

Definitions of APS allowances and entitlements

Base Salary¹	Base Salary describes the full-time equivalent annualised salary paid to an employee. It includes salary sacrifice amounts (including pre-tax employee superannuation contributions made by salary sacrifice) and excludes bonuses and other benefits.
Total Remuneration Package (TRP)	<p>TRP is defined as being Base Salary plus the value of any benefits including superannuation and motor vehicles.</p> <p>TRP = Base Salary</p> <ul style="list-style-type: none"> + Agency superannuation contribution + Motor vehicle cost/EVS + Cash in lieu of motor vehicle + Motor vehicle parking + Other benefits + Other supplementary payments not otherwise described
Total Reward (TR)	<p>TR is defined as being TRP plus bonuses.</p> <p>TR = TRP</p> <ul style="list-style-type: none"> + Actual performance bonus paid in previous 12 months + Actual retention bonus payments paid in previous 12 months + Productivity bonus + Sign on bonuses + Group or whole of agency performance bonus and allowances
TR+A is defined as being TR plus allowances	<p>TR+A = TR</p> <ul style="list-style-type: none"> + Additional duties/responsibilities allowances + Qualifications and/or skills based allowances

¹ APS Remuneration Report 2016, p.69, <http://www.apsc.gov.au/publications-and-media/current-publications/remuneration-surveys/remuneration-report-2016>

	<ul style="list-style-type: none"> + Market related allowances, specific job + Market related allowances, specific individual + Superannuation allowances + Income maintenance allowance + Hours of duty allowances + Expense allowances + Geographic/locality allowances + Disability allowances + Health and lifestyle allowances + Individual performance related allowances + Annual leave loading
Annual leave loading	The total amount of annual leave loading payments the employee received in the calendar year.
Disability allowance	The total amount paid to the employee for disability allowances, including: Site, Hardship, Antarctic, Diving, Duty at Sea, Field Work, Flying Disability, Hardship, Inspection Certifying Dangerous Goods, Magazine (ammunition) Allowance, Marine Crew Accommodation, Multiple Division Site, Self-Contained Breathing Apparatus Allowance, Site Allowance, Sleepover, Southern Ocean Deployability, Southern Ocean Operations Training, Spray Equipment Operation, Task Loading Allowance, Wharf Allowance, Working Conditions Allowance, Attraction Allowance.
Expense allowances	The total amount paid to the employee for expense allowances, including: Clothing, Equipment, Fuel, Home Computer, Home Phone, Home Office, Home Equipment, Home Fridge, Kilometre Allowance, Mobile Phone, Motor Vehicle, Shoe, Stocking, Tool, Vehicle.
Group or whole-of-agency performance bonus	The total amount paid to the employee for a group or whole-of-agency performance related bonus.
Health and lifestyle allowance	The total amount paid to the employee for health and lifestyle allowances, including: Health & Wellbeing, Healthy Lifestyle, Lifestyle Payment, Vacation Care, Volunteer Allowance.

Hours of duty allowances	The total amount paid to the employee for hours of duty allowances, including: DLO, Executive Level Time Off In Lieu (TOIL).
Income maintenance allowance	Income maintenance if paid as an allowance on top of what has been recorded in Base Salary. Salary retention or maintenance amounts are not included in the income maintenance allowance.
Individual Flexibility Arrangement (IFA)	Conditions addressed by an IFA for those employees who are on an IFA.
Individual performance related allowances/ bonuses	The total amount paid to the employee for individual performance related allowances/bonuses, including: project allowance, service allowance, specific task/project allowance.
Market related allowance - specific individual	The annualised FTE market related allowance paid to the employee for recruitment/retention for a specific individual and/or qualifications.
Market related allowance - specific job	The annualised FTE market related allowance paid to the employee for recruitment/retention for a specific job.
Other supplementary payments not otherwise described	The total amount paid to the employee for other supplementary payments not otherwise described. Examples include excess flex cash out, legal memberships, bar memberships and CPA.
Performance bonus	The maximum amount that the employee could have potentially received as a performance bonus.
Personal benefits	<p>The total of all other monetary and non-monetary benefits provided at the employer's expense to or on behalf of an employee as a personal benefit only and not classified elsewhere. This does not include salary sacrifice benefits.</p> <p>Examples include telephones for private use, study (where it is not linked to a business need), gym memberships, reimbursement of non-business expenses, children's school fees, personal computer leases, on-site child care facilities, attraction benefits, household insurances, professional payments, Qantas club membership and eye glasses.</p>
Productivity bonus	The total productivity bonuses paid to the employee.

Qualifications and/or skills based allowances, additional duties/responsibilities allowances	The annualised FTE amount paid to the employee for qualifications and/or skills based allowances: Dog Handling, Security Clearance, Mandatory Qualification, Community Language, Language Proficiency, Skills & Responsibility, Special Skill, Super Systems User, Technical Skills, Welding.
Retention bonus	The total retention bonus paid to the employee.
Superannuation allowances	This is a specific allowance separate to agency contributions. For example, this may be used for employees 70 years or older to compensate them for no longer being eligible for a superannuation salary. Employer Productivity Super Contributions (EPSC) are recorded separately.
Sign-on bonuses	The total amount paid to the employee for sign-on bonuses or implementation bonuses.