



Circular 1/2026 – Guidance on the application of Recreational Leave Travel Concession (formerly Annual Leave Travel Concession) and Transitional Arrangements

Application

1. This Circular replaces Circular 1/2025 – *Guidance on the Application of Annual Leave Travel Concession*.
2. This Circular applies to all WA public sector employers' respondent to Civil Service Association (CSA) industrial instruments.

Background

3. As part of settling negotiations for the *Public Sector CSA Agreement 2022*, Government committed to a review of CSA specific regional entitlements.
4. Government Sector Labour Relations (GSLR) and the CSA have agreed to simplify the Annual Leave Travel Concession Framework, now referred to as Recreational Leave Travel Concession (RLTC).
5. On 19 May 2026, the Western Australian industrial Relations Commission (WAIRC) issued Orders¹ to vary ALTC in the *Public Service Award 1992* and *Government Officers Salaries, Allowances and Conditions Award 1989* (the Awards).

Summary of Changes

6. The following changes have been made to the RLTC framework:
 - a. Renaming the entitlement to 'Recreational Leave Travel Concession' and extending access to long service leave.
 - b. Removal of the requirement to travel to Geraldton or Perth.
 - c. Removal of employer discretion to dictate the mode of travel.
 - d. New provision of additional travelling time for officers who travel 240km or more from their headquarters to reach the nearest regional airport.
 - e. New provision to establish a yearly reimbursement cap on 1 July via an annual circular, to be published by GSLR, for the maximum value of the concession based on air fares from an eligible regional location to Perth.
 - f. Clarification that an employee can claim a reimbursement after an expense has been incurred (subject to the provision of evidence).
 - g. Introduce the requirement for reimbursement to be made within two pay periods following the employee's application being submitted.
 - h. Removal of reference to North of the 20 degree South Latitude line, and replace it with the kilometric equivalent; 1,400km from GPO Perth.
 - i. Simplifying the mode of travel table under clause (10) of the *Public Service Award 1992*, and Schedule M of *Government Officers Salaries, Allowances and Conditions Award 1989*.

¹ 2026 WAIRC 00309
2026 WAIRC 00310

- j. New subclause to allow portability of the concession if the officer is relocated to another eligible region in the course of their employment or employed under another industrial instrument to which the CSA is a party.
 - k. Clarification of alternative living arrangements for dependent children.
7. GSLR will publish a schedule of Y class airfare rates that outlines the maximum value of the concession via an annual circular, published on 1 July each year.
8. A copy of the new clause is provided at **Attachment A**.

Instruction to Employers

Transitional Provisions

9. As an interim measure, the reimbursement cap will apply for all claims made after the variation of the Awards, to the maximums specified in the Transitional Fare Schedule contained in **Attachment B**.
10. An employee application that was submitted prior to the variation of the Awards to claim the concession remains unaffected.

Evidentiary Requirements

11. Where an employee supplies evidence to claim RLTC, the employer must accept evidence that would satisfy a reasonable person. Without limiting the types of evidence that can be provided, this can include:
- a. tax invoices, receipts, or booking confirmations;
 - b. a statutory declaration; or
 - c. mileage calculator results.
10. Evidence can pre-date the commencement of recreational leave. Employers must not deny requests or withhold payment on incurred expenses solely because the recreational leave has not commenced.

Variation to RLTC Claims

12. Employers must ensure that:
- a. processes are in place which allow employees to notify the employer as soon as practicable of any variation in an approved claim (e.g. the trip is cancelled, a different mode of transport is used); and
 - b. variations in claims are reconciled.

Further Advice

Please contact your [GSLR Adviser](#) should you require further clarification.



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Issue date: 21 May 2026

Review date: 1 July 2026

Clause 23. - Annual Leave²

(10) Recreational Leave Travel Concession

(a) "Recreational Leave" for the purposes of this clause shall mean Annual Leave or Long Service Leave.

(b) Officers stationed in District Allowance areas 3-6.

i) The travel concessions contained in the following table are provided to Officers and their dependants when proceeding on Recreational Leave from headquarters situated in District Allowance Areas 3,4,5 and 6 as per clause 43(2) of this Award.

	Mode of Travel	Travel concession	Travelling time
(aa)	Air	Where the Officer and their dependents travel by Air, they will receive a concession for their airfare up to the value of a return airfare to Perth.	One (1) day of travelling time each way.
(bb)	Road	Where the Officer and their dependents travel by motor vehicle, they will receive reimbursement for full motor vehicle allowance rates, up to the value of a return airfare to Perth.	Where headquarters are 1,400km or more from Perth GPO, two and one half (2.5) days of travelling time. All other areas, two (2) days of travel time will be provided.

(c) Entitlement to Recreational Leave Travel Concessions

i) Officers are required to serve a year in these areas before qualifying for travel concessions. However, officers who have less than a year's service in these areas and who are required to proceed on Recreational Leave to suit departmental convenience will be allowed the concessions. The concession may also be given to an officer who proceeds on Recreational Leave before completing the year of service provided that the officer returns to the area to complete the year of service at the expiration of the period of leave.

ii) Only one travel concession per Officer or dependant per annum is available.

iii) Travel concessions not utilised for leave commencing within twelve months of becoming due will lapse.

iv) The mode of travel to be at the discretion of the Officer provided that reimbursement is not above the maximum cost of the air fares as outlined in clause (10)(e)(i).

v) Officers and their dependents may utilise different modes of travel, in accordance with the travel concessions contained in the table under clause (10)(b)(i).

vi) Travelling time shall be calculated on a pro rata basis according to the number of hours worked.

² 2026 WAIRC 00309

- vii) Part-time Officers are entitled to travel concessions on a pro rata basis according to the usual number of hours worked per week.
- (d) Eligibility for Dependents
 - i) For the purposes of determining eligibility for Recreational Leave Travel Concession, a dependant shall mean:
 - (aa) a partner; and/or
 - (bb) any child who relies on the Officer for their main financial support, whether or not the child resides with the Officer;who does not have an equivalent entitlement of any kind.
 - ii) For the avoidance of doubt, a child will rely on the Officer for their main financial support where that child is in receipt of income of less than half the annualised WA minimum adult wage as at 30 June of the immediate past financial year, excluding income from a disability support pension.
- (e) Reimbursement of Recreational Leave Travel Concession
 - i) The Employer will reimburse costs of recreational travel for the Officer and their dependents up to the cost of a flexible economy airfare to Perth, as per the schedule of fares published by Government Sector Labour Relations as at 1 July each year.
 - ii) An application to claim Recreational Leave Travel Concessions must be supported by evidence. The Employer must accept evidence that would satisfy a reasonable person.
 - iii) Evidence can pre-date the commencement of Recreational Leave. Employers must not deny requests or withhold payment on incurred expenses solely because the Recreational Leave has not commenced.
 - iv) Payment in accordance with subclause (10)(e)(i) will be made within two pay periods following receipt of the Officers' application to claim travel concessions and evidentiary requirements being met.
- (f) Portability
 - i) The employer will approve portability of the Officer's Recreational Leave Travel Concession if:
 - (aa) an Officer is relocated to another region in the course of their employment; or
 - (bb) an Officer was, immediately prior to being employed under this Award, employed under another industrial instrument to which the Association is a party to;and their new headquarters remain within the District Allowance Areas as listed at clause 10(b)(i).
- (g) Travel to a regional airport for headquarters in District Allowance areas 3-6:

In addition to the entitlement provided in clause (10)(b), eligible Officers who travel two hundred and forty kilometres (240 kms) or more from their headquarters to reach the nearest regional airport to commence a period of Recreational Leave will be entitled to reasonable traveling time each way to complete their return journey.
- (h) Officers whose headquarters are located 240 kilometres or more from Perth

Officers, other than those designated in clause (10)(b) whose headquarters are situated two hundred and forty kilometres (240kms) or more from Perth General Post Office and who travel to Perth for their Recreational Leave will be provided reasonable travelling time each way to complete their return journey.

Transitional Fare Schedule Applicable from 19 May 2026 until 1 July 2026

Location	Return airfare
Kimberley	
Kununurra	\$2,659.32
Derby	\$2,385.74
Derby	\$2,523.74
Broome	\$2,245.74
Fitzroy Crossing	\$3,465.74
Halls Creek	\$3,465.74
Balgo	\$3,909.32
Lake Gregory	\$1,206.00
Kalumburu	\$958.00
Pilbara	
Karratha	\$2,704.60
Newman	\$2,074.40
Paraburdoo	\$1,970.00
Onslow	\$2,475.80
Port Headland	\$2,097.14
Gascoyne	
Carnarvon	\$1,572.12
Denham	\$1,442.12
Exmouth	\$1,991.40
Leeman	\$1,229.98
Mid-West	
Geraldton	\$1,198.88
Wiluna	\$963.98
Meekatharra	\$846.00
Mount Magnet	\$684.00
Goldfields-Esperance	
Kalgoorlie-Boulder	\$1,704.64
Esperance	\$959.73
Eucla	\$3,492.65
Warburton	\$959.73
Leonora	\$2,511.54
Laverton	\$880.00
Ravensthorpe	\$1,016.00