



Economic Inclusion Advisory Committee Regulations 2024

I, General the Honourable David Hurley AC DSC (Retd), Governor-General of the Commonwealth of Australia, acting with the advice of the Federal Executive Council, make the following regulations.

Dated 20 June 2024

David Hurley
Governor-General

By His Excellency's Command

Amanda Rishworth
Minister for Social Services

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Part 1—Preliminary

1 Name

This instrument is the *Economic Inclusion Advisory Committee Regulations 2024*.

2 Commencement

- (1) Each provision of this instrument specified in column 1 of the table commences, or is taken to have commenced, in accordance with column 2 of the table. Any other statement in column 2 has effect according to its terms.

Commencement information		
Column 1	Column 2	Column 3
Provisions	Commencement	Date/Details
1. The whole of this instrument	The day after this instrument is registered.	22 June 2024

Note: This table relates only to the provisions of this instrument as originally made. It will not be amended to deal with any later amendments of this instrument.

- (2) Any information in column 3 of the table is not part of this instrument. Information may be inserted in this column, or information in it may be edited, in any published version of this instrument.

3 Authority

This instrument is made under the *Economic Inclusion Advisory Committee Act 2023*.

4 Definitions

Note: A number of expressions used in this instrument are defined in the Act, including the following:

- (a) Chair;
- (b) Committee.

In this instrument:

Act means the *Economic Inclusion Advisory Committee Act 2023*.

commercial accommodation means accommodation in a commercial establishment such as a hotel, motel or serviced apartment.

Committee member means a member of the Committee and includes the Chair.

home base, in relation to a Committee member, means the town or city in which the Committee member's principal place of residence is located.

meals and accommodation allowance has the meaning given by subsection 9(1).

Section 4

official travel for a Committee member means:

- (a) travel within Australia to attend a meeting of the Committee; or
- (b) other travel within Australia related to the function of the Committee.

Secretary means the Secretary of the Department administered by the Minister.

Table 1 means the table of rates of meals and accommodation allowance for travel to capital cities in section 17.

Table 2 means the table of rates of meals and accommodation allowance for travel to country centres in section 18.

Table 3 means the table of meal and incidental components of meals and accommodation allowance for high cost centres in section 19.

Table 4 means the table of meal and incidental components of meals and accommodation allowance for other country centres in section 20.

Table 5 means the table of group 2 country centres in section 21.

Part 2—Travel allowance for Committee members

Division 1—General provisions

5 Purpose of this Part

For the purposes of subsection 14(2) of the Act, this Part prescribes allowances that a Committee member is to be paid by the Commonwealth.

6 General principles for administering this Part

- (1) This Part is intended to be administered in accordance with the principles in this section.
- (2) Committee members are not expected to gain or lose financially as a result of official travel.
- (3) Committee members must only incur expenses, or commit the Commonwealth to meet expenses, where funds are lawfully available to do so.
- (4) Travel may only be undertaken where its purpose is consistent with the duties of the Committee member.
- (5) When making travel arrangements, Committee members are to consider the following:
 - (a) the necessity of travel and potential alternatives to travel, such as teleconferencing or videoconferencing;
 - (b) the total cost of travel, including value for money;
 - (c) any travel-related administrative guidelines put in place by the Department;
 - (d) the flexibility to maintain an appropriate balance between work and home responsibilities, as well as safety and security.

Section 7

Division 2—Travel allowance for Committee members

7 Travel allowance for Committee members

- (1) A Committee member is entitled to be paid travel allowance for official travel in accordance with this Division.
- (2) Travel allowance under this Division is to be paid on the condition that:
 - (a) the Committee member uses the Department's travel-related preferred provider arrangements where these exist; and
 - (b) frequent flyer points accrued at the Commonwealth's expense are not to be used for private purposes.

8 Travel allowance—allowance for expenses of travel

- (1) For official travel by air, a Committee member is entitled to travel in business class. However, the Committee member may choose to travel at a lower class if that would be more convenient or appropriate.
- (2) For official travel by a Committee member's private motor vehicle, a Committee member is entitled to be paid travel allowance at the rate of 85 cents per kilometre.
- (3) For official travel by public transport, taxi or similar means, a Committee member is entitled to be paid travel allowance for the actual amount that is payable for the travel.

9 Travel allowance—meals and accommodation allowance

- (1) A Committee member who undertakes official travel which requires an overnight absence is entitled to be paid travel allowance (***meals and accommodation allowance***) for each night of absence for accommodation, meals and incidental expenses in accordance with this Division.

Day travel

- (2) No meals and accommodation allowance is payable under this section for official travel that does not require an overnight absence.

10 Meals and accommodation allowance

- (1) For each overnight absence on official travel for which the Committee member stays in commercial accommodation, the Committee member is to be paid meals and accommodation allowance, subject to this Division, at the rates in:
 - (a) for travel to a capital city—Table 1; or
 - (b) otherwise—Table 2.

Note: The rates in Tables 1 and 2 are intended to cover the costs of accommodation and meals, and incidental costs.

- (2) Subject to this Division, the rates in Table 1 or 2 are to be paid to the Committee member for each overnight absence regardless of the time of departure from, or arrival at, the home base.

11 Part payment of meals and accommodation allowance

- (1) If the cost of accommodation is met by an entity other than the Committee member, the amount of meals and accommodation allowance payable is the “Total” amount in Table 3 or 4.
- (2) If the cost of a meal or meals is met by an entity other than the Committee member, the amount of meals and accommodation allowance is to be reduced by the meal amount or amounts in Table 3 or 4.

12 Non-commercial accommodation

If the Committee member does not stay in commercial accommodation, but stays in accommodation such as the home of a family member or friend, a rate of one third of the specified meals and accommodation allowance is payable (rounded upwards to the nearest dollar).

13 Unavoidable higher accommodation cost

If the Secretary certifies that the Committee member is required to obtain high cost accommodation, an additional payment may be made to the Committee member in accordance with the following:

- (a) the requirement must be due to the unavailability of accommodation of a reasonable standard at a locality, which would have avoided this additional payment;
- (b) the additional payment is to be based on the excess cost of accommodation over the meals and accommodation allowance rate (after deducting the relevant “Total” amount in Table 3 or 4 (meals and incidentals) from the meals and accommodation allowance rate);
- (c) the additional payment is to be calculated on accommodation expenses and meals and accommodation allowance for the entire trip.

14 Additional meals

- (1) If a Committee member is absent for a greater number of meal periods than that covered by the meals and accommodation allowance payment (the rate nominally covers 3 meals per day) and provides evidence that actual meal costs exceeded the meal component for the absence, payment at the rates set out in Table 3 or 4 may be made for the additional meal or meals.
- (2) Subject to certification by the Secretary, this may include meal periods on the day of return to a Committee member’s home base where, ordinarily, no meals and accommodation allowance would be payable.

15 No double payment

No payment of travel allowance is to be made under this instrument to the extent that the Committee member claims or receives an allowance for travel or reimbursement of travel expenses under any other source or entitlement for the same travel.

Section 16

Division 3—Delegation

16 Delegation by Secretary

- (1) The Secretary may, in writing, delegate all or any of the Secretary's functions or powers under this instrument to an SES employee, or an acting SES employee, in the Department.

Note: Sections 34AA to 34A of the *Acts Interpretation Act 1901* contain provisions relating to delegations.

- (2) In performing a delegated function or exercising a delegated power, the delegate must comply with any written directions of the Secretary.

Division 4—Rates of meals and accommodation allowance

17 Rates of meals and accommodation allowance—capital cities

The following table (*Table 1*) sets out the rates, per overnight absence, of meals and accommodation allowance for travel to capital cities.

Column 1	Column 2
Location	Rate
Adelaide	\$398
Brisbane	\$444
Canberra	\$433
Darwin	\$480
Hobart	\$422
Melbourne	\$418
Perth	\$432
Sydney	\$451

18 Rates of meals and accommodation allowance—country centres

The following table (*Table 2*) sets out the rates, per overnight absence, of meals and accommodation allowance for travel to country centres.

Column 1	Column 2
Location	Rate
All country centres not specified below	\$350
New South Wales	
Albury	\$369
Armidale	\$353
Bathurst	\$369
Bega	\$369
Bourke	\$371
Broken Hill	\$348
Cobar	\$331
Coffs Harbour	\$369
Cooma	\$369
Cowra	\$369
Dubbo	\$357
Gosford	\$348
Goulburn	\$369

Part 2 Travel allowance for Committee members
Division 4 Rates of meals and accommodation allowance

Section 18

Table 2—Rates of meals and accommodation allowance for travel to country centres	
Column 1	Column 2
Location	Rate
Grafton	\$369
Griffith	\$346
Gunnedah	\$369
Inverell	\$369
Lismore	\$350
Narrabri	\$369
Maitland	\$374
Mudgee	\$375
Muswellbrook	\$344
Newcastle	\$382
Nowra	\$355
Orange	\$389
Port Macquarie	\$377
Queanbeyan	\$369
Tamworth	\$369
Taree	\$369
Tumut	\$369
Wagga Wagga	\$364
Wollongong	\$368
Northern Territory	
Alice Springs	\$393
Jabiru	\$403
Katherine	\$415
Nhulunbuy	\$417
Tennant Creek	\$369
Yulara	\$757
Queensland	
Ayr	\$369
Bundaberg	\$371
Cairns	\$362
Charters Towers	\$369
Chinchilla	\$369
Dalby	\$388
Emerald	\$366
Gladstone	\$358
Gold Coast	\$396
Hervey Bay	\$362
Horn Island	\$532
Innisfail	\$369

Table 2—Rates of meals and accommodation allowance for travel to country centres

Column 1	Column 2
Location	Rate
Kingaroy	\$369
Mackay	\$353
Maryborough	\$369
Mount Isa	\$372
Nambour	\$350
Rockhampton	\$361
Roma	\$369
Thursday Island	\$510
Toowoomba	\$348
Townsville	\$361
Weipa	\$425
South Australia	
Bordertown	\$351
Ceduna	\$369
Kadina	\$369
Mount Gambier	\$351
Naracoorte	\$369
Port Augusta	\$369
Port Lincoln	\$357
Port Pirie	\$369
Renmark	\$369
Whyalla	\$354
Wilpena Pound	\$410
Tasmania	
Burnie	\$365
Devonport	\$348
Launceston	\$361
Queenstown	\$369
Victoria	
Ararat	\$346
Bairnsdale	\$369
Ballarat	\$374
Benalla	\$355
Bendigo	\$351
Bright	\$367
Castlemaine	\$349
Colac	\$369
Echuca	\$369
Geelong	\$362

Part 2 Travel allowance for Committee members
Division 4 Rates of meals and accommodation allowance

Section 19

Table 2—Rates of meals and accommodation allowance for travel to country centres	
Column 1	Column 2
Location	Rate
Hamilton	\$369
Horsham	\$352
Mildura	\$369
Portland	\$369
Sale	\$369
Seymour	\$369
Shepparton	\$354
Swan Hill	\$368
Wangaratta	\$373
Warrnambool	\$369
Wodonga	\$369
Wonthaggi	\$375
Western Australia	
Albany	\$380
Broome	\$407
Bunbury	\$365
Carnarvon	\$357
Dampier	\$362
Derby	\$379
Esperance	\$367
Exmouth	\$401
Geraldton	\$352
Halls Creek	\$357
Kalgoorlie	\$368
Karratha	\$410
Kununurra	\$391
Newman	\$458
Northam	\$401
Port Hedland	\$362
External Territories	
Christmas Island	\$405
Cocos (Keeling) Islands	\$518
Norfolk Island	\$390

19 Meal and incidental components—high cost centres

For the purposes of sections 11, 13 and 14, the following table (*Table 3*) sets out the meal and incidental components of:

- (a) the meals and accommodation allowance rates set out in Table 1 for travel to capital cities; and
- (b) the meals and accommodation allowance rates set out in Table 2 for travel to country centres specified by name in Table 2 other than group 2 country centres set out in Table 5.

Table 3—Meal and incidental components of meals and accommodation allowance for high cost centres

Column 1 Component	Column 2 Rate
Breakfast	\$35
Lunch	\$50
Dinner	\$70
Incidental	\$33
Total	\$188

20 Meal and incidental components—other country centres

For the purposes of sections 11, 13 and 14, the following table (*Table 4*) sets out the meal and incidental components of the meals and accommodation allowance rates set out in Table 2 for travel to:

- (a) country centres not specified by name in Table 2; and
- (b) group 2 country centres set out in Table 5.

Table 4—Meal and incidental components of meals and accommodation allowance for other country centres

Column 1 Component	Column 2 Rate
Breakfast	\$33
Lunch	\$33
Dinner	\$64
Incidental	\$33
Total	\$163

21 Group 2 country centres

For the purposes of paragraphs 19(b) and 20(b), the following table (*Table 5*) sets out the group 2 country centres.

Table 5—Group 2 country centres

Albury (NSW)
Ayr (Qld)
Bairnsdale (Vic.)

Part 2 Travel allowance for Committee members
Division 4 Rates of meals and accommodation allowance

Section 21

Table 5—Group 2 country centres

Bathurst (NSW)

Bega (NSW)

Ceduna (SA)

Charters Towers (Qld)

Chinchilla (Qld)

Coffs Harbour (NSW)

Colac (Vic.)

Cooma (NSW)

Cowra (NSW)

Echuca (Vic.)

Goulburn (NSW)

Grafton (NSW)

Gunnedah (NSW)

Hamilton (Vic.)

Innisfail (Qld)

Inverell (NSW)

Kadina (SA)

Kingaroy (Qld)

Maryborough (Qld)

Mildura (Vic.)

Naracoorte (SA)

Narrabri (NSW)

Port Augusta (SA)

Portland (Vic.)

Port Pirie (SA)

Queanbeyan (NSW)

Queenstown (Tas.)

Renmark (SA)

Sale (Vic.)

Seymour (Vic.)

Tamworth (NSW)

Taree (NSW)

Tennant Creek (NT)

Tumut (NSW)

Warrnambool (Vic.)

Wodonga (Vic.)
