1. The Queensland Ministerial Handbook is part of the suite of Governing Queensland Handbooks. It is the primary corporate governance policy and procedure document for Ministerial Offices and sets monetary limits for entitlements and allowances for Ministers, Assistant Ministers and ministerial staff.
2. After a period of review, the Handbook has been revised to reflect current Government policy, remove unnecessary duplication of information and adopt plain English wording to ensure the Handbook clearly and simply explains Government processes.
3. Key revisions to the Handbook include:

* replacing the payment of actual travel meal expenses for Ministers and Assistant Ministers with the payment of travel meal and incidental allowances as per the Australian Taxation Office Determination (ATO Determination)
* replacing the option for staff to claim allowances or actual expenses with the payment of travel meal and incidental allowances as per the ATO Determination
* clarifying matters relating to working meals and expenses incurred by the partner of a Minister among other matters.

1. Cabinet approved the revised Ministerial Handbook.
2. Cabinet noted that the Ministerial Handbook would be published online.
3. *Attachment*

* [Queensland Ministerial Handbook](Attachments/Handbook.PDF)