

2026

**THE LEGISLATIVE ASSEMBLY FOR THE
AUSTRALIAN CAPITAL TERRITORY**

ELEVENTH ASSEMBLY

**Remuneration Tribunal Determination 13 of 2025 (Amended) –
Part-time Public Officer Holders**

**Presented by
Andrew Barr MLA
Chief Minister
February 2026**



Determination 13 of 2025 (Amended)

Part-time Public Office Holders

made under the

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

ACCOMPANYING STATEMENT

Background

This amended determination includes:

- a) New referral – Deputy Chair, Heritage Council

This amended determination replaces:

- b) Table 2.1 on page 6

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

In August 2025, the Tribunal commenced its Spring Sitting to consider the remuneration, allowances and other entitlements of the following office-holders:

- ACT Magistrates;
- ACT Supreme Court judges;
- ACT Civil and Administrative Tribunal members;
- the ACT Integrity Commission (Integrity Commissioner and Chief Executive Officer);
- the Principal Registrar, Courts and Tribunal;
- the Director of Public Prosecutions;
- part-time Holders of Public Office on Boards, Tribunals and Committees; and
- any other positions that have been referred to the Tribunal for consideration.

The Tribunal advertised its Spring Sitting on its website and in the Canberra Times on 31 May 2025. The Tribunal also wrote to the relevant office-holders inviting submissions.

At its meeting in August 2025, the Tribunal met with the Chief Minister, ACT Government Treasury officials and officials responsible for the Enterprise Agreement bargaining for ACT Public Sector non-executive employees. The Tribunal also met with full-time and part-time public office holders, and Directorate officials.

The ACT Government briefing provided an overview of the local economy and a summary of the Machinery of Government changes, implemented in July 2025, designed to deliver improved standards of service to the Canberra community. The ACT Government noted that current Enterprise Agreements are expiring in 2026 and confirmed that bargaining had commenced with a continued focus on the lowest paid public service employees.

The briefing provided to the Tribunal by ACT Treasury confirmed that the ACT economy remains strong. The ACT recorded Wage Price Index (WPI) growth of 3.6 per cent over the year (June 2024 – June 2025)¹, and the labour market continues to be robust with high participation rates and low unemployment relative to other jurisdictions.

The Australian Bureau of Statistics released the Consumer Price Index (CPI) for the June 2025 Quarter, which included an increase of 0.3 per cent for the ACT during the quarter², and a 1.6 per cent increase over the year (June 2024 to June 2025).³ The national annual CPI inflation was 2.1 per cent over the year, with trimmed mean inflation trending down from 2.9 percent in the March 2025 quarter to 2.7 percent in the June 2025 quarter.⁴ While inflation has moderated, cost of living pressures persist. In this context the Tribunal remains alert to the future compounding effect of not providing increases in remuneration.

The ACT Government indicated that while there is a positive outlook for the economy, the ACT budget faces fiscal pressures. Therefore, the Tribunal sought to balance considerations around the strength in the labour market, community expectations and the Territory's fiscal circumstances, which impact on the affordability of pay increases.

The Tribunal considered the local and national contexts and decided that an increase to remuneration of 2 per cent is a prudent response given the current circumstances.

New referrals

The Tribunal received referrals from the Chief Minister to determine the remuneration, allowances and other entitlements for each of the following offices:

- Infrastructure Canberra Stream Boards: Independent Chair and Independent Member; and
- Local Hospital Network Assurance Committee: Independent Advisor; and
- Deputy Chair, Heritage Council.

Other Matters

The Tribunal received submissions from the following offices:

- Chair of the ACT Sentence Administration Board; and

¹ [Australian Bureau of Statistics Release 13 August 2025](#)

² [Australian Bureau of Statistics Release 30 July 2025](#)

³ [ACT Treasury, 30 July 2025, CPI – June Quarter 2025](#)

⁴ [Australian Bureau of Statistics Release 30 July 2025](#)

- Chair of the ACT Veterinary Practitioners Board; and
- Procurement ACT in relation to the Government Procurement Board.

Decision

Infrastructure Canberra Program Boards

- Education & Arts Stream Board
- Health & Justice Stream Board
- Housing & Community Stream Board
- Transport & Civil Stream Board

Infrastructure Canberra (iCBR) Program Boards are advisory boards whose primary purpose is to provide advice to the ACT Government in respect of the planning, procurement and delivery of major projects. The Boards will provide strategic oversight and guidance in respect of projects to the Director-General iCBR, who in turn reports to the Ministers with accountability for the projects in each stream.

These Program Boards replace the Light Rail Project Board, and the Major Projects Canberra Independent Advisory Boards.

The Tribunal determines that the Independent Chair will be remunerated at \$92,655 per annum and Independent Member at \$55,605 per annum.

Local Hospital Network Assurance Committee

The Local Hospital Network Assurance Committee has been established to oversee the implementation of the Canberra Health Services Financial Sustainability program by providing monitoring and strategic advice, and to ensure regular updates are provided to the Minister for Health and Expenditure Review Committee. The role will require experience, seniority and the capability to provide the requisite level of advice to Government.

The Tribunal determines that the Independent Advisor will be remunerated at \$1,925 per diem.

Heritage Council

The Heritage Council is a decision-making statutory body established under the Heritage Act 2004 to identify, assess, conserve and promote places and objects in the ACT with natural and cultural heritage significance.

The Tribunal received a submission from the Chair of the Heritage Council requesting a remuneration decision for the role of Deputy Chair of the Council due to increased work value. The position of Deputy Chair was referred to the Tribunal by the Chief Minister on 12 September 2025.

In considering the remuneration of the Deputy Chair of the Heritage Council, the Tribunal had regard to the remuneration paid to similar positions in the Territory and other jurisdictions. The Tribunal met with the Chair of the Heritage Council, and officials from the City and Environment Directorate.

The Tribunal determines that the Deputy Chair will be remunerated at \$30,000 per annum.

ACT Sentence Administration Board

The ACT Sentence Administration Board (SAB) is an independent statutory authority. In 2021, the Tribunal undertook examination of the remuneration, allowances and other entitlements for the Chair and Deputy Chair of the Sentence Administration Board.

In 2025, the Tribunal received a submission from the Chair of the Board requesting an increase to remuneration of the Members due to the level of responsibility in making complex and high-risk decisions. The Tribunal had regard to the work value of Members, and the sophisticated level of expertise required to engage in a therapeutic jurisprudence decision making model in the context of offender interest and community safety.

The Tribunal considered previous submissions from the SAB, and remuneration relativities for officeholders within the ACT and across other jurisdictions.

The Tribunal agrees these positions require a high level of complexity and sensitivity in decision making and acknowledges the level of responsibility involved. Consequently, the Tribunal determines that the Members will be remunerated at \$1,600 per diem.

ACT Veterinary Practitioners Board

The ACT Veterinary Practitioners Board was established to oversee the Veterinary Practice Act 2018 in the delivery of professional regulatory activities within the ACT. The Tribunal received a submission from the Chair of the Board requesting an increase to remuneration of the Chair and Members due to increased work value and noted the expanding responsibility of the Board in relation to monitoring the conduct of the profession within the ACT, the complex nature of engagement with the community, and more frequent collaboration with the federated regulator to ensure local issues are reflected in regulatory frameworks.

In considering the remuneration of the Chair and Members, the Tribunal had regard to an increased complaint investigation, which reflects changing community expectations of veterinary practitioners, efforts of the Board to innovate and progress the profession, and to remuneration paid to equivalent positions in other jurisdictions. The Tribunal met with officials from the City and Environment Directorate.

The Tribunal determines that the Chair will be remunerated at \$18,000 per annum and Members will be remunerated at \$825 per diem.

Government Procurement Board

The Government Procurement Board was established under the Government Procurement Act 2001 (the Act). Under section 29 of the Act, the purpose of the Board is to provide strategic direction in relation to procurement for the Territory. The Tribunal received a submission from Procurement ACT requesting an increase to remuneration of the Chair due to the higher-level strategic functions required to support the Board, resulting from the procurement reform program delivered in 2024.

The Tribunal had regard to the evolving functions of the Chair, in particular the maturity of the assessment and accreditation function which has resulted in significant increase in the work value and duties of the Chair.

The Tribunal determines that the Chair will be remunerated at \$45,870 per annum.

Other Part-time Public Office Holders

All other part-time public office holders being considered as part of the 2025 Spring Sitting will receive a 2 per cent increase, rounded up to the nearest \$5, effective from 1 November 2025.

20 February 2026



Determination 13 of 2025

Part-time Public Office Holders (Amended)

made under the

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

1 Commencement

This instrument is taken to have commenced on 1 November 2025.

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 or column 4 of Table 2.1.

Table 2.1

COLUMN 1 Board, committee etc	COLUMN 2 Position	COLUMN 3 Base remuneration (Per Diem)	COLUMN 4 Base remuneration (Per Annum)
ACT Custodial Inspector	Inspector	-	\$259,635
ACT Health System Council	Chair	\$1,265	-
	Deputy Chair	\$1,055	-
	Member	\$845	-
ACT Judicial Council	Legal Practitioner	\$905	-
	Community Representative	\$905	-
ACT Natural Resource Management (NRM) Council	Chair	\$650	-
	Member	\$560	-
ACT Place Names Advisory Committee	Co-Chair	\$650	-
	Member	\$560	-
ACT Region Catchment Management Coordination Group	Chair	\$650	-
	Member	\$560	-
Aboriginal and Torres Strait Islander Art Space Reference Group	Chair	\$650	-
	Deputy Chair	\$605	-
	Member	\$560	-
Aboriginal and Torres Strait Islander Elected Body	Chair	-	\$37,415
	Deputy Chair	-	\$29,945
	Member	-	\$19,870
Animal Welfare Advisory Committee	Chair	\$650	-
	Member	\$560	-
Architects Board	Chair	\$650	-
	Member	\$560	-

COLUMN 1 Board, committee etc	COLUMN 2 Position	COLUMN 3 Base remuneration (Per Diem)	COLUMN 4 Base remuneration (Per Annum)
Board of Engineering Excellence	Chair Deputy Chair Member	\$650 \$605 \$560	- - -
Board of Senior Secondary Studies	Chair	-	\$34,410
Brand Strategic Advisory Board	Chair Member	\$650 \$560	- -
Building Advisory Board	Chair Member	\$650 \$560	- -
Building and Construction Industry Training Fund Board	Chair Member	- \$560	\$22,975 -
Canberra Economic Recovery Advisory Group	Member	-	\$18,285
Canberra Institute of Technology Cloud Campus Program	Independent Member	\$605	-
Canberra Institute of Technology Governing Board	Chair Deputy Chair Member	- - \$715	\$67,675 \$33,850 -
Canberra Region Medical Education Council	Chair External Representative Member	\$650 \$560	- -
Cemeteries and Crematoria Authority	Chair Member	- \$685	\$31,520 -
Child and Family Reform Ministerial Advisory Council	Chair Member	\$650 \$560	- -
Children and Young People Death Review Committee	Chair Member	\$1,010 \$925	- -
Children and Youth Services Council	Chair Member	\$805 \$650	- -
Clinical Leadership Forum	Chair Member	\$650 \$560	- -
City Renewal Authority Board	Chair Deputy Chair Member	- - -	\$86,130 \$68,915 \$46,165
Climate Change Council	Chair Member	\$650 \$560	- -
Corrections Adjudicator	Corrections Adjudicator	\$650	-
Creative Council	Chair Deputy Chair Member	\$650 \$605 \$560	- - -
Cultural Facilities Corporation Audit Committee	External Member	\$560	-
Cultural Facilities Corporation Board	Chair Deputy Chair Member	- - -	\$32,140 \$16,090 \$11,280
Defence and Advanced Technology Industry Advocate	Advocate	-	\$89,305

COLUMN 1 Board, committee etc	COLUMN 2 Position	COLUMN 3 Base remuneration (Per Diem)	COLUMN 4 Base remuneration (Per Annum)
Disability Advisory Council	Chair Deputy Chair Member	\$650 \$605 \$560	- - -
Diversification and Sustainability Support Fund Advisory Board	Chair Member	\$650 \$560	- -
Electoral Commission	Chair Member	- -	\$39,685 \$24,895
Electrical Advisory Board	Chair Member	\$650 \$560	- -
Gambling and Racing Commission Board	Chair Member	- -	\$61,155 \$29,670
Government Procurement Board	Chair Member	- -	\$45,870 \$30,435
Heritage Council	Chair Deputy Chair Member	- - \$685	\$42,025 \$30,000 -
Independent Advisor, Working with Vulnerable People	Independent Advisor	\$650	-
Independent Competition and Regulatory Commission	Senior Commissioner Commissioner	\$1,965 \$1,125	- -
Independent Reviewer, Government Agencies (Campaign Advertising)	Reviewer	\$1,010	-
Indigenous Education Consultative Body	Chair Member	\$650 \$560	- -
Infrastructure Canberra – Education & Arts Stream Board	Independent Chair Independent Member	- -	\$92,655 \$55,605
Infrastructure Canberra – Health & Justice Stream Board	Independent Chair Independent Member	- -	\$92,655 \$55,605
Infrastructure Canberra – Housing & Community Stream Board	Independent Chair Independent Member	- -	\$92,655 \$55,605
Infrastructure Canberra – Transport & Civil Stream Board	Independent Chair Independent Member	- -	\$92,655 \$55,605
Insurance Authority Advisory Board	Member	-	\$28,700
Invasive Plants Advisory Group	External Members	\$560	-
Investment Advisory Board	Chair Member	- -	\$39,685 \$29,670
Legal Aid Commission	President Member	- \$560	\$23,935 -
Lesbian, Gay, Bisexual, Transgender, Intersex, Queer and Asexual (LGBTIQ+) Ministerial Advisory Council	Chair Member	\$650 \$560	- -
Local Hospital Network Assurance Committee	Independent Advisor	\$1,925	-

COLUMN 1 Board, committee etc	COLUMN 2 Position	COLUMN 3 Base remuneration (Per Diem)	COLUMN 4 Base remuneration (Per Annum)
Long Service Leave Authority Board	Chair Deputy Chair Member	- - \$685	\$47,280 \$31,520 -
Management Assessment Panel	Chair	\$650	-
Medicines Advisory Committee	Chair Member	\$650 \$560	- -
Mental Health Advisory Council	Chair Member	\$650 \$560	- -
Ministerial Advisory Council on Ageing	Chair Member	\$650 \$560	- -
Ministerial Advisory Council on Multiculturalism	Chair Deputy Chair Member	\$650 \$605 \$560	- - -
Ministerial Advisory Council for Veterans and their Families	Chair Deputy Chair Member	\$650 \$605 \$560	- - -
Ministerial Advisory Council on Women	Chair Deputy Chair Member	\$650 \$605 \$560	- - -
Multi-Hazard Advisory Council	Chair Member	\$650 \$560	- -
Natural Resource Management Advisory Committee	Chair Member	\$650 \$560	- -
Official Visitors Board	Chair Visitor	- \$650	\$28,700 -
Our Booris Our Way Implementation Oversight Committee	Chair Member	\$950 \$840	- -
Payroll Capability and HR Management Program Board	Independent Member	\$1,530	-
Plumbing Advisory Board	Chair Member	\$650 \$560	- -
Priority Investment Program Advisory Panel	Chair Member	\$650 \$560	- -
Public Interest Monitor Panel	Member	\$1,330	-
Public Sector Standards Commissioner	Public Sector Standards Commissioner	-	\$195,025
Racing Appeals Tribunal	President Deputy President Member Assessor	\$1,010 \$925 \$615 \$615	- - - -
Radiation Advisory Committee	Chair Member	\$650 \$560	- -
Registration Standards Advisory Board	Chair Member	\$650 \$560	- -
Renewable Energy Innovation Fund Industry Advisory Board	Chair Member	\$650 \$560	- -

COLUMN 1 Board, committee etc	COLUMN 2 Position	COLUMN 3 Base remuneration (Per Diem)	COLUMN 4 Base remuneration (Per Annum)
Restricted Medical Treatment Assessment Board	President Member	\$1,640 \$1,305	- -
Scientific Committee	Chair Member	\$650 \$560	- -
Sentence Administration Board	Chair Deputy Chair Member	- - \$1,600	\$111,570 \$99,980 -
Suburban Land Agency Board	Chair Deputy Chair Member	- - -	\$86,130 \$68,915 \$46,165
Survey Practice Advisory Committee	Member	\$565	-
Teacher Quality Institute Board	Chair	-	\$22,975
Territory Records Advisory Council	Chair Member	\$825 \$650	- -
Therapeutic Support Panel	Deputy Chair Member	\$970 \$925	- -
Tree Advisory Panel	Chair Member	\$650 \$560	- -
Veterinary Practitioners Board	President Member	- \$825	\$18,000 -
Veterinary Practitioners Committee of Inquiry	Chair Member	\$1,010 \$910	- -
Voluntary Assisted Dying Oversight Board	Chair Member	\$1,330 \$1,065	- -
Work Health and Safety Council	Chair	-	\$22,975
Youth Advisory Council	Co-Chair Member	\$650 \$560	- -

- 2.2 A public servant who serves as a Part-time Public Office Holder is 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 presiding 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 listed 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 Superannuation entitlements for a person appointed to an office listed above are consistent with clause D7 in the *ACT Public Sector Administrative and Related Classifications Enterprise Agreement 2023-2026* or its replacement.
- 5.3 The value of the employer's superannuation contribution must not be paid in cash to a person appointed to an office listed 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, 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 Determinations⁵ relating to meal and incidental expenses will be paid to the traveller as a reimbursement. These expenses are not to be paid to the traveller where their home base is within the ACT or surrounding districts and the travel for official purposes is within the ACT or surrounding districts.

- 6.3 All reasonable expenses incurred by a traveller can be reimbursed.
- 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;
 - a) 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 Sector Administrative and Related Classifications Enterprise Agreement 2023-2026* 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.
- 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

⁵ [Australian Taxation Office – Taxation Determination 2024/3 Income tax: what are the reasonable travel and overtime meal allowance expense amounts for the 2024-25 income year?](#)

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

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

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

Frequent flyer points cannot be accrued or used by a traveller as a result of travel and accommodation paid for by the employer for official travel.

11. Definitions

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.

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

traveller means a person, listed under clause 2 of this Determination, who is travelling away from their home base for official purposes.

12. Revocation of previous Determinations

Determination 15 of 2024 is revoked.

Ms Sandra Lambert AM
Chair

Ms Pam Davoren PSM
Member

Michael Manthorpe PSM FIPAA
Member

20 February 2026