



Australian Capital Territory Remuneration Tribunal

Determination 6 of 2018

Part-time Public Office Holders

made under the
Remuneration Tribunal Act 1995, section 10 (Inquiries about holders of certain positions)

ACCOMPANYING STATEMENT

Background

Section 10 of the *Remuneration Tribunal Act 1995* (the Act) provides for the Remuneration Tribunal (the Tribunal) to inquire into and determine the remuneration, allowances and other entitlements to be paid to a person holding a position or appointment mentioned in schedule 1 of the Act, or specified in an instrument given to the Tribunal by the Chief Minister.

Considerations

2017 review – Determination 21 of 2017 (commenced 1 November 2017)

The Tribunal increased the remuneration for Part-Time Public Offices Holders by 2.5% and provided additional clarification regarding preparation time and travel time entitlements.

2018 Autumn Review - Referrals received

The Tribunal received referrals from the Chief Minister for the following Part-time Public Offices:

- Mental Health Advisory Council;
- Natural Resource Management Advisory Committee; and
- Weeds Advisory Group.

Further information was provided by the Defence Industry Advisory Board referred to the Tribunal in February 2017. An interim Chief Minister determination has been in effect since this time.

The Tribunal noted the Government Submission provided by the Chief Minister and a comprehensive briefing from Treasury officials on the prevailing economic circumstances for 2018. The Tribunal also had discussions with the relevant ACT Government directorate officials in relation to the above entities.

The Tribunal received a request for clarification on the travel arrangements for Public Office Holders who live interstate and travel to Canberra for official purposes.

The Tribunal has previously outlined its intention about making sure that travel for Part-time Public Office Holders appointed from interstate are covered to ensure that such appointees are not financially disadvantaged in accepting appointments as ACT Part-time Public Office Holders. This is outlined in the Tribunal's final report for the Major Review of Remuneration, Allowances and Other Entitlements for Part-time Public Office Holders released in early 2017.

This determination sets out the Tribunal's decisions following the 2018 Autumn review.

Decision

Referrals

The Tribunal decided to set the remuneration for the Chair of the Mental Health Advisory Council at \$525 per diem and \$450 per diem for Members of the Council.

The Tribunal decided to set the remuneration for the Chair of the Natural Resources Management Advisory Committee at \$525 per diem and \$450 per diem for Members of the Committee.

The Tribunal determined that the remuneration for external members of the Weeds Advisory Board would be \$450 per diem.

The Tribunal decided to set remuneration for the Chair of the Defence Industry Advisory Board at \$35,000 per annum, \$25,000 per annum for the Defence Ambassadors and \$550 per diem for the Defence Industry Sector Members.

Travel entitlements

The Tribunal decided to clarify in its Determination that the employer must pay the costs of flights and accommodation expenses for Part-time Public Office Holders who are appointed from interstate and required to travel for official purposes. The Tribunal also decided that these travellers are eligible for reimbursement of reasonable expenses, as is the case for Part-time Public Office Holders who reside locally.

March 2018



Australian Capital Territory Remuneration Tribunal

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Remuneration Tribunal Act 1995, section 10 (Inquiries about holders of certain positions)

1 Commencement

This instrument commences on 29 March 2018.

2 Remuneration

2.1 A Part-time Holder of a Public Office or Appointment shown in columns 1 and 2 shall be entitled to the fee specified in column 3 of Table 1.

Table 1: Remuneration rates for Part-time Holders of Public Office

	COLUMN 1 Board, committee etc	COLUMN 2 Position	COLUMN 3 Base Remuneration
A	ACT Region Catchment Management Coordination Group	Chair (per diem) Member (per diem)	\$525 \$450
	Aboriginal and Torres Strait Islander Elected Body	Chair (per annum) Deputy Chair (per annum) Member (per annum)	\$24,570 \$19,660 \$14,745
	Animal Welfare Advisory Committee	Chair (per diem) Member (per diem)	\$525 \$450
	Architects Board	Chair (per diem) Member (per diem)	\$525 \$450
	Board of Senior Secondary Studies	Chair (per annum)	\$28,655
B	Brand Strategic Advisory Board	Chair (per diem) Member (per diem)	\$525 \$450
	Building Advisory Board	Chair (per diem) Member (per diem)	\$525 \$450
	Building and Construction Industry Training Fund Board	Chair (per annum) Member (per diem)	\$19,125 \$450
	Bush Fire Council	Chair (per diem) Member (per diem)	\$525 \$450

C	Children and Young People Death Review Committee	Chair (per diem) Member (per diem)	\$825 \$760
	Canberra Institute of Technology Governing Board	Chair (per annum) Deputy Chair (per annum) Member (per diem)	\$56,375 \$28,190 \$585
	Canberra Region Medical Education Council	External representative members (per diem)	\$450
	Children and Youth Services Council	Chair (per diem) Member (per diem)	\$670 \$525
	City Renewal Authority Board	Chair (per annum) Deputy Chair (per annum) Member (per annum)	\$71,750 \$57,400 \$38,440
	Climate Change Council	Chair (per diem) Member (per diem)	\$525 \$450
	Corrections Adjudicator	Corrections Adjudicator (per diem)	\$525
	Cultural Facilities Corporation Board	Chair (per annum) Deputy chair (per annum) Member (per annum)	\$26,760 \$13,390 \$9,380
D	Defence Industry Advisory Council	Chair (per annum) Defence Ambassador (per annum) Defence Industry Sector Member (per diem)	\$35,000 \$25,000 \$550
	Disability Reference Group	Chair (per diem) Member (per diem)	\$525 \$450
E	Electoral Commission	Chair (per annum) Member (per annum)	\$33,050 \$20,720
	Electrical Advisory Board	Chair (per diem) Member (per diem)	\$525 \$450
G	Gambling and Racing Commission Board	Chair (per annum) Member (per annum)	\$50,935 \$24,710
	Government Procurement Board	Chair (per annum) Member (per annum)	\$32,475 \$25,350
H	Heritage Council	Chair (per diem) Member (per diem)	\$670 \$525
	I	Independent Competition and Regulatory Commission-signed	Snr Commissioner (per diem) Commissioner (per diem)
Independent Reviewer, Government Agencies (Campaign Advertising)		Reviewer (per diem)	\$825
Indigenous Education Consultative Body		Chair (per diem) Member (per diem)	\$525 \$450
Inspector of Correctional Services*		Inspector (per diem)	\$836
Insurance Authority Advisory Board		Member (per annum)	\$23,900
Investment Advisory Board		Chair (per annum) Member (per annum)	\$33,050 \$24,710
J, K, L	Legal Aid Commission	President (per annum) Member (per diem)	\$19,925 \$450

	Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ) Community Advisory Council	Chair (per diem)	\$525
	Light Rail and Parkes Way Project Board	Chair (per annum) Member (per annum)	\$77,180 \$46,315
	Long Service Leave Authority Board	Chair (per annum) Deputy Chair (per annum) Member (per diem)	\$26,760 \$13,390 \$450
M	Management Assessment Panel	Chair (per diem)	\$525
	Ministerial Advisory Council on Ageing	Chair (per diem)	\$505
	Medicinal Cannabis Medical Advisory Panel	Chair (per diem) Member (per diem)	\$525 \$450
	Medicines Advisory Committee	Chair (per diem) Member (per diem)	\$525 \$450
	Mental Health Advisory Council	Chair (per diem) Member (per diem)	\$525 \$450
	Ministerial Advisory Council on Women	Chair (per diem)	\$505
	Multicultural Advisory Council	Chair (per diem) Deputy Chair (per diem)	\$505 \$450
N	Natural Resource Management Advisory Committee	Chair (per diem) Member (per diem)	\$525 \$450
O	Official Visitor	Visitor (per diem)	\$525
P	Plumbing Advisory Board	Chair (per diem) Member (per diem)	\$525 \$450
	Public Cemeteries Board	Chair (per diem) Member (per diem)	\$525 \$450
	Public Interest Monitor Panel	Member (per diem)	\$1,095
	Public Sector Standards Commissioner	Public Sector Standards Commissioner (per annum)	\$66,625
Q,R	Racing Appeals Tribunal	President (per diem) Deputy President (per diem) Member (per diem) Assessor (per diem)	\$825 \$760 \$450 \$450
	Radiation Council	Chair (per diem) Member (per diem)	\$525 \$450
S	Scientific Committee	Chair (per diem) Member (per diem)	\$525 \$450
	Sentence Administration Board	Chair (per annum) Deputy Chair (per annum) Member (per diem)	\$77,240 \$61,760 \$1,000
	Suburban Land Agency Board	Chair (per annum) Deputy Chair (per annum) Member (per annum)	\$71,750 \$57,400 \$38,440
	Survey Practice Advisory Committee	Member (per diem)	\$450
T	Teacher Quality Institute Board	Chair (per annum)	\$19,125
	Tree Advisory Panel	Chair (per diem) Member (per diem)	\$525 \$450

U	University of Canberra Council	Member (per annum)	\$5,440
V	Veterans' Advisory Council	Chair (per diem)	\$505
	Veterinary Surgeons' Board	Chair (per diem)	\$525
		Member (per diem)	\$450
	Veterinary Surgeons' Board of Inquiry	Chair (per diem)	\$825
Member (per diem)		\$745	
W	Weeds Advisory Group	External Members (per diem)	\$450
	Work Safety Council	Chair (per annum)	\$19,125
X,Y, Z	Youth Advisory Council	Chair (per diem)	\$525

*The remuneration of the Inspector of Correctional Services cannot exceed \$192,372 per annum.

- 2.2 Public servants that serve as a Part-time Public Office Holder are not entitled to receive remuneration, allowances or entitlements provided in this Determination, unless in exceptional circumstances.
- 2.3 The Chief Minister, Treasury and Economic Development Directorate will determine these exceptional circumstances.

3. Conditions of Payment of Daily Fees (per diem)

3.1 In this section:

- (a) a reference to an 'authority' is a reference to a commission, board, committee, tribunal or other body or office, the office holders of which are entitled to be paid daily fees referred to in this Determination;
- (b) a reference to 'business of the authority' means any business of the authority conducted by an office holder of the authority with the approval of the chairperson, the nominated presiding officer (if applicable) or the authorised secretariat, other than attendance at a formal meeting and official travel on a meeting day;
- (c) 'normal preparation time' means the time that an office holder of an authority ordinarily requires to prepare for a formal meeting of business of the authority. It can occur on either a day of a meeting/event/activity or on another day. Preparation time spent by an office holder that the chairperson, nominated president officer (if applicable) or the authorised secretariat considers is excessive to normal preparation time may be treated as 'business of the authority';
- (d) the daily fee for a formal meeting includes a component to cover normal preparation time. Where the chairperson, nominated presiding officer (if applicable) or the authorised secretariat of the authority considers it appropriate, that a period of preparation time beyond this warrants recognition, then the chairperson, nominated presiding officer (if applicable) or authorised secretariat may determine that payment in accordance with the scheduled daily fee shall be payable for such periods as 'business of the authority'; and

Example:

A formal committee meeting is scheduled which usually consists of two hours of meeting time. A committee member undertakes one hour of preparation time. The total time commitment is three hours, so the committee member would be eligible for the daily fee.

- (e) 'official travel time' is the reasonable period, certified by the chairperson, the nominated presiding officer (if applicable) or the authorised secretariat, that an

office holder spends travelling on official business away from the metropolitan area of the capital city or the environs of the town in which the office holder lives.

- (f) The Tribunal considers that preparation time and travel time are legitimate claims.

Work periods consisting of not less than three hours (formal meetings and business of the authority)

3.2 A Part-time Holder of a Public Office in an authority shall be paid a daily fee in respect of such period, not less than three hours, on any one day on which he or she attends a formal meeting of an authority, and/or is engaged on business of the authority, subject to the following conditions:

- (a) the chairperson, nominated presiding officer (if applicable) or the authorised secretariat, shall in each case certify whether the period of three hours has elapsed and in so certifying may have regard to reasonable preparation time and travelling time incurred by an office holder; and
- (b) the maximum payment in respect of any one day shall be the appropriate daily fee.

Example:

A formal one hour committee meeting is scheduled. The matter to be discussed at the meeting is complex. A committee member undertakes three hours of preparation time. The total time commitment is four hours, so the committee member would be eligible for the daily fee.

Work periods consisting of less than three hours (formal meetings and business of the authority)

3.3 A Part-time Holder of a Public Office may be paid in respect of less than three hours for formal meetings and/or on business of the authority, subject to the following conditions:

- (a) for formal meetings, aggregating less than two hours, an amount equal to two-fifths of the daily fee;
- (b) for formal meetings, or business of the authority on the day of the meeting, of two hours or more, but less than three hours on any one day, an amount equal to three-fifths of the daily fee;
- (c) the maximum payment in respect of any one day shall be the appropriate daily fee;
- (d) eligibility for each payment shall be certified by the chairperson, nominated presiding officer (if applicable) or the authorised secretariat, and in so certifying the chairperson, presiding officer (if applicable) or the authorised secretariat may have regard to reasonable travelling time; and
- (e) preparation time shall only be included in accordance with 3.1.

Examples:

A formal one hour committee meeting is scheduled. No preparation time was required. The reasonable travelling time was 30 minutes. The total time commitment is one hour and 30 minutes. The committee member would be eligible for two-fifths of the daily fee.

A two hour committee event is scheduled and classified as 'business of the authority'. No preparation time was required. The reasonable travelling time was 30 minutes. The total time commitment is two hours and 30 minutes. The committee member would be eligible for three-fifths of the daily fee.

Work aggregate periods consisting of less than three hours (business of the authority)

- 3.4 A Part-time Holder of a Public Office may also be paid a daily fee in respect of aggregate periods associated with business of the authority which is less than three hours undertaken on behalf of the authority, subject to the following conditions:
- (a) individual periods of business must be on other than formal meeting days and each period must be for a minimum of one hour;
 - (b) to attract payment of a daily fee, aggregated periods shall total at least five hours;
 - (c) the maximum period in respect of any one day shall be the appropriate daily fee;
 - (d) eligibility for each payment shall be certified by the chairperson, nominated presiding officer (if applicable) or the authorised secretariat, and in so certifying the chairperson, nominated presiding officer (if applicable) or the authorised secretariat may have regard to reasonable travelling time incurred by an office holder; and
 - (e) preparation time shall only be included in accordance with 3.1.

Examples:

A committee member attends a one hour committee event over four days which is not a formal meeting day. The event is classified as 'business of the authority'. No preparation time was required. The reasonable travelling time for each day was 30 minutes. The total time commitment is six hours. The committee member would be eligible for the daily fee.

A committee member attends a one hour committee event over three days which is not a formal meeting day. The event is classified as 'business of the authority'. No preparation time was required. The reasonable travelling time for each day was 30 minutes. The total time commitment for the events is four hours and 30 minutes. The committee member would not be eligible for the daily fee. If the member had another 30 minutes, they would be eligible for the daily fee.

Cancellation fee

- 3.5 A cancellation fee is payable equivalent to 50% of one day's fee for cancellation of all work on a day with less than five working days' notice.

4. Salary Packaging

- 4.1 Subject to the following conditions, a person holding an office mentioned in Table 1 of this Determination may elect to take remuneration shown in Column 3 of Table 1 as salary or take a combination of salary and other benefits best suited to their personal needs and preferences.
- 4.2 Salary packaging must be consistent with taxation laws and guidelines issued by the Australian Taxation Office.
- 4.3 Any salary packaging policy and/or procedures issued for the ACT Public Service, with up to 100% of the relevant remuneration shown in Column 3 of Table 1 being taken as benefits and related costs such as fringe benefits tax.
- 4.4 Salary packaging must be administered without additional cost to the employer and any fringe benefits tax associated with the provision of a benefit must be included in the salary package.
- 4.5 Salary for superannuation purposes of each person holding a Part-time Public Office is not affected by salary packaging.

5. Employer's superannuation contribution

- 5.1 A person, appointed to an office in clause 2 of this Determination, is only eligible for the employer's superannuation contribution if their superannuation entitlements are not provided elsewhere.
- 5.2 For a person, appointed to an office in clause 2 of this Determination, who is a member of the Commonwealth Superannuation Scheme (CSS) or Public Sector Superannuation (PSS) Scheme:
- the person's annual rate of remuneration for the purposes of the scheme is the base remuneration as provided in clause 2 of this Determination; and
 - the value attributed to the employer's superannuation contribution is taken to be a notional 16% of the person's base remuneration.
- 5.3 For a person, appointed to an office in clause 2 of this Determination, who is not currently a member of the CSS or PSS but was a member of the PSS Accumulation Plan (PSSap) until it closed to the Territory on 30 June 2006, and has maintained continuous employment with the Territory:
- the value of the employer's superannuation contribution is a notional 16% of the base remuneration as provided in clause 2 of this Determination; and
 - the employer will contribute that amount to an agreed superannuation fund nominated by the person appointed to an office in clause 2 of this Determination.
- 5.4 For a person, appointed to an office in clause 2 of this Determination, who is a member of any other superannuation fund, the employer's superannuation contribution is to be made at a rate no less than the Employer Superannuation Guarantee Charge Percentage as provided by the *Superannuation Guarantee (Administration) Act 1992*.
- 5.5 For 2016-17 onwards, the Territory's enhanced minimum employer superannuation contribution is 10.5%.
- 5.6 In respect of a person appointed to an office in clause 2 of this Determination, who are not CSS or PSS members:
- if the person contributes 3% or more of their base remuneration component to an agreed superannuation fund in the form of employee contributions, the Territory will contribute an additional 1% employer superannuation contribution above the amount indicated in clause 5.5.
- 5.7 The value of the employer's superannuation contribution must not be paid in cash to a person appointed to an office in clause 2 of this Determination.

6. Travel arrangements

- 6.1 In this clause:

home base means the town or city in which the traveller's principal place of residence is located.

international travel means official travel to a destination outside Australia.

reasonable expenses means legitimate work-related expenses incurred while conducting official business efficiently and effectively.

traveller means a person, appointed to an office that this Determination applies to, who is travelling away from their home base for official purposes.

- 6.2 If a traveller is required to travel for official purposes, other than within the ACT and surrounding districts, the employer must pay the cost of the transport and accommodation expenses outlined below. The reasonable amounts set out in the relevant Australian Taxation Office Determinations¹ relating to meal and incidental expenses will be paid to the traveller as a reimbursement.
- 6.3 All reasonable expenses incurred by a traveller can be reimbursed. It is the intention of these travel arrangements that no traveller who travels for official purposes should be out of pocket, however they must be reasonable expenses.
- 6.4 All official travel is to be appropriately authorised prior to travel and must not be authorised by the traveller under any circumstances. This includes all official travel paid for privately or by the Territory.
- 6.5 The traveller may travel by one or more of the following:
- a) commercially provided road or rail transport;
 - b) commercially provided flights;
 - c) private motor vehicle.
- 6.6 Commercially provided travel should be selected on the basis of:
- a) what is most convenient to the relevant person; and
 - b) seeking the most reasonable costs.
- 6.7 If a traveller travels on commercially provided road or rail transport the employer will pay the fares for that travel.
- 6.8 A traveller must use the Territory's travel manager, which has been procured through a competitive process, as a preferred provider of travel and related services. The travel manager has been instructed to book all travel at the lowest logical fare.
- 6.9 If a traveller travels on commercially provided flights the employer will pay the fares to the following standard:
- a) for domestic flights less than 4 hours — economy class;
 - b) for domestic flights of 4 hours or more — business class;
 - c) for international flights — business class.
- 6.10 If a traveller is approved to travel by private motor vehicle, the employer will pay the owner of the vehicle an allowance calculated in accordance with the Motor Vehicle Allowance set out in the *ACT Public Service Administrative and Related Classifications Enterprise Agreement 2013 – 2017*, or its replacement.

7. Accommodation

- 7.1 It is standard practice that where an executive traveller must stay overnight while on official travel, the employer will pay the commercial accommodation to the following standard:
- a) for domestic accommodation — 4.5 stars;
 - b) for international accommodation — 4.5 stars.

¹ Taxation Determination (2017/19) or its replacement - Income tax: what are the reasonable travel and overtime meal allowance expense amounts for the 2017-18 income year?

- 7.2 The employer will pay for a traveller to stay in commercial accommodation above the 4.5 star standard and the amounts set out in the relevant Australian Taxation Office Determinations, if:
- a) the cost is reasonable; and
 - b) to do so would better enable business objectives to be met.

Examples where business objectives may be better met:

- to allow a traveller to stay in the commercial accommodation where a meeting, conference or seminar they are attending is being held;
- to allow the office holder who is traveling with a Minister to stay in the same commercial accommodation as the Minister, if the Minister is entitled to a higher standard of accommodation.

8. Meals

- 8.1 If a traveller is absent from their home base for more than ten hours while on official travel, the employer will reimburse actual, reasonable expenses for meals up to the amounts set out in the relevant Australian Taxation Office Determinations.

9. Incidental expenses

- 9.1 The employer will reimburse all reasonable expenses and legitimate expenses directly related to official travel, including up to the amounts set out in the relevant Australian Taxation Office Determinations:
- a) taxi, ridesharing (such as uber) or bus fares to or from an airport; and
 - b) taxi, ridesharing (such as uber) and public transport costs at a temporary location; and
 - c) airport taxes or charges.

10. Frequent Flyer points

- 10.1 Frequent flyer points can no longer be accrued or used by a traveller as a result of travel and accommodation paid for by the employer for official travel.

11. Definitions

agreed superannuation fund means a fund complying with the requirements of:

- the *Income Tax Assessment Act 1936* (Cth); and
- the *Superannuation Industry (Supervision) Act 1993* (Cth).

CSS means the Commonwealth Superannuation Scheme.

employer means the Australian Capital Territory and includes any person authorised to act on behalf of the Australian Capital Territory.

fringe benefits tax means the tax assessed under the *Fringe Benefits Tax Assessment Act 1986*.

home base means the town or city in which the traveller's principal place of residence is located.

international travel means official travel to a destination outside Australia.

PSS means the Public Sector Superannuation Scheme.

PSSap means the PSS Accumulation Plan.

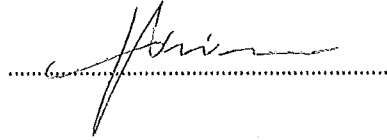
reasonable expenses means legitimate work-related expenses incurred while conducting official business efficiently and effectively.

traveller means a person, appointed under clause 2 of this Determination, who is travelling away from their normal place of work for official purposes.


12. Revocation of previous Determinations

Determination 21 of 2017, 22 of 2017, 23 of 2017 and 1 of 2018 are revoked.

Dr Colin Adrian
Chair

A handwritten signature in cursive script, appearing to read 'Colin Adrian', written over a horizontal dotted line.

Mr James Smythe PSM
Member

A handwritten signature in cursive script, appearing to read 'James Smythe', written over a horizontal dotted line.

Ms Sandra Lambert AM
Member

A handwritten signature in cursive script, appearing to read 'Sandra Lambert', written over a horizontal dotted line.

March 2018