

Dear colleagues,

Following a dispute raised by the PSA regarding inspector travel allowance provisions, we have reached an agreement which will include payment for inspectors for eligible travel from 1 January 2023 to 30 June 2026. We have also drafted a new travel circular, which will apply to all staff once the circular has gone live.

There are two parts to the agreement:

1. Payment of past expenses for eligible travel
2. A new Travel Provisions Circular, which we'd like your feedback on from today.

Payment of past expenses for eligible travel before 1 July 2026

SafeWork NSW inspectors who undertook at least one night of overnight travel between 1 January 2025 and 30 June 2026, while employed as an inspector, may be eligible to receive a lump sum payment.

Payments will be calculated by People and Corporate Services using relevant historical travel information, based on the number of eligible overnight travel nights recorded between 1 January 2023 and 30 June 2026, using the below tiered payment table:

Tier	No of nights	Amount (\$)
1	1 to 5	300
2	6 to 10	500
3	11 to 15	750
4	15 to 20	1000
5	21 to 25	1250
6	26 to 30	1500
7	31 to 35	1750
8	36 to 40	2000
9	41 to 45	2250
10	46 to 50	2500

11	51 to 55	2750
12	56 to 60	3000
13	61 to 65	3250
14	66 to 70	3500
15	71 to 75	3750
16	76 to 80	4000
17	81 to 85	4250
18	86 to 90	4500
19	91 to 95	4750
20	96 to 100	5000
21	101 to 105	5250
22	106 to 110	5500
23	111+	5750

Eligible inspectors will receive an electronic transfer payment by 30 October 2026 for the lump sum. Standard tax implications to any payments will apply.

New Travel Provisions Circular consultation

SafeWork NSW has also drafted a new Travel Provisions Circular detailing travel expense claims including accommodation, meals and incidentals going forward.

All employees are invited to [provide feedback on the circular via Have Your Say](#), with consultation open from 7 September to 21 September 2026. SafeWork NSW will consider all feedback, with a view to have a final Travel Provisions Circular shared shortly thereafter. We will notify you once this has gone live.

Payment of past expenses for eligible travel from 1 July 2026 to the go-live of the new circular

Following the travel provisions circular go live, you can claim residual travel expenses from 1 July 2026.

Simply submit a 'HR & Payroll Help' ticket to the Service Desk. A completed [travel diary](#) and evidence of manager approval must be attached to the ticket.

Please refer to the [PCard and Travel Provisions FAQs document](#) on the SharePoint Knowledge Bank for queries you may have regarding the payments. If you still have payment queries after reading the FAQs, please contact financesafework@safework.nsw.gov.au.

Thank you for your ongoing engagement and support as we implement these arrangements. We appreciate the contributions of all those involved and look forward to receiving your feedback on the new Travel Provisions Circular.

Regards,

Petrina Casey

Executive Director, Strategic and Corporate Services