

Schedule 3 - Allowances

1. General

The rates shown in Tables 1 and 2 and the rates payable/claimable as outlined in sub-clause 5 of this Schedule are consistent with allowances approved by the Australian Taxation Office as reasonable and will be amended annually in accordance with Australian Taxation Office rulings as appropriate.

2. Increases

The allowances in tables 3 and 4 will increase in line with percentage salary increases granted to staff.

3. Table 1 – Motor Vehicle Kilometre Allowance – All Staff

- (a) When using own vehicle for University business.
- (b) Not payable if receiving Annual Vehicle Allowance.

Vehicle	Allowance
Motor Vehicle	
Over 2700cc	72.4 cents per kilometre
1600-2700cc	72.0 cents per kilometre
Under 1600cc	51.6 cents per kilometre
Motor Cycles	34.0 cents per kilometre

4. Table 2 – Overtime Hours Meal Allowance – General Staff

- (a) When working 2 or more hours overtime after normal finishing time (Dinner allowance).
- (b) When working 2 or more hours before normal commencing time (Breakfast allowance).
- (c) When working 4 or more hours overtime on Saturdays, Sundays or Public Holidays (Lunch allowance).
- (d) When working more than 4 hours after previous meal break.

Allowance	Per day/night
Breakfast Allowance	\$20.55
Lunch Allowance	\$20.55
Dinner Allowance	\$20.55

5. Travel Allowance – All Staff

Payable/claimable when travelling on University business.

Normal entitlement is economy class air travel or first class rail travel (plus sleeping berth if overnight travel).

Travel and travel programs are to be approved in advance by the Head.

One of the following methods may be used to meet expenses when travelling on University business:

- (a) Reimbursement of actual costs up to travel allowance amount (documentation required);
- (b) University credit card;
- (c) Camping allowance.

Allowance can be requested in advance (with acquittal within one month of return).

6. Table 3 – Plumbing Blockage Allowance – General Staff

- (a) Payable to General Staff for each incident.
- (b) Rate will move with increases to Level 5 Step 6.

	1/6/06	1/11/06	1/11/07	1/11/08	1/11/09
	\$6.83	\$7.10	\$7.31	\$7.60	\$7.91

7. Table 4 – First Aid Allowance – All Staff

- (a) Appointees are responsible for first aid facilities, injury records, administering first aid to Staff and/or students.
- (b) Must have current St John Ambulance First Aid certificate or equivalent qualification.
- (c) Appointments are made on an as needs basis at the discretion of the University.

Annual Rate	1/6/06	1/11/06	1/11/07	1/11/08	30/6/09
First Aid Officer	\$650.00	\$676.00	\$696.00	\$724.00	\$753.00
Occupational First Aider	\$911.00	\$948.00	\$976.00	\$1015.00	\$1056.00

8. Allowances to Heads of Departments

- (a) A Head of Department will receive an allowance commensurate with the size of the Department to which they are appointed. The following guidelines applied at the time this Agreement came into operation and may be increased at the discretion of the Vice-Chancellor.
- (b) Staff who qualify for two allowances will receive the higher of the two.
- (c) These allowances are superannuable and included for leave and other purposes.

Department Size	Indicator	Allowance
Small Department	Fewer than 100 EFTSU; OR budget less than \$0.5 million; OR total full-time staff less than 8	\$3,000
Medium Department	Between 100 and 700 EFTSU; AND budget between \$0.5 and \$5 million; AND total full-time staff between 8 and 80	\$6,000
Large Department	More than 700 EFTSU; OR budget greater than \$5 million; OR total full-time staff greater than 80	\$12,000