Circular 3/2026 – Guidance on the application of Recreational Leave Travel Concession

Application

1. This Circular replaces Circular 1/2026 – *Guidance on the application of Recreational Leave Travel Concession (formerly Annual Leave Travel Concession) and Transitional Arrangements.*
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 Orders[1] to vary ALTC in the *Public Service Award 1992* and *Government Officers Salaries, Allowances and Conditions Award 1989* (the Awards).
6. For the purposes of determining eligibility for the RLTC in accordance with the Awards, the District Area boundaries are provided at **Attachment A.**

Summary of Changes

7. 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.

[1] 2026 WAIRC 00309
2026 WAIRC 00310

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*.

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.

8. 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 (see **Attachment B**).

Instructions to Employers

Evidentiary Requirements

9. 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

10. 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

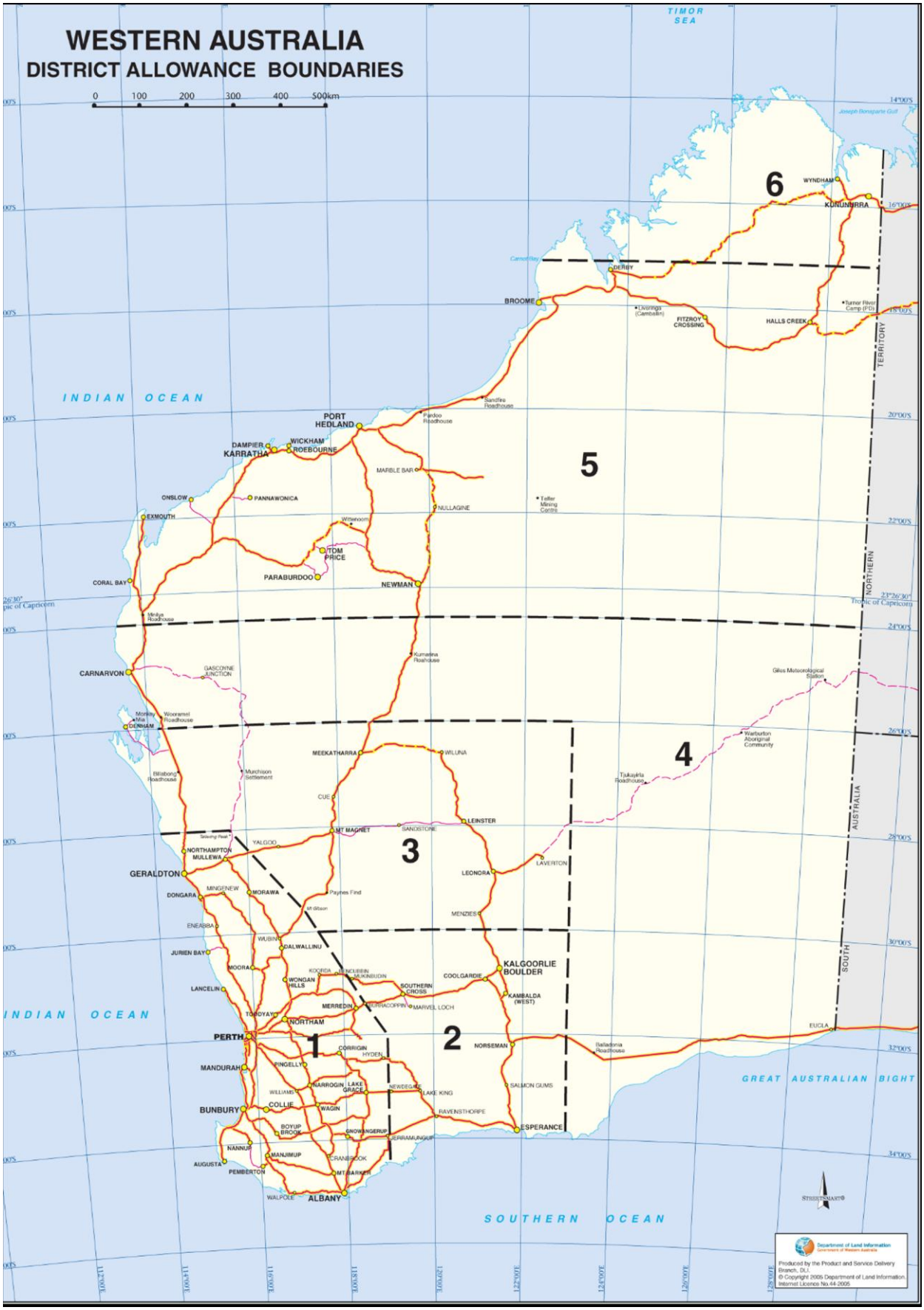
Please contact your GSLR Adviser should you require further information.



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Government Sector Labour Relations

Issue date: 9 July 2026
Review date: 1 July 2027

District Allowance Boundaries



Fare Schedule Applicable from 1 July 2026

Location	Maximum return airfare
Kimberley	
Kununurra	$5,233.11
Derby	$2,802.10
Broome	$2,524.10
Fitzroy Crossing	$3,744.10
Halls Creek	$3,744.10
Balgo	$5,937.11
Lake Gregory	$4,239.91
Kalumburu	$6,231.11
Pilbara	
Karratha	$2,332.68
Newman	$2,323.56
Paraburdoo	$2,211.02
Onslow	$2,787.60
Port Hedland	$2,353.84
Gascoyne	
Carnarvon	$1,604.72
Denham	$1,477.32
Exmouth	$2,233.00
Leeman	$1,335.32
Mid-West	
Geraldton	$1,335.32
Wiluna	$985.22
Meekatharra	$886.34
Mount Magnet	$732.16
Goldfields-Esperance	
Eucla	$4,240.96
Warburton	$1,905.62
Leonora	$827.82
Laverton	$1,067.44