



PUBLIC SERVICE ASSOCIATION
OF NEW SOUTH WALES

General Secretary Stewart Little
President Kylie McKelvie
ABN 83 717 214 309

In reply please quote: **SvV:gs**

1 July 2019

Ms Erica Machon
Director People Relations
Government and Corporate Services
Department of Finance, Services and Innovation
McKell Building
2-24 Rawson Place, SYDNEY NSW 2000

Attn: Scott Steenholdt, Senior Employee Relations Advisor

Via email: erica.machon@finance.nsw.gov.au

Dear Ms Machon,

Re: TRAVELLING COMPENSATION

The Public Service Association of NSW (PSA) writes to you in line with clause 9. Grievance and Dispute Settling Procedures of the *Crown Employees (Public Service Conditions of Employment)* Reviewed Award 2009 (the Award) to raise a dispute as to the application by the Department of Customer Service (the Department) under *clause 26. Travelling Compensation* of the Award.

This issue has become evident after the implementation of Purchase Cards (PCards) in conjunction with the Department of Finance, Services and Innovation (DFSI) – Travel and Transport Policy introduction of Purchase Cards (PCards).

It has had a particular impact upon regionally based SafeWork NSW Inspectors, but has also been raised by a number of other members across the Departments cluster.

The problems reported to the PSA range from the following:

1. Approval of expenses by Manager – but not paid by Gov-Connect,
2. Payment of 'Actuals'- but not the 'Allowance',
3. Discrepancies across the business as to the interpretation and payment of allowances, particularly the incidentals allowance.

The PSA is of the view that in all of the instances reported to us that the Department is not compensating its employees in line with the Award, which for the exception of accommodation as per *clause 26.5* does not specify actuals over the allowance.

With reference to the DFSI – Travel Policy, 2.11 Travel Expenses – 2.11.1 Business Rules, the policy requires of employees the following:

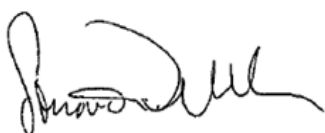
- DFSI PCards should be used to pay for work-related travel expenses, including meals and any other incidental expenses.
- All incidental expenses incurred should be submitted and reconciled through expenses management system or respective finance system of the DFSI Business unit. Manager of the traveller to review and approve the expenses incurred as per the DFSI travel allowance rules.

It is PSA's position that the DFSI – Travel Policy does not obviate the Department's obligation to adhere to *clause 26.8.1* of the Award where the staff member is entitled to receive the appropriate meal allowance and incidentals.

The PSA seeks an urgent review by the Department with a view to ensure that all travel claims are processed in line with the Award where the employee is so entitled and a review of Travel Policy Business Rules at 2.11.1 to bring it in line with the Award.

Should you wish to discuss any issues relating to this matter please do not hesitate to contact Mr Simon van Vegchel, Industrial Officer, by phone on 0409 922 797 or via email at svanvegchel@psa.asn.au

Yours sincerely,



Simon van Vegchel
for **Stewart Little**
General Secretary

c Mr Scott Steenholdt, Senior Employee Relations Advisor
email:- scott.steenholdt@finance.nsw.gov.au