



Government of **Western Australia**
Department of **Training**
and **Workforce Development**

NURSES STIPEND AND TRAVEL ALLOWANCE TERMS AND CONDITIONS

EFFECTIVE: March 2026
VERSION: 1.0

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1. NURSES STIPEND AND TRAVEL ALLOWANCE

The Nurses Stipend and Travel Allowance (NSTA) provides financial assistance to Diploma of Nursing students residing in regional Western Australia who are required to travel long distances to attend mandatory clinical placements.

The NSTA provides eligible Diploma of Nursing students with 30% of the total available payment prior to the commencement of their clinical placement, and 70% on completion of each clinical placement period.

By participating in the NSTA program, claimants agree to comply with the Terms and Conditions. The Terms and Conditions, together with any other documents having contractual force, shall constitute and be known as “this Agreement”. Please note that terms used in one document and defined in another shall have the meanings ascribed to them in that other document.

2. ELIGIBILITY

2.1. Student Eligibility Criteria

A student is **eligible** to claim the NSTA when they are:

- enrolled into HLT54121 Diploma of Nursing (or its predecessor) with a Registered Training Organisation (RTO) funded by DTWD, for the period that they are claiming NSTA; and
- residing outside of the Perth Metropolitan area; and
- required to travel outside of their local area to attend mandatory clinical placements; and
- an Australian citizen or permanent resident.

Students enrolled into the Diploma of Nursing under a 500 visa subclass, or a temporary resident visa, are not eligible for the NSTA.

2.1.1 Travel allowance requirements

To be eligible for the travel allowance component of the NSTA, the minimum round-trip distance¹ a student must travel is 71 kilometres or more from their residential address to the placement facility.

2.1.2 Stipend entitlement requirements

To be eligible for a stipend entitlement, students must temporarily reside in the area where they attend clinical placement as it is not feasible/safe to travel daily between their permanent place of residence and the placement facility.

3. STIPEND AND TRAVEL ENTITLEMENTS

Stipend and travel entitlements available to eligible students, is based on travel from their home address to the placement facility, and is apportioned as follows:

Table 1: Nurses Stipend and Travel Allowance Rates		
Round Trip Distance Travelled	Travel Entitlement	Stipend Entitlement
1 – 70 km	NIL	NIL
71 km – 149km	40c per kilometre	\$350 per week (or \$70 per day if completing less than 5 days per week)
150km to 1099km	40c per kilometre	\$350 per week (or \$70 per day if completing less than 5 days per week)
1100 km and over	40c per kilometre OR Up to \$1,500 to subsidise the cost of an airfare	\$350 per week (or \$70 per day if completing less than 5 days per week)

¹ Note: Minimum round trip distances are calculated using Google Maps.

4. THE CLAIM PROCESS

4.1. Lodging a claim

Eligible students must lodge claims online via the NSTA claim form - <https://nursestipend.dtwd.wa.gov.au/new-claim>, within 60 days of the last day of attendance of the clinical placement period.

Eligible students can claim:

- Pre-placement payment - 30% of the total available NSTA amount prior to the commencement of each clinical placement; and
- Completion payment - 70% of the total available NSTA amount after the successful completion of each clinical placement.

4.2 Claim assessment and validation

Claims are assessed in accordance with the eligibility criteria set out in Section 2 of the Nursing Stipend and Travel Allowance – Terms and Conditions.

Validation of claims includes the following:

- confirmation of student's eligibility for the NSTA;
- verification of eligibility for the travel and/or stipend entitlements;
- collection of clinical placement information, including dates and placement facility details from the student's RTO, twice per semester:
 - prior to the commencement of scheduled clinical placements each semester; and
 - post the completion of scheduled clinical placements each semester.

4.3 Payment of approved claims

DTWD will pay approved NSTA claims directly through Electronic Funds Transfer (EFT) into the claimant's nominated bank account.

4.4 Goods and Services Tax (GST)

Payments made to eligible students are not subject to GST that is, GST does not apply to these payments.

4.5 Payment of claims for rescheduled travel arrangements

Where an eligible student is unable to attend a scheduled period of clinical placement and therefore travel arrangements are rescheduled or cancelled:

- if a pre-placement payment has been claimed – the student will not be eligible to receive another pre-placement payment for the rescheduled placement; or
- if a pre-placement payment has not been claimed – the student will be eligible to receive this payment for the rescheduled placement.

4.6 Debt management

Repayment of NSTA entitlements will be required where a student:

- has provided incorrect, misleading or deceptive information when lodging a claim for entitlements; or
- has breached these Terms and Conditions; or
- has withheld from DTWD information relevant to the assessment of their entitlements.

5. COLLECTION OF PERSONAL INFORMATION

5.1 Use of Personal Information

DTWD may collect, make a record, or otherwise use personal information for the purposes of administering the NSTA. Personal information may be disclosed to third parties for the purposes of administering and carrying out functions relating to the NSTA.

5.2 Disclosure of Personal Information

Personal information may be disclosed to and sought from, third parties for the purposes of administering and carrying out functions relating to the NSTA. Third parties include, but are not limited to:

- Australian Government departments and agencies; and
- State Government departments and agencies.

5.3 Management of Personal Information

Personal information collected under the management and administration of the NSTA, will be managed in accordance with the *State Records Act 2000* and the *Freedom of Information Act 1992* (the FOI Act).

This legislation provides individuals with protections to prevent the misuse of personal information. In addition, if an individual has a complaint about the storing or use of their personal information, they are able to contact the WA Information Commissioner.

Under the FOI Act, an Information Commissioner has been appointed to:

- deal with complaints about decisions made by government agencies; and
- investigate possible interference with personal information, either following a complaint by the individual or of the Commissioner's own initiative.

Further information about the role of the Information Commissioner can be found at www.oic.wa.gov.au

6. REVIEW OF DECISIONS

6.1 Overview

DTWD is committed to procedural fairness in the administration of the NSTA. It is intended that all decisions are consistent, equitable and transparent within the limits and constraints of the approved policies for the NSTA.

In the interests of procedural fairness, the claimant has a right to request a review of a decision made by DTWD. This will usually be in relation to eligibility for a payment or the calculated amount of a payment, and exceptional circumstances application.

6.2 Process for Review of Decisions

The process for the review of decisions is as follows:

- A written request for a review should be made directly to DTWD by emailing nursestipend@dtwd.wa.gov.au. The request should outline the reasons the claimant considers the decision to be incorrect or unfair and, where appropriate, provide additional evidence to support a review of the case.
- The review will be conducted by a senior DTWD staff member, at Director level or above.
- Upon review, DTWD will re-examine the decision taking into account the policies and intent of the NSTA, the reasons that the claimant has put forward for review of the decision and any additional information provided.
- DTWD will only review on a fully open and transparent basis. Accordingly, all relevant information must promptly be forthcoming from the claimant.

6.3 Notification of Outcome

DTWD will notify the claimant of the review decision, in writing, within 28 days of the review being requested.

The review decision will be provided in writing and include a clear explanation of the reason(s) for the review decision.

DTWD will consider declarations and supporting documentation in an endeavour to review a decision to ensure that the best possible outcome is achieved, balancing the rights of the claimant with the prudent use of public monies.

7. DISCLAIMER INDEMNITY AND WARRANTY

A continuing obligation throughout any period of participation in the NSTA is that each applicant hereby declares and warrants to DTWD and the State, and all their respective officers, employees and agents, that they have read, understood and accept these Terms and Conditions and that they have been truthful, and forthcoming with all relevant information, in respect to their application to participate in the NSTA program.

Eligible applicants are solely responsible for obtaining their own independent legal and financial advice about tax and any other legal impact that receipt of the NSTA may have in their individual circumstances.

8. CHANGES TO THE NSTA

DTWD reserves the right to:

- vary these Terms and Conditions, the eligibility criteria or any other documented rule or procedure at any time; and
- accept or reject any application for participation in the NSTA program in its absolute discretion; and
- cease the NSTA at any time should State Government policy change or the budget allocation for the NSTA be re-prioritised.

DTWD will however, honour claims that have commenced prior to these changes coming into effect.

9. AUDITS

The NSTA program as administered by DTWD, is subject to audit by the Western Australian Auditor General. Claimants may be asked to provide information during the audit process.