the use of an employee's motor vehicle are provided in the SAPSSEI Award. The relevant clauses are:

- Clause 8.7 Use of Employee's Motor Vehicle
- Clause 8.8 Home to Office Reimbursement
- Clause 8.9 Transfer of Headquarters
- Clause 8.10 Combination of Official and Private use

The Commissioner for Public Employment may fix annual allowances or other rates for particular employees or groups of employees where the circumstances justify special consideration.

Existing special rates and annual allowances will continue in accordance with their individual approvals until such time as the Commissioner for Public Employment determines otherwise. In addition to the award provisions the following administrative arrangements shall apply.

Employees authorised to use a privately owned vehicle in connection with their duties must maintain a detailed record of official distance travelled and provide a monthly, weekly or individual occasion return to the chief executive claiming an allowance in accordance with the terms of their approvals.

It should be noted that where an employee is paid for distances in excess of 5,000 km per financial year, PAYG withholding is required. Payment of the motor vehicle allowance should be reflected on the employee's Payment Summary, therefore employees should keep their own records as they may be entitled to claim tax deductions for work related travel.

5. Combination of Official and Private Use for a Privately Owned Motor Vehicle

The type of situation to which a combination of official and private use is intended to apply is where, for example, an employee located in the country is required to visit Adelaide (or vice versa) on official business and, to give mobility to attend to private business whilst away from normal headquarters, the employee wishes to use a privately owned vehicle for the journey rather than a government vehicle (or other form of transport).

In calculating the distance travelled for which an allowance is to be claimed, a deduction (to the nearest kilometre) of the distance travelled specifically for private purposes is to be made.

6. Novated Leasing Arrangements

In general, novated vehicle leasing is made available through salary sacrifice arrangements resulting from enterprise agreements.

Novated leasing involves the employee acquiring the vehicle from a leasing organisation and then sub leasing the vehicle to the agency under an operating lease agreement. A novated agreement is entered into between the employee, the agency and the leasing organisation, thereby transferring the lease payments to

the agency for the term of either the novated agreement or the employee's employment contract, whichever is the earlier.

For the purposes of consideration for official use, such a vehicle is effectively privately owned.

Further information on novated leasing arrangements can be obtained from the relevant corporate services or finance section, which manages salary-sacrificing arrangements within the organisation.

Employees with a novated lease vehicle are not entitled to receive the benefit of a car park because their vehicle is solely for private use. However, arrangements can be made to salary sacrifice the lease of a car park at the rate charged to the agency.

3.2**Responsive and Safe Employment Conditions
REMUNERATION – ALLOWANCES AND REIMBURSEMENTS****APPENDIX 5**

3.2

Responsive and Safe Employment Conditions
REMUNERATION – ALLOWANCES AND REIMBURSEMENTS

APPENDIX 5

Application to Use Private Motor Vehicle on Official Business

NOTE: No employee is required, under any circumstances whatsoever, to use their private vehicle for official purposes if they do not wish to do so.

WHEREAS I.....of..... being employed as a..... by the State of South Australia(Department) am required in the course of my employment to travel from place to place in the said State, I DO HEREBY REQUEST that I be permitted to use my own private motor vehicle in the course of my duties as aforesaid IN CONSIDERATION of which permission.

I DO HEREBY UNDERTAKE:-

- 1. To insure and keep my said vehicle insured as against third party property damage and third party bodily injury.
- 2. To inform the insurer of the said vehicle of the use thereof in and about my employment.
- 3. To make payment to my insurer of any premium or additional premium which may be required in consequence of the use of the vehicle.
- 4. To refrain from using the vehicle in the absence of policies of insurance referred to in Clause 1, hereof
- 5. To accept by way of allowance for distance travelled or other allowance such sum or sums (if any) as my employer may in its sole discretion consider fair and reasonable with respect to my use of the said vehicle.
- 6. To indemnify and keep indemnified the State of South Australia, its servants or agents against any tort committed by me in the course of using my vehicle where the conduct giving rise to such tort constitutes 'serious and wilful misconduct' within the meaning of section 27C(3) of the *Wrongs Act 1936*.

DATED theday of 20.....

.....

Signature of Applicant

to the above named applicant to use his/her motor vehicle on Government business up to and including the *day of 20 .

.....

Signature of Authorised Officer

.....

Title

Date: / /20

3.2

Responsive and Safe Employment Conditions
REMUNERATION – ALLOWANCES AND REIMBURSEMENTS

Motor Vehicle Allowance Claim Form

NOTE: The payment of the allowance for the use of a private motor vehicle for purposes related to employment will only occur where approval has been given by the employer prior to the actual use of the private motor vehicle by the employee.

Certificate by Claimant

I certify that:-

- (i) the distance for which payment is claimed was actually and necessarily travelled in the performance of my official duties, and
- (ii) I travelled the distance _____kms:
 - in a motor car*
 - by motor cycle/scooter*.
- (iii) I towed a Departmental trailer for all/part of the distance*.
(*delete whichever is not applicable)

Claimant
Date / / 20

Endorsed

Authorised Officer

APPENDIX 5

APPENDIX 6 - Piloting of hired or government owned aircraft by employees

Cabinet has approved the following procedures, which must be followed by administrative units when using employees to pilot hired or government owned aircraft on government business. These procedures do not apply to the aerial operations conducted by SA Police.

1. Approval for Hire of Aircraft

An aircraft must not be hired without the approval of the chief executive. All applications for approval must contain the name of the pilot and any other employees who propose to travel as passengers, the locations to be visited and the reason for the visit. A monthly schedule of approvals for the use of hired aircraft must be forwarded to the appropriate minister.

2. Utilisation

Prior to approval being given to hire an aircraft, approving officers must ensure that:

- the trip planned is essential in the light of the urgency of the work to be performed;
- the economics of all alternative means of transport have been considered from the point of view of finance, time saving and accessibility of the areas to be visited;
- maximum utilisation of the aircraft is achieved by the personnel who have outstanding work in the areas to be visited.

3. Aircraft

Suitable aircraft, including both single and twin engine machines can be hired from any reputable source provided the aircraft meets all requirements of the *Civil Aviation Act 1988* (Cth) and the *Civil Aviation Regulations 1988* (Cth).

4. Pilots

The particular flight must be conducted in accordance of the requirements of the *Civil Aviation Act 1988* and its subordinate legislation.

The pilot must have a licence appropriate to the particular flight.

5. Conditions of Use

Government employees who are 'qualified' to fly hired or government owned aircraft on official duties must not be used as 'professional pilots' by administrative units.

Employees with private pilot licences are not to be engaged on commercial operations contrary to the requirements of the *Civil Aviation Act 1988* and its subordinate legislation.

6. Remuneration

Employees, where piloting of aircraft is not included in their official duties, who are qualified to fly aircraft and who do in fact use this qualification on official duties will be paid an allowance of \$16.30 per hour. The allowance is payable for all time required by the pilot to adequately execute their responsibility as pilot for the designated flight, prior to, during and after the designated flight, as required in Clauses 233, 234 and 239 of the Civil Aviation Regulations 1988.

7. Passengers

No employee will be required to fly with a departmental pilot against their will.

Passengers, other than government employees, who have an involvement in the business to be transacted, can be carried in the hired or government owned aircraft.

8. Insurance

No commercial insurance covers need to be effected by administrative units in relation to flights piloted by government employees on government business. However, details of aviation activities should be advised on the annual SAICORP Insurance and Risk Management Questionnaire.

Where a hired aircraft is being used, administrative units must ensure that the aircraft owner has in force an Aircraft Liability Policy for an amount of not less than \$10 million and that the policy is endorsed to include strict liability as required by Section 41C of the *Civil Aviation (Carriers Liability) Act 1959*, and the Crown in the right of the State of South Australia be named on the aircraft owner's policy as an additional insured.

Government employees on government business are covered for workers compensation. Other passengers, who must have an involvement in the business to be transacted, must be covered either through their own workers compensation or personal insurance arrangements, through a contract relating to the business to be transacted. Under the government's insurance and risk management arrangements administered through SAICORP, the government will also meet the cost of any losses or claims for which an insured administrative unit is liable.

9. Operations

Where it is necessary to submit an accident or incident report about any administrative unit air operation, approving officers must contact the General Manager, SAICORP (telephone 08 8226 2270), as soon as advice of the accident or incident is received.

APPENDIX 7 - Purchasing Travel Services For Government Related Business

3.2

Responsive and Safe Employment Conditions
 REMUNERATION – ALLOWANCES AND REIMBURSEMENTS

South Australian State Government Agencies and Public Authorities are required to purchase travel services in accordance with the government contract for the provision of travel and associated services, whether such travel is intrastate, interstate or overseas.

Government travel arrangements are only to be used where a South Australian government employee is required to travel on government business. Arrangements for travel through the government travel contract are not available to private sector consultants or contractors, except where it is a condition of their contract that the government will be responsible for travel arrangements.

The contract specifically covers the provision of all travel services to the South Australian Public Sector for:

- domestic and international air travel;
- accommodation;
- vehicle hire;
- rail and sea bookings;
- associated travel services such as conferences, group bookings, visas, traveller's cheques and foreign currency.

Inquiries can be made via the travel contract email address travel.contract@saugov.sa.gov.au or by contacting the agency's travel contact person.

Inquiries can also be directed to Contract Services, within the Department of Treasury and Finance. Information can also be obtained via the intranet at:

<http://intra.sa.gov.au/procurement/travel/>

1. Standard of Air Travel

Employees are required to select the lowest fare compatible with their travel needs.

Selection of higher cost alternatives should be limited to those occasions when, because of timing, booking, or other restrictions, travellers are unable to comply with the conditions attached to lower fares.

All public sector employees are to travel economy class for general air travel, both interstate and overseas, except for chief executives who may travel business class.

Employees travelling with ministers or chief executives are to travel economy class.

Approval of business class travel may be given, where there are substantial reasons for an employee to travel business class. Approval is at the chief executive's discretion. Reasons for this approval must be clearly recorded in the trip's documentation.

APPENDIX 7

2. Use of Taxis

The chief executive may authorise the establishment of Cabcharge or other credit facilities for the payment of travel by taxi within the agency. Once authorised, agencies should establish clear local procedures for the use of Cabcharge or other credit facilities by employees.

3. Fleet SA Hire

Fleet SA provides government vehicles (refer to Glossary) for short term and long term hire, in accordance with the authorisation of the chief executive.

Agencies are issued with Fleet SA cards for the short term hire of government vehicles according to their service arrangements with Fleet SA.

4. Vehicle Hire – Private Providers

Where an agency's short term vehicle requirements cannot be met by Fleet SA, or travel interstate is required, a vehicle may be hired from an alternative provider. An employee must comply with requirements of the government's travel contract, and hire a vehicle from a company specified in this contract.

Upgrades on vehicle hire can be accepted where no additional cost is incurred, except where the receipt of such upgrades could be perceived as a conflict of interest with the employee's official duties.

(Refer to <http://intra.sa.gov.au/procurement/travel/>).

5. Use of Government Contract Travel Services by Non-Employees

Members of the public cannot use the South Australian Government travel arrangements. In the case of contractors and consultants (refer to Glossary), they may only access state government travel arrangements where it is set out in their contract with a South Australian public sector agency.

Non-government organisations, even when co-located on a government worksite, cannot use the state government travel arrangements.

Family members or non-government employees travelling with government employees cannot access the services of the government travel contract, unless they are travelling in an official capacity on behalf of the South Australian Government or the South Australian Public Sector.

6. Private Travel Arrangements

Private travel arrangements for employees should not be booked through the government travel contract.

Any employee who is undertaking work in a private capacity is not entitled to use the government travel arrangements for booking or funding related travel.