Government of Western Australia
Department of Health

Industrial Relations Directive
Reference: IRD 02/2024
Effective from: 9 July 2024

Travelling Allowance: Categories of Accommodation

Intention

This Industrial Relations Directive (IRD) sets out the requirements for the application of travel allowance to an Employee who undertakes travel on official business pursuant to the relevant Industrial Instrument.

This IRD supports the application of MP 0025/16 *Industrial Relations Policy.*

Applicability

This IRD is applicable to WA Health Entities.

Direction

1.1 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.'

1.2 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.

Definitions

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

Term	Definition
Employee	An employee employed pursuant to Part 3 of the *Public Sector Management Act 1994* or as defined in section 6 of the *Health Services Act 2016* (WA).
Industrial Instrument	An award or industrial agreement of the Western Australian Industrial Relations Commission applicable to the WA health system.
WA Health Entities	WA Health Entities Include: (i) Health Service Providers as established by an order made under section 32 (1)(b) of the *Health Services Act 2016*. (ii) Department of Health as an administrative division of the State of Western Australia pursuant to section 35 of the *Public Sector Management Act 1994.*

Contact

Enquiries relating to this IRD should be directed to the System-wide Industrial Relations team via SWIR.Administration@health.wa.gov.au.

Approval

Approval by	Justine Withers, Director, System-wide Industrial Relations Directorate, Strategy and Governance Division, Department of Health
Approval date	1 July 2024
Review date	July 2027