

### ALLOWANCES

**12.23.01** The allowances contained in this Schedule will be increased annually as per the Consumer Price Index increase for “All Groups average for 8 capital cities” initially from July 2006 to June 2007. The increase will take effect from 1 October in the relevant year provided that the rate of any such allowance will be capped so that it does not exceed the maximum allowable rate for allowances approved by the Australian Taxation Office for the relevant year.

**12.23.02** The following allowances will be paid to staff members where appropriate:

Allowance	Rate (as at 1/10/2008)	Application		
Meal Allowances	\$9.45	Where an employee is required to continue working in excess of 2 hours immediately after normal finishing time (except where overtime work ceases no later than 6.00pm)		
	\$6.63	Where an employee is required to work overtime for more than 5 hours on weekends or public holidays.		
	\$5.02	Where an employee is required to commence duty on or before 6.00am being 1 hour before the employee's usual starting time.		
Motor Vehicle Allowance	Above 2600cc: 28.43 cents per kilometre  1601cc – 2600cc: 26.50 cents per kilometre  1600cc and under: 22.29 cents per kilometre	Where an employee is required and has been duly authorised in advance by the University to use his/her own vehicle in connection with the University business.  A motor vehicle allowance shall not be paid to an employee who receives an annual motor vehicle allowance to compensate for the continuous use of such employee's private motor vehicle in connection with University business.		
Tool Allowance	Carpenter, Drainer, Mechanical fitter, Plumber, Welder: \$37.30 per fortnight  Electrical fitter: \$21.36 per fortnight  Painter: \$9.26 per fortnight	Where employee is engaged as qualified trades person within a trades area of the University and is required to provide their own tools.		
Uniform and Protective Clothing Allowance	\$14.15 per fortnight	Where an employee is required to wear protective clothing or a uniform and such protective clothing or uniform is not provided by the University.		
Travel Allowance - Meal	Breakfast-\$13.65 Lunch-\$19.33 Dinner-\$32.98 per day	Where an employee shall be absent from the University and this absence does not extend overnight, reimbursement of actual costs incurred may be made subject to provision of receipts. The allowances will be paid where the employee leaves before or returns later than the following times:		
			Time of leaving	Time of returning
		Breakfast	7.00am	
Lunch		1.30pm		
Dinner		6.30pm		

## 12.23 Allowances – General Staff

Travel allowance – Accommodation	Actual costs, up to the allowable Australian Tax Office rates as adjusted by the ATO will apply, based on actual receipts/documentation provided.	Where an employee is absent from the University on University business and the absence extends overnight but does not exceed fourteen days (14 days).
First Aid Allowance	\$682.00 per annum	A staff member formally appointed as a First Aid Officer
First Aid Qualification	Actual cost of training/certification	Costs paid to obtain and/or maintain the qualification for a staff member formally appointed as a First Aid Officer.

### INDIGENOUS LANGUAGE ALLOWANCE

		ALLOWANCE as at 30 <sup>th</sup> June 2006	2% SALARY INCREASE 1st Pay Period on or after 31 March 2007	2.25% SALARY INCREASE 1st Pay Period on or after 31 August 2007	2 % SALARY INCREASE 1st Pay Period on or after 31 March 2008	2.25% SALARY INCREASE 1st Pay Period on or after 30 June 2008
<b>Level 1</b>	Elementary level - this level of accreditation is appropriate for staff members who are capable of using minimal knowledge of language for the purpose of simple communication.	\$1,466.58p.a.	\$1,495.90p.a.	\$1,529.56p.a.	\$1,560.15p.a.	\$1,595.26p.a.
<b>Level 2</b>	Level 2 represents a level of ability for the ordinary purposes of general business, conversation, reading and writing.	\$2,934.40p.a.	\$2,993.08p.a.	\$3,060.43p.a.	\$3,121.64p.a.	\$3,191.87p.a.

### Further Information

HR Client Services Arts & Sciences ext. 3319 or 3947  
 EBL & EHPS ext. 3824 or 3433  
 Support Services ext. 2511

Approved Vice-Chancellor 27 May 2007  
 RMO Document No: D05/45038  
 Policy Review Date: 30 June 2008  
 Responsibility for Review: Human Resource Services