

Travelling Allowance: Categories of Accommodation Policy

1. Purpose

The *Travelling Allowance: Categories of Accommodation Policy* sets out requirements in relation to the application of provisions pertaining to travelling allowances under the relevant Industrial Instruments.

The Policy provides clarification on terms referenced in Industrial Instruments which enable Employees who undertake travel on official business to claim travelling allowances.

This Policy is a mandatory requirement for Health Service Providers under the *Employment Policy Framework* pursuant to section 26(2)(f) of the *Health Services Act 2016*, and a mandatory requirement for the Department pursuant to section 29 of the *Public Sector Management Act 1994*.

This Policy supersedes *OD 0044/07 Travelling Allowance – Categories of Accommodation*.

2. Applicability

This Policy is applicable to all WA health system entities, as defined in this Policy.

3. Policy requirements

3.1 Industrial Instrument provisions

WA health system Industrial Instruments generally enable Employees who undertake travel on official business to claim travelling allowances.

When travel on official business necessitates an overnight stay and the Employee is fully responsible for their own accommodation, meals and incidental expenses, the relevant Industrial Instrument prescribes:

- a daily rate where the overnight accommodation is in a 'hotel or motel'
- a lesser daily rate where the overnight accommodation is in 'other than a hotel or motel.'

Copies of the relevant Industrial Instruments can be accessed on the [Awards and Agreements Library](#).

3.2 Application of terms

Where an Industrial Instrument entitles an Employee to claim a travelling allowance in the form described above, the provisions contained in the relevant Industrial Instrument which refer to 'hotel or motel' type accommodation must be applied as follows:

- the 'hotel or motel accommodation' rate must be applied where commercial accommodation, including but not limited to hotels, motels, serviced apartments, bed and breakfasts and self-contained forms of accommodation, is utilised
- the 'other than hotel and motel accommodation' rate must be applied where non-commercial accommodation is utilised, such as with family and or friends.

4. Compliance monitoring

WA health system entities are responsible for complying with this Policy.

System-wide Industrial Relations also undertake activities to assure the System Manager that WA health system entities are complying with this Policy. These compliance monitoring activities include, but are not limited to:

- monitoring and evaluating the industrial relations environment, including trends, issues and disputes
- monitoring and evaluating compliance with the Policy by WA health system entities, which may include requesting audit reports into compliance with the Policy
- liaising with WA health system entities, unions and other external stakeholders in relation to specific Industrial Action. Any action taken in response to Industrial Action will be commensurate to the associated level of system risk.

5. Related documents

The following documents are mandatory pursuant to this Policy:

- N/A

6. Supporting information

The following information is not mandatory but informs and/or supports the implementation of this Policy:

- N/A

7. Definitions

The following definition(s) are relevant to this Policy.

Term	Definition
Employee	An Employee employed pursuant to Part 3 of the <i>Public Sector Management Act 1994</i> or as defined in section 6 of the <i>Health Services Act 2016</i> (WA).

Department	The department of the Public Service principally assisting the Minister in the administration of the Act as defined in the <i>Health Services Act 2016</i> . This is known as the Department of Health as established as an administrative division of the State of Western Australia pursuant to section 35 of the <i>Public Sector Management Act 1994</i> .
Health Service Provider	A Health Service Provider as established by an order made under section 32(1)(b) <i>Health Services Act 2016</i> .
Industrial Action	As provided for in section 7 of the <i>Industrial Relations Act 1979</i> .
Industrial Instrument	An Award or Industrial Agreement of the Western Australian Industrial Relations Commission applicable to the WA health system.
WA health system entities	<ul style="list-style-type: none"> All Health Service Providers as established by an order made under section 32(1)(b) of the <i>Health Services Act 2016</i>. Department of Health as an administrative division of the State of Western Australia pursuant to section 35 of the <i>Public Sector Management Act 1994</i>. <p>Note: Contracted health entities are not considered WA health system entities.</p>

8. Policy contact

Enquiries relating to this Policy may be directed to:

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9. Document control

Version	Published date	Effective from	Review date	Amendment(s)
MP 0150/20	23 December 2020	23 December 2020	December 2023	Original version
MP 0150/20 v1.1	23 August 2022	23 December 2020	December 2023	Policy contact amended from Executive Director, Governance and System Support to Director, Systemwide Industrial Relations.

10. Approval

Approval by	Nicole O'Keefe, Assistant Director General, Strategy and Governance Division, Department of Health
Approval date	22 December 2020

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