

## REMUNERATION PROCEDURES FOR PART-TIME CHAIRS AND MEMBERS OF QUEENSLAND GOVERNMENT BODIES

### Introduction

There are many different types of Queensland Government bodies. They range in scale and character from advisory committees providing policy advice on discrete areas of government policy to governing boards overseeing multi-million dollar government trading enterprises.

Details of the current government bodies are set out on the Queensland Register of Appointees to Government bodies' website at: <http://governmentbodies.premiers.qld.gov.au/>

Chairs and members of government bodies provide a significant contribution to the community through their participation on these bodies. Where appropriate, remuneration is a way to acknowledge this contribution and to recognise that good corporate governance of these bodies results in sustained and long-term value for Queensland. However, there is also an element of community service and the Government does not consider it necessary to remunerate the membership of all government bodies.

All proposals by a Minister to remunerate a new government body or change the remuneration arrangements for an existing body must be endorsed by Cabinet.

### Application

These procedures apply for the purposes of determining remuneration for all part-time chairs and members of Queensland Government bodies.

These procedures do not apply to full-time independent statutory office holders such as those listed in section 67 of the *Parliament of Queensland Act 2001* (for example, the Adult Guardian, Director of Public Prosecutions, Information Commissioner, Auditor-General and the Registrar-General of Births, Death and Marriages).

### Remuneration matrix

When it is considered appropriate to remunerate a Queensland Government body, the remuneration for chairs and members is to be determined by applying the Remuneration Matrix set out in **Attachment 1**.

The Remuneration Matrix is to be applied when a Minister proposes to:

- establish a new government body and the chair and/or members are proposed to be paid; or
- change the remuneration arrangements for an existing government body.

The Remuneration Matrix is also to be applied to existing government bodies as each appointment expires or when remuneration matters are progressed to Cabinet. This will allow for a gradual transition period in implementing the new scheme.

A Remuneration Assessment form is to be completed by a department to determine a category and category level and submitted to the Department of the Premier and Cabinet for assessment (**Attachment 2**). The Minister must seek Cabinet's endorsement for the proposed remuneration through a Significant Appointment or Policy submission and the Remuneration Assessment form must be attached to the submission.

Consultation must occur with the Department of the Premier and Cabinet at least 28 days before advance lodgement of the submission.

### Categories

The Remuneration Matrix sets out four categories of government bodies:

- Enterprise;
- Governance;
- Regulation, administration and advice; and
- Adjudication and determination.

For each category there are three category levels. The Remuneration Matrix outlines the 'indicators' relevant to each of the category levels. The 'indicators' are based on the functions, and in some cases the business profile, of a government body.

The 'indicators' are used to assess where the relevant government body best fits in the matrix. Guidance on how to apply the 'indicators' and determine a category and category level is set out as part of [Attachment 2](#).

Where a government body is comprised of different member types, it may be appropriate for a department to assess the membership of the body in two category levels. For example, the guide recognises that a government body in the "Adjudication and determination" category may include members requiring specialist qualifications and expertise, and members with or without qualifications.

Once a determination is made on the best fit for a government body and its members, each of the category levels in the matrix has corresponding remuneration.

### Remuneration type

Remuneration for the membership of government bodies may be paid as an annual fee, daily fee or sessional/meeting fee. Deputy chairs are to be paid at the rates prescribed for members.

The types of remuneration are set out in the following table:

Category	Remuneration type	Decision making
Enterprise	Annual fee Sub-committee fee	Minister identifies appropriate pay point in the pay range for annual fees and sub-committee fees per committee position
Governance	Annual fee Sub-committee fee	Minister identifies appropriate pay point in the pay range for annual fees and sub-committee fees per committee position
Regulation, administration and advice	Annual or daily fee Sub-committee fee	Minister decides whether to pay annual or daily fees  Minister identifies appropriate pay point in the pay range for annual fees  Set amounts apply for daily fees, 50% to be paid if body or sub-committee meets for four hours or less  <i>NB: If a body is receiving annual fees and does not meet more than six times per year, Ministers should consider if daily fees are more appropriate.</i>
Adjudication and determination	Sessional or meeting fee	Set amounts apply for sessional or meeting fees

### *Sub-committees*

Where a sub-committee of a government body has been established (i.e. under the parent government body's enabling legislation or constitution, or by a Cabinet decision), the chair and members are eligible to be remunerated for the appointment. Membership of the sub-committee may include members and non-members of the parent body. The Remuneration Matrix incorporates the fees payable to sub-committees, and chairs and members are to be paid fees for each sub-committee position that they hold.

The chair and members of a sub-committee are entitled to receive the sub-committee fees specified in the parent body's category level. Where the Minister considers that the fees in the parent body's category level are not appropriate for the sub-committee, a remuneration assessment should be completed.

Sub-committees of government bodies in the "Enterprise" and "Governance" categories are to receive annual fees. The Remuneration Matrix provides annual fee ranges for each category and category level. The Minister is to identify the appropriate fee in the range and the fee must be endorsed by Cabinet.

Sub-committees of government bodies in the "Regulation, administration and advice" category are to receive daily fees at the rates listed in the parent body's category level. In accordance with these procedures, 50% of the daily fee is to be paid if the sub-committee meets for four hours or less.

### *Additional work time*

The annual fees paid to chairs and members of government bodies are inclusive of the total work commitment associated with appointment.

Chairs and members of government bodies who receive daily fees or sessional or meeting fees are eligible to be remunerated for the additional work time required to carry out their role (ie. to prepare for meetings or hearings, write reports or decisions, undertake consultation or carry out inspections). The remuneration entitlement is to be based on the total number of hours relating to a single hearing or meeting or the additional work performed. For example:

<b>Total hours</b>	<b>Chair/Member total work time</b>	<b>Remuneration entitlement</b>
4	"Regulation, administration and advice" category bodies 1 hour meeting preparation + 3 hour meeting	50% daily fee
3	"Adjudication and determination" category bodies 1 hour meeting preparation + 2 hour meeting	1 x sessional/meeting fee
6	"Adjudication and determination" category bodies 1 hour meeting preparation + 3 hour meeting + 2 hours report writing	2 x sessional/meeting fee
11	"Adjudication and determination" category bodies 2 hour meeting preparation + 4 hour hearing (for single or multiple matters) + 5 hours report writing	3 x sessional/meeting fee

The chair is responsible for determining what is reasonable additional work time for each meeting or hearing.

### *Where significant travel is required*

'Significant travel' is where the total time spent travelling to and from a meeting or hearing (round-trip) from the chair or member's usual residence or workplace exceeds four hours.

The annual fees are an all encompassing fee which accounts for the time taken for significant travel. Chairs and members of these government bodies are not to be paid an additional fee for significant travel.

However, where daily or sessional fees are being paid, the chairs and members may be compensated for significant travel. This additional fee is to be calculated at 50% of the remuneration entitlement for attendance at the meeting or hearing.

### **Out of pocket expenses**

Chairs and members of government bodies (whether they are paid or unpaid) are eligible to be reimbursed for reasonable out-of-pocket expenses including domestic travel, accommodation costs, motor vehicle allowances and meals. The allowances, as approved by the Governor in Council, are set out in **Attachment 3**.

### **Where a chair or member of a government body does not want to be paid**

When it is considered appropriate to remunerate a Queensland Government body and Cabinet has endorsed the proposed remuneration, individual chairs and members may elect not to be paid.

### **Superannuation**

There are standard superannuation arrangements in place for members of certain Queensland Government Bodies, as listed in the schedule of the *Superannuation (State Public Sector) Notice 2010*.

Government body chairs and members have the option to choose either QSuper or another superannuation fund for their superannuation contributions.

### **Taxation and GST**

Remuneration paid to chairs and members of government bodies is assessable under the *Income Tax Assessment Act 1997* (Cth).

GST is not payable on remuneration paid to government body chairs or members.

### **Salary packaging**

The Queensland Government policy on salary packaging applies to chairs and members of government bodies. See Circular C1/11 at the following link:

<http://www.psc.qld.gov.au/publications/circulars/assets/2011-1--arrangements-for-salary-packaging-from-1-april-2011.pdf>

### **Declaration of other benefits**

Other benefits, such as the payment of telephone accounts, credit cards and travel allowances, are to be declared at the time of the Remuneration Assessment and at the appointment of the chair or members. All benefits are to be specified in the instrument appointing the chair or members.

### **Annual reporting**

The administering agency must report on information about government bodies in the agency's annual report. The annual reporting requirements are available at the following link:

<http://www.premiers.qld.gov.au/publications/categories/guides/annual-report-guidelines.aspx>

## Public sector employees

Public sector employees, employed full-time or part-time, who are appointed as part-time chairs or members of government bodies are not to be paid daily fees or annual allowances except where this is approved by government.

The conditions under which this approval is sought are:

- where the employee's chief executive certifies that the appointment is not connected in any way with the employee's employment and the meetings etc. are held outside ordinary working hours; or
- where deductions are made from the employee's wages when he or she attends meetings or other activities of the government body during normal working hours or during other legitimate time off (e.g. banked time leave, annual leave) viz. unpaid leave.

A Chief Executive Officer certification form is included at [Attachment 4](#).

*The reasons for recommending payment to public sector employees must be provided in the significant appointment Cabinet submission and Executive Council Minute.*

Where meeting fees are permitted by legislation to be paid, public sector employees are to be included in the Executive Council Minute with a stipulation that they are not to be remunerated, unless Cabinet determines that remuneration is to be paid in accordance with one of the exceptions above.

Where attendance at government body meetings is a function of an employee's work, normal public service conditions apply. For employees with an entitlement, the chief executive may approve overtime or time off in lieu. Other conditions such as travel allowance might also apply.

'Public sector employees' mean employees of federal, state or local governments, employees of semi-government organisations, either federal or state, including statutory authorities and employees of state and local government owned corporations and colleges. For the purpose of these procedures members of any parliament within Australia, elected local government representatives, judges, magistrates and other judicial and quasi-judicial officers are also regarded as public sector employees.

Paid officials or employees of universities are not included in this category.

## Previous remuneration rates

The remuneration rates contained in the former policy, *Remuneration of Part-time Chairs and Members of Government Boards, Committees and Statutory Authorities*, and approved for a government body remain in force until the new Remuneration Matrix is applied and the new rate is approved by the relevant approving authority (Cabinet, Governor in Council or shareholder/s). The previous remuneration categories and fees are provided at [Attachment 5](#).

## REMUNERATION MATRIX

ENTERPRISE	Level 1	Level 2	Level 3
<b>Indicators</b>	Revenue/budget >\$1B Net assets >\$1B Total assets >\$1B Total funds managed for third parties >\$1B High level of commercial and organisational risk High level of complexity	Revenue/budget \$501M to \$999M Net assets \$501M to \$999M Total assets \$750M to \$999M High to moderate level of commercial and organisational risk High to moderate level of complexity	Revenue/budget <\$500M Net assets <\$500M Total assets <\$750M Moderate level of commercial and organisational risk Moderate level of complexity
<b>Annual fees</b>	Chairperson – 80,000 to 165,000 Member – 45,000 to 70,000	Chairperson – 50,000 to 100,000 Member – 30,000 to 45,000	Chairperson – 30,000 to 50,000 Member – 20,000 to 30,000
<b>Annual sub-committee fees</b>	Chairperson – 6,000 to 16,000 Member – 4,000 to 11,000	Chairperson – 4,000 to 6,000 Member – 3,000 to 5,000	Chairperson – 4,000 to 6,000 Member – 3,000 to 5,000
GOVERNANCE	Level 1	Level 2	Level 3
<b>Indicators</b>	Revenue/budget >\$200M Net assets >\$200M Total assets >\$200M High level of independence High level of risk High level of complexity	Revenue/budget \$75.1M to \$199M Net assets \$50.1M to \$199M Total assets \$20.1M to \$199M High to moderate level of independence High to moderate level of risk High to moderate level of complexity	Revenue/budget <\$75M Net assets <\$50M Total assets <\$20M Moderate level of independence Moderate level of risk Moderate level of complexity
<b>Annual fees</b>	Chairperson – 75,000 to 105,000 Member - 40,000 to 75,000	Chairperson – 35,000 to 75,000 Member – 15,000 to 40,000	Chairperson – 5,000 to 35,000 Member – 3,000 to 15,000
<b>Annual sub-committee fees</b>	Chairperson – 4,000 to 6,000 Member – 3,000 to 5,000	Chairperson – 2,500 to 4,000 Member – 2,000 to 3,000	Chairperson – 1,000 to 2,500 Member – 500 to 2,000
REGULATION, ADMINISTRATION & ADVICE	Level 1	Level 2	Level 3
<b>Indicators</b>	Regulatory and investigative powers Registration, licensing or accreditation responsibilities Significant influence on or reform of a particular industry, sector of the government or community or a profession	Administration and management of a range of activities and resources Research activities or independent expert advice on programs that impact the State or influence Government policy	Consultation, advisory and liaison activities Policy/operational advice with influence on a specific aspect of Government policy or a particular region
<b>Annual fees</b>	Chairperson – 4,500 to 10,000 Member – 3,500 to 7,500	Chairperson – 3,500 to 7,500 Member – 3,000 to 6,000	Chairperson – 2,500 to 6,000 Member – 2,000 to 4,500
<b>Where a board meets 6 times or less per year, the Minister may pay daily fees*</b>	Chairperson – 650 Member – 500	Chairperson – 520 Member – 400	Chairperson – 390 Member – 300
ADJUDICATION & DETERMINATION	Level 1	Level 2	Level 3
<b>Indicators</b>	Determinative and adjudicative powers that significantly impact on individuals (injury and impairment, health and serious offender parole) Appointed members require specialist medical, legal or other relevant qualifications and experience	Determinative, review or investigative powers that impact on individuals (health, parole, minor civil disputes and remuneration), sectors of the community or organisation/s Appointed members require legal or other relevant qualifications and experience	Determinative, review or investigative powers that impact on individuals, a particular industry, profession or other standards of importance in the community Appointed members may or may not require qualifications
<b>Sessional or meeting fees (four hours or less)</b>	Chairperson – 1843 (injury and impairment) Chairperson – 715 (other) Member – 1536 (injury and impairment) Member – 700 (court appointments) Member – 550 (other)	Chairperson – 520 Member – 400	Chairperson – 325 Member – 250

\* Daily fees – 50% to be paid if work time is four hours or less. Rates are applicable for regular meetings, sub-committee meetings and additional work time.

## REMUNERATION MATRIX – GUIDE TO SELECTING CATEGORY AND LEVEL

### ENTERPRISE

Government body which is wholly responsible for the way a government owned enterprise performs its functions and exercises its powers in delivering or selling goods or services in a commercial manner.

#### Level 1

Revenue/budget*	>\$1B
Net assets*	>\$1B
Total assets*	>\$1B
Total funds managed for third parties	>\$1B
High level commercial and organisational risk	
High level complexity	

#### Level 2

Revenue/budget*	\$501M to \$999M
Net assets*	\$501M to \$999M
Total assets*	\$750M to \$999M
High to moderate level commercial and organisational risk	
High to moderate level complexity	

#### Level 3

Revenue/budget*	<\$500M
Net assets*	<\$500M
Total assets*	<\$750M
Moderate level commercial and organisational risk	
Moderate level complexity	

### GOVERNANCE

Government body which is partially or wholly responsible for the way a government entity performs its functions and exercises its powers.

#### Level 1

Revenue/budget*	>\$200M
Net assets*	>\$200M
Total assets*	>\$200M
High level independence	Government body which makes independent decisions, are subject to limited Ministerial direction, have primary accountability for strategy, budget and revenue management, procurement and staffing including recruitment of executives (e.g. employs CEO without Ministerial approval and CEO reports to body), and which have policy autonomy (e.g. adjudicate market practices).
High level risk	Government body which oversees a government entity whose failure would have a critical, possibly devastating impact on the State or industry, or may severely impact public confidence in the government.
High level complexity	Outcomes impact on multiple industries or a very large client base (i.e. state-wide), engaging with multiple competing stakeholders and managing consumer demand; dynamic operational environment characterised by uncertainty. May involve developing relationships with private sector operators and not-for-profit organisations to transform service delivery; Requires a very high level of managerial or professional expertise.

#### Level 2

Revenue/budget*	\$75.1M to \$199M
Net assets*	\$50.1M to \$199M
Total assets*	\$20.1M to \$199M
High to moderate level independence	Government body has significant influence over strategy and operations (e.g. in collaboration with Minister develops a strategic and operations plan), budget and revenue management, procurement and staffing (e.g. recommends CEO for appointment or decides CEO conditions of employment).
High to moderate level risk	Government body which oversees a government entity whose failure would have a significant and direct impact on the reputation of a department or government body, or may moderately impact public



	confidence in the government.
<b>High to moderate level complexity</b>	Outcomes impact on an industry, or regional, or a large client base (i.e. multiple local government areas), or state-wide impact associated with oversight of multiple stakeholder interest and/or major segments of the community or the state's economy or budget outcome; operational environment is subject to change.

<b>Level 3</b>	
<b>Revenue/budget*</b>	<\$75M
<b>Net assets*</b>	<\$50M
<b>Total assets*</b>	<\$20M
<b>Moderate level independence</b>	Government body which shares responsibility and accountability with the administering department for strategy (e.g. Minister issues directions about strategy), budget and revenue management, procurement and staffing (e.g. Minister appoints CEO and CEO reports to Minister), together with a significant dependence on government for its funding.
<b>Moderate level risk</b>	Government body which operates, or who oversees a government entity, with low risk exposure for the government and the State.
<b>Moderate level complexity</b>	Local or well defined operations delivered in a stable environment; outcomes impact on limited industry, stakeholders or consumers.

<b>REGULATION, ADMINISTRATION &amp; ADVICE</b>	
<b>Regulation</b>	Government body which regulates registration, licensing or accreditation for professions, business and industry and/or the administration or enforcement of an Act. The body may also be responsible for addressing complaints regarding the conduct of a professional, an industry or a business and deciding disputes referred to it under an Act. Regulation activities may impact on a Government department or entity, or the rights of a profession, an industry, a business, or individual practitioners. Scope of operation usually in a strategic area of government service or economic activity.
<b>Administration</b>	Government body which administers or manages a range of activities and resources. The body would usually be responsible for managing the operations of a small entity established under an Act or other instrument. Responsibilities may include making decisions or recommendations about the allocation of funding, administering a trust, facilitating and promoting research, funding and managing contracts for training/education programs and protecting and improving Queensland's natural resources.
<b>Advice</b>	Government body which provides independent expert or policy/operational advice. The body primarily undertakes research, consultation, advisory and liaison activities and makes recommendations affecting Government policy. Scope of influence ranges from significant influence on or reform of Government policy, to impacting on the State, or limited to a specific aspect of Government policy or a particular region. Advice may focus on an industry, sector of the community, a profession, or programs that impact the State or a region. Administering department is accountable.

<b>ADJUDICATION &amp; DETERMINATION</b>
Tribunals, Courts, Boards, Committees, Commissions and Panels that exercise determinative, adjudicative, review or investigate powers or conduct dispute resolution activities. Decisions or determinations may be final and binding or appealable. Outcomes may impact on individuals (including injury and impairment, health, parole, minor civil disputes and remuneration), sectors of the community, organisations, a particular industry and professions or relate to other standards of importance in the community. The body may be constituted by a group of members or a single person. The qualifications and experience of appointed members range from a requirement to have specialist medical, legal or other relevant qualifications and experience to not requiring qualifications.

*\*Revenue/budget - the full accrual income arising from operations during the year, recorded in the income statement; identified as actual budget or total revenue; shows the liquidity of the business.*

*\*Net assets - shows the net worth of the entity, which is made up of the total assets minus total liabilities.*

*\*Total assets - total assets owned by the entity, which will equal total liabilities plus total equity.*



## REMUNERATION ASSESSMENT FORM

**Minister:** *[Insert name]*

**Government body:** *[Insert name]*

**Legislation/Terms of Reference/Other:** *[Insert relevant legislation, terms of reference, constitution etc – please also attach relevant sections/document]*

**Proposal:** *[Delete the proposal that doesn't apply]*

- Establish a new Government body and the chair and/or members are proposed to be paid
- Change the remuneration arrangements for an existing Government body

**Cabinet date:** *[Insert proposed date – please note that DPC must receive this assessment form at least 28 days before the proposed advance lodgement date]*

**Category:** *[Insert proposed category i.e. Enterprise/ Governance/ Regulation, advice and administration/or, Adjudication and determination]*

### Indicators:

List the 'indicators' relevant to the Government body, and include an explanation as to why each 'indicator' applies:

*[Insert Indicator]*

- *[Insert rationale why indicator applies]*

**Category/Remuneration level:** *[Insert proposed category/remuneration level]*

### Proposed remuneration:

- Chair: *[Insert proposed remuneration corresponding with proposed category/category level for each relevant position]*
- Member:

**Other proposed benefits:** *[List other benefits e.g. car for business use and/or private use, telephone reimbursement]*

**Department contact:** *[Insert name, position, telephone and email]*

**CEO or delegate approval:** *[Insert date of approval]*

**ALLOWANCES**

**SCHEDULE A**  
**MOTOR VEHICLE ALLOWANCES**

<b>GENERAL CONDITIONS</b>	
<b>1. Entitlement</b>	<ul style="list-style-type: none"> <li>the employee is to produce evidence that the insurance policy has been endorsed to indemnify the Queensland Government against certain liabilities at law. This is a standard endorsement available on request from all insurance companies. The policy does not require the actual words 'Queensland Government' the word 'employer' will suffice.</li> <li>The department should refund any endorsement fees.</li> </ul>
<p>1.1 A "public service employee" (<b>referred to as an "employee" in this schedule</b>) who uses his or her private motor vehicle to undertake official duties is to be paid a motor vehicle allowance as provided in this schedule for the distance necessarily and actually travelled.</p>	
<p>1.2 The amount of the allowance will depend upon the type of motor vehicle used.</p>	
<b>2. Vehicles on novated leases</b>	<b>4. Residence to headquarters</b>
<p>2.1 Employees with vehicles on novated leases are eligible to claim motor vehicle allowances under the conditions prescribed in this directive. These allowances are paid via the payroll system and are included in the gross salary reported on the employee's payment summary.</p>	<p>4.1 Motor vehicle allowance is not payable for the distance travelled from an employee's residence to the employee's headquarters and return.</p>
<p>2.2 Employees with vehicles on novated leases should consider seeking independent advice on taxation issues that may arise from claiming motor vehicle allowances. A novated lease vehicle is technically the employer's car. Therefore, it can be expected that employees would be unable to claim a tax deduction on their personal income tax return for business travel undertaken in a car that is subject to a novated lease.</p>	<b>5. Time limit on claims</b>
<p>2.3 Employees who are a party to a novated lease arrangement that is subject to a claim for a motor vehicle allowance are required to clearly identify on the claim form that the claim relates to a novated lease vehicle.</p>	<p>5.1 Without the approval of the chief executive, a claim will not be paid unless it is submitted within 12 months –</p> <ul style="list-style-type: none"> <li>of the date of completion of the work; or</li> <li>the incurring of the expense; or</li> <li>the conclusion of the circumstances leading to the claim.</li> </ul>
<b>3. Chief executive authorisation</b>	
<p>3.1 For all purposes of this directive, the use of a private motor vehicle for official purposes must be authorised by the Chief Executive.</p>	
<p>3.2 Before authorisations are given under this directive the following conditions are to be met:</p>	
<ul style="list-style-type: none"> <li>the vehicle is to be covered by either a comprehensive motor vehicle insurance policy or a third party property damage insurance policy; and</li> </ul>	

MOTOR VEHICLE ALLOWANCES	
<b>1. EMPLOYEE PERFORMING OFFICIAL DUTIES</b>	
1.1 An employee required to use his or her private motor vehicle for official purposes is to be paid the appropriate rate prescribed below:	
<b>AUTOMOBILES</b>	<b>Amount (cents per km)</b>
1600cc and less	63.0c
1601cc to 2600cc	74.0c
2601cc and over	75.0c
<b>AUTOMOBILES – ROTARY ENGINE</b>	
800cc and less	
801cc to 1300cc	63.0c
1301cc and over	74.0c
<b>MOTORCYCLES</b>	75.0c
250cc and under	
Over 250cc	25.2c
<b>Note:</b> 'cc' means cubic centimetres.	30.0c

CATEGORY & CONDITIONS OF APPROVAL	ENTITLEMENTS
<b>2. RELIEVING OR SPECIAL DUTIES</b>	
2.1 An employee, required to use his or her private motor vehicle while performing relieving or special duty for the following situations, is to be paid the appropriate rate prescribed opposite –	
<ul style="list-style-type: none"> <li>An employee not absent from normal headquarters overnight who is required to commute daily to the centre where the relieving takes place.</li> </ul>	<p>Payment of the appropriate allowance in 1 above for the additional distance travelled between the employees' residence and the centre where the relief is being provided.</p> <p>No allowance is payable where the distance between the employees' residence and the centre (at which the employee is relieving) is less than the distance between the employee's residence and the employee's normal headquarters.</p>
<ul style="list-style-type: none"> <li>An employee absent from his or her normal headquarters overnight who is required to travel from either his or her residence or normal headquarters to the centre where the relieving takes place.</li> </ul>	<p>Payment of the appropriate allowance in 1 above for the forward and return journey and between centres where special or relieving duty is performed at more than one centre.</p>
<b>3. COURSES, SEMINARS ETC</b>	
3.1 An employee required to use his or her private motor vehicle to attend a course, seminar, conference, convention etc as an official representative.	
	<p>Payment of the appropriate allowance as in 1 above for the additional distance travelled between the employee's residence and the place of attendance.</p> <p>No allowance is payable where the distance between the employee's residence and the place of attendance is less than the distance between the employee's residence and the employee's normal headquarters.</p>

CATEGORY & CONDITIONS OF APPROVAL	ENTITLEMENTS
<p><b>4. EMPLOYEES WHO CHOOSE TO USE THEIR PRIVATE MOTOR VEHICLES</b></p> <p>4.1 Where the approved means of travel is other than the use of an employee's private motor vehicle; and</p> <ul style="list-style-type: none"> <li>the employee requests it; and</li> <li>is granted permission to use his or her motor vehicle</li> </ul> <p>the allowance paid is to be determined by the chief executive. This allowance is not to exceed the rates prescribed opposite.</p> <p>The allowance paid is not to exceed the costs associated with the approved means of travel.</p>	<p>Automobiles – 37.5 cents per km Motorcycles – 15.0 cents per km</p> <p><u>Note:</u> These rates may be incorporated in Directives or policies covering:</p> <ul style="list-style-type: none"> <li>transfer and appointment expenses</li> <li>leave/travel concessions for isolated centres</li> <li>relocation expenses for retiring officers</li> <li>study and research assistance</li> </ul>

## SCHEDULE B

### GENERAL CONDITIONS

#### 1. Entitlement

1.1 A public service officer or temporary employee engaged under section 148(2)(a) of the *Public Service Act 2008* (referred to as “employee” in this directive) who is required to –

- (a) travel on official duty; or
- (b) to take up duty away from the employee’s usual place of work to relieve another employee or to perform special duty

shall be allowed actual and reasonable expenses or allowances for accommodation, meals and incidental expenses necessarily incurred by the employee as provided in this directive.

#### 2. Options for payment

2.1 The chief executive may determine the method of payment of travelling and relieving expenses or allowances for employees within his or her department.

2.2 The determination may be made from the following options –

- (a) payment direct to the supplier through the use of corporate credit cards;
- (b) payment direct to the supplier by contractual arrangement or billing system;
- (c) reimbursement to the employee for actual, reasonable costs incurred by the employee;
- (d) payment of travelling and relieving allowances as prescribed in this schedule.

A combination of any of these options may be used.

2.3 If an employee has specific reasons or believes that they will be financially disadvantaged by a particular method of payment, they may apply as a special case to the chief executive for payment by a different method.

#### 3. Minimum standard of accommodation

3.1 Employees are to be provided with accommodation that is at least consistent with the 3 star rating used in RACQ accommodation directories (ie. well appointed establishments offering a comfortable standard of accommodation), except where this standard is not available at a particular centre.

3.2 Departments may offer their employees a higher standard of accommodation where appropriate (eg. conference venue, location of hotel in relation to work site, competitive rates negotiated with a higher rated establishment).

#### 4. Limit on meals

4.1 The actual and reasonable costs allowed for meals are not to exceed the standard meal allowances as prescribed in this schedule unless otherwise approved by the chief executive.

#### 5. Application of allowances

5.1 The allowances contained in this schedule apply in situations where the accommodation, meals or incidentals are not paid directly by the department or reimbursed to the employee.

5.2 Payment of meal allowances shall be based on the prescribed rates for the particular centre where the employee incurred the expense.

#### 6. Meals during overnight absences

6.1 On the first and last day of an employee’s overnight absence from usual place of work or home, the employee is entitled to the payment of meal expenses or meal allowances in accordance with the following departure and return times.

##### 6.2 Departure from or return to usual place of work or home

Lunch – the employee departs earlier than 1.30 pm or returns later than 1.30 pm.

Dinner – the employee departs earlier than 6.30 pm or returns later than 6.30 pm.

6.3 In the case of breakfast, an employee is not eligible for payment of expenses or a meal allowance upon departure except in situations where the employee has to depart from their usual place of work or home before 6.00 am and it is not practicable for the employee to have breakfast before leaving and must purchase it during the journey.

#### 7. Deduction of meal expenses or allowances

7.1 An employee is not entitled to expenses or a meal allowance for a meal that is provided at departmental expense or as part of a fare.

Provided that such meal is of reasonable quantity and quality in the relevant circumstances.

## GENERAL CONDITIONS

### **8. Not payable during leave**

8.1 An employee who takes leave while travelling on official duty or while absent from their usual place of work on relieving or special duty is not entitled to the payment of travelling or relieving expenses or allowances during the period of the leave except in the case of illness or any other case determined by the chief executive.

### **9. Telephone calls, facsimiles and postage**

9.1 Official telephone calls, facsimiles, etc. and postage costs are to be paid by the department concerned.

### **10. Incidental expenses or allowance**

10.1 Incidental expenses or the incidental allowance are paid to employees to cover expenditure of the following nature –

- newspapers, magazines;
- snacks including coffee, tea or drinks, etc;
- private telephone calls;
- personal items necessary for the travel.

### **11. Cost of conveyance**

11.1 Travelling and relieving expenses and allowances are in addition to the cost of conveyance of the employee.

### **12. Locality allowance**

12.1 Where an employee is in receipt of travelling or relieving expenses or allowances under this schedule, the arrangements for locality allowance applicable at the employee's usual place of work are to continue during the first 42 days of absence at a particular centre of duty. Thereafter the arrangements for locality allowance, if any, applicable to that centre shall apply as long as the employee remains at that centre.

12.2 The payment of locality allowance should not be taken into account in determining an employee's entitlement to travelling or relieving expenses or allowances.

### **13. Advances**

13.1 Where the employee is to be paid travelling or relieving allowances or will be claiming reimbursement of actual expenses, the employee may be granted an advance up to 100% of the estimated costs.

### **14. Certification after overnight absence**

14.1 At the conclusion of the journey, the employee is required to certify that the official travel was undertaken in accordance with the approved itinerary.

14.2 Any change to the itinerary resulting in variation of payments or changed costs (eg. claiming actual expenses instead of meal allowances) should be appropriately acquitted.

### **15. Documentary evidence**

15.1 Before an expense is paid, the employee may be required to produce documentary evidence as determined by the chief executive. This evidence may include –

- receipts,
- itemised statements,
- certifications, etc.

### **16. Time limit on claim**

16.1 Without the approval of the chief executive, a claim shall not be paid unless it is submitted within 12 months of –

- the date of completion of the work; or
- incurring of the expense; or
- the conclusion of the circumstances leading to the claim.

### **17. Other Issues**

17.1 It is a requirement that employees abide by all regulations outlined for the given locality eg. alcohol management plans.

TRAVELLING AND RELIEVING ALLOWANCES	
CATEGORY AND CONDITIONS OF APPROVAL	ENTITLEMENTS
<p><b>1. ABSENCES NOT EXTENDING OVERNIGHT</b></p> <p><b>(a) Absence from headquarters or home is at least 12 hours</b></p> <p>An employee shall be paid allowances for costs incurred in purchasing lunch and dinner.</p> <p><b>(b) Absence from headquarters or home is less than 12 hours</b></p> <p>No allowance is payable except in the following circumstances –</p> <ul style="list-style-type: none"> <li>an employee is required to purchase an expensive meal as an integral part of travel (eg. catered lunch during a 1 day conference); OR</li> <li>an employee returns after 6.30pm and incurs the cost of purchasing a meal.</li> </ul> <p><b>(c) Breakfast allowance</b></p> <p>Breakfast allowance will be payable where the employee has to depart from home before 6.00am and it is not practicable for the employee to have breakfast at home and must purchase it during the journey.</p>	<p>Lunch - \$26.55 (Capital Cities &amp; High Cost Country) - \$24.20 (Tier 2 Country Centres) - \$24.20 (Other Country Centres) Dinner - \$45.60 (Capital Cities &amp; High Cost Country) - \$41.65 (Tier 2 Country Centres) - \$41.65 (Other Country Centres)</p> <p>Lunch - \$26.55 (Capital Cities &amp; High Cost Country) - \$24.20 (Tier 2 Country Centres) - \$24.20 (Other Country Centres) Dinner - \$45.60 (Capital Cities &amp; High Cost Country) - \$41.65 (Tier 2 Country Centres) - \$41.65 (Other Country Centres)</p> <p>Dinner - \$45.60 (Capital Cities &amp; High Cost Country) - \$41.65 (Tier 2 Country Centres) - \$41.65 (Other Country Centres)</p> <p>Breakfast - \$23.65 (Capital Cities &amp; High Cost Country) - \$21.15 (Tier 2 Country Centres) - \$21.15 (Other Country Centres)</p> <p><b>N.B. An incidental allowance is not payable in 1 (a), (b) and (c)</b></p>



CATEGORY AND CONDITIONS OF APPROVAL	ENTITLEMENTS																																																																						
<div>2. ABSENCES EXTENDING OVERNIGHT</div> <div>An employee shall be paid allowances for costs incurred in purchasing accommodation and/or meals and/or incidentals as set out below.</div>																																																																							
(a) Capital Cities	<div>Per Overnight Stay</div> <table><tr><th>Capital City</th><th>Accommodation</th><th>Breakfast</th><th>Lunch</th><th>Dinner</th><th>Incidental Expenses</th></tr><tr><td>Adelaide</td><td>\$157.00</td><td>\$23.65</td><td>\$26.55</td><td>\$45.60</td><td>\$17.30</td></tr><tr><td>Brisbane</td><td>\$201.00</td><td>\$23.65</td><td>\$26.55</td><td>\$45.60</td><td>\$17.30</td></tr><tr><td>Canberra</td><td>\$165.00</td><td>\$23.65</td><td>\$26.55</td><td>\$45.60</td><td>\$17.30</td></tr><tr><td>Darwin</td><td>\$189.00</td><td>\$23.65</td><td>\$26.55</td><td>\$45.60</td><td>\$17.30</td></tr><tr><td>Hobart</td><td>\$125.00</td><td>\$23.65</td><td>\$26.55</td><td>\$45.60</td><td>\$17.30</td></tr><tr><td>Melbourne</td><td>\$173.00</td><td>\$23.65</td><td>\$26.55</td><td>\$45.60</td><td>\$17.30</td></tr><tr><td>Perth</td><td>\$176.00</td><td>\$23.65</td><td>\$26.55</td><td>\$45.60</td><td>\$17.30</td></tr><tr><td>Sydney</td><td>\$183.00</td><td>\$23.65</td><td>\$26.55</td><td>\$45.60</td><td>\$17.30</td></tr></table>					Capital City	Accommodation	Breakfast	Lunch	Dinner	Incidental Expenses	Adelaide	\$157.00	\$23.65	\$26.55	\$45.60	\$17.30	Brisbane	\$201.00	\$23.65	\$26.55	\$45.60	\$17.30	Canberra	\$165.00	\$23.65	\$26.55	\$45.60	\$17.30	Darwin	\$189.00	\$23.65	\$26.55	\$45.60	\$17.30	Hobart	\$125.00	\$23.65	\$26.55	\$45.60	\$17.30	Melbourne	\$173.00	\$23.65	\$26.55	\$45.60	\$17.30	Perth	\$176.00	\$23.65	\$26.55	\$45.60	\$17.30	Sydney	\$183.00	\$23.65	\$26.55	\$45.60	\$17.30												
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CATEGORY AND CONDITIONS OF APPROVAL	ENTITLEMENTS
(g) Accommodation and meals are supplied at no expense to the employee.	Incidental Expenses – \$17.30 per overnight stay

CATEGORY AND CONDITIONS OF APPROVAL	ENTITLEMENTS
<p><b>3. OPTION TO CLAIM ACTUAL EXPENSES</b></p> <p>An employee may claim actual expenses where the accommodation charges at a particular centre exceed the amount prescribed for accommodation at that centre or where the cost of meals exceeds the total amount prescribed for meals for the whole of the employee's absence.</p> <p>Such actual expenses are to be reimbursed to the employee subject to the chief executive being satisfied that the claim is reasonable and the employee has complied with the general conditions relating to minimum standard of accommodation and documentary evidence.</p> <p>Five situations are shown to clarify the employee's entitlement where actual expenses are claimed by the employee.</p>	<p><b>(i) All accommodation and meals claimed as actuals</b>  Actual and reasonable expenses for accommodation and meals  PLUS  Relevant incidental expenses allowance  <b>OR</b></p> <p><b>(ii) All meals and some accommodation claimed as actuals</b>  Actual and reasonable expenses for accommodation and meals  PLUS  Relevant allowances as prescribed in 2 above for accommodation not claimed as actual expenses  PLUS  Relevant incidental expenses allowance  <b>OR</b></p> <p><b>(iii) All accommodation claimed as actuals</b>  Actual and reasonable expenses for accommodation  PLUS  Relevant allowances as prescribed in 2 above for meals  PLUS  Relevant incidental expenses allowance  <b>OR</b></p> <p><b>(iv) Some accommodation claimed as actuals</b>  Actual and reasonable expenses for accommodation  PLUS  Relevant allowances as prescribed in 2 above for meals and accommodation not claimed as actual expenses  PLUS  Relevant incidental expenses allowance  <b>OR</b></p> <p><b>(v) All meals claimed as actuals</b>  Actual and reasonable expenses for meals  PLUS  Relevant allowances as prescribed in 2 above for accommodation  PLUS  Relevant incidental expenses allowance</p>

CATEGORY AND CONDITIONS OF APPROVAL	ENTITLEMENTS
<p><b>4. EXTENDED PERIODS OF RELIEVING OR SPECIAL DUTY</b></p> <p>Where an employee relieves another employee or performs special duty at another centre for an extended period, the employee shall be allowed relieving allowances or expenses as determined hereunder –</p> <p>(a) Up to 4 weeks</p> <p>(b) More than 4 weeks</p>	<p>Relevant allowances as prescribed in 2 above for accommodation, meals and incidentals.</p> <p>For the whole period of the relieving or special duty, such reasonable expenses as negotiated between the employee and the department provided that the employee is not out of pocket (ie. not financially disadvantaged in comparison to remaining at the employee's usual place of work) during the extended period of relieving or special duty.</p> <p>Without limiting the capacity of the parties to negotiate the payment of expenses, the following costs may be taken into consideration –</p> <ul style="list-style-type: none"> <li>• accommodation costs appropriate to the duration of the relieving period and the personal family circumstances of the employee;</li> <li>• costs of purchasing or preparing meals for the employee;</li> <li>• payment of transfer expenses as prescribed in the Ministerial Directive <i>Transfer and Appointment Expenses</i> in lieu of relieving allowances;</li> <li>• use of a government vehicle or compensation for taking own vehicle to the relieving centre as prescribed in the Ministerial Directive <i>Motor Vehicle Allowances</i>; and</li> <li>• reunion visits to the employee's normal centre.</li> </ul> <p>The agreed arrangements are to be documented to satisfy any human resource management or financial audit requirements.</p>

(SCHEDULE ENDS)

**CERTIFICATION**

I, [name], Director-General, [name of Department], hereby certify that the appointment of [name of appointee], a public sector employee, on the [name of board], is not connected in any way with her/his employment and is eligible to receive fees when he/she attends meetings and undertakes board business –

- (a) outside the hours he/she normally would be expected to work; or
- (b) when he/she is on unpaid leave.

Signed:

Dated:

## PREVIOUS REMUNERATION CATEGORIES AND FEES

Daily and half day fees

Function	Type of work	Time taken	1 Focused impact on a specific target group or industry		2 General impact across a significant proportion of the community or state	
			Member \$	Chair \$	Member \$	Chair \$
<b>A</b> <ul style="list-style-type: none"> <li>Determinative and adjudicative powers</li> <li>Regulatory, investigative, or review powers with substantial influence on whole of Government policy</li> </ul>	<b>MEETING</b>	More than 4 hours in a day	691	849	759	978
		<i>4 hours or less a day</i>	346	425	380	489
	<b>SPECIAL ASSIGNMENT</b>	More than 4 hours in a day	576	707	632	815
		<i>4 hours or less a day</i>	288	354	316	408
<b>AA</b> <ul style="list-style-type: none"> <li>Legally based appeal or dispute resolution activities</li> <li>Investigative, review or decision-making powers exercised by a tribunal or legally constituted body</li> </ul>	<b>MEETING</b>	More than 4 hours in a day	543	759	605	849
		<i>4 hours or less a day</i>	272	380	303	425
	<b>SPECIAL ASSIGNMENT</b>	More than 4 hours in a day	453	632	504	707
		<i>4 hours or less a day</i>	227	316	252	354
<b>B</b> <ul style="list-style-type: none"> <li>Business activities related to complex and diverse operations and large budgets/resources</li> </ul>	<b>MEETING</b>	More than 4 hours in a day	543	663	605	759
		<i>4 hours or less a day</i>	272	332	303	380
	<b>SPECIAL ASSIGNMENT</b>	More than 4 hours in a day	453	553	504	632
		<i>4 hours or less a day</i>	227	277	252	316

Function	Type of work	Time taken	1 Focused impact on a specific target group or industry		2 General impact across a significant proportion of the community or state	
			Member \$	Chair \$	Member \$	Chair \$
<b>C</b> <ul style="list-style-type: none"> <li>Regulatory, investigative or review powers with influence on aspects of Government policy</li> <li>Business activities related to complex and diverse operations and moderate budgets/resources</li> <li>Regulatory powers with substantial influence on a particular industry</li> </ul>	<b>MEETING</b>	More than 4 hours in a day	477	582	567	691
		4 hours or less a day	239	291	284	346
	<b>SPECIAL ASSIGNMENT</b>	More than 4 hours in a day	397	485	472	576
		4 hours or less a day	199	243	236	288
<b>D</b> <ul style="list-style-type: none"> <li>Regulatory powers with influence on a particular industry</li> <li>Non-legal appeal or dispute resolution activities</li> <li>Business activities related to a range of operations and small budgets/resources</li> <li>Registration responsibilities</li> <li>Management and administrative powers related to complex and diverse operations and large budgets/resources</li> <li>Research activities with a resultant influence on Government or industry</li> </ul>	<b>MEETING</b>	More than 4 hours in a day	334	406	392	477
		4 hours or less a day	167	203	196	239
	<b>SPECIAL ASSIGNMENT</b>	More than 4 hours in a day	278	338	326	397
		4 hours or less a day	139	169	163	199
<b>E</b> <ul style="list-style-type: none"> <li>Business activities relating to single operations</li> <li>Regulatory powers with influence on single operations</li> <li>Management and administrative powers related to a range of activities and moderate budgets/resources</li> <li>Investigative and review powers with influence on a specific aspect of Government policy or a particular industry</li> <li>Consultation, advisory and liaison activities with resultant influence on Government or industry policy</li> </ul>	<b>MEETING</b>	More than 4 hours in a day	281	334	314	392
		4 hours or less a day	141	167	157	196
	<b>SPECIAL ASSIGNMENT</b>	More than 4 hours in a day	234	278	262	326
		4 hours or less a day	117	139	131	163

Function	Type of work	Time taken	1 Focused impact on a specific target group or industry		2 General impact across a significant proportion of the community or state	
			Member \$	Chair \$	Member \$	Chair \$
<b>F</b> <ul style="list-style-type: none"> <li>Management and administrative powers related to a single operation and small budgets/resources</li> <li>General consultation, advisory and liaison activities</li> </ul>	MEETING	More than 4 hours in a day	191	215	205	258
		4 hours or less a day	96	108	103	129
	SPECIAL ASSIGNMENT	More than 4 hours in a day	159	179	171	215
		4 hours or less a day	80	90	86	108
<b>G</b> <ul style="list-style-type: none"> <li>Organisations and sub-committees for which payment of a fee is not considered appropriate</li> </ul>	MEETING	More than 4 hours in a day	NIL	NIL	NIL	NIL
		4 hours or less a day	NIL	NIL	NIL	NIL
	SPECIAL ASSIGNMENT	More than 4 hours in a day	NIL	NIL	NIL	NIL
		4 hours or less a day	NIL	NIL	NIL	NIL

#### Daily fees

A loading has been included in the daily meeting fees to compensate for time spent preparing for meetings.

Daily fees approved by Cabinet are either:

(i) **Meeting fees** for attendance at ordinary, annual and special meetings, including hearings of the board; or

(ii) **Special assignment fees –**

- (a) Special assignment fees are only payable for work commitments not related to meetings. These work commitments include conferences, seminars, inspections, interstate or overseas visits, consultations, investigations or writing of special reports. Fees may also be paid for activities directly related to these events.
- (b) Special assignment fees are not payable for dinners, functions, openings, ceremonies or social engagements under any circumstances.

The special work commitment must be assigned and approved by the chair in the case of a member and assigned and approved by the board in the case of the chair to attract payment of the fees. Where it is not possible to obtain prior approval, formal approval may be obtained after the event.

To make the process easier a board should determine those tasks or functions that would constitute special assignments.

#### Travelling to meetings

A loading component has been included in the daily fees to compensate for reasonable travelling time associated with the meeting.

Where extensive travel occurs on the day before or after the meeting, the board may approve the payment of a special assignment fee (in addition to the meeting fee) on the following basis:

- 50% of the daily special assignment fee may be paid to members travelling between 4 and 8 hours;
- 100% of the daily special assignment fee may be paid to members who travel for more than 8 hours to or from a meeting or on board business.

No payment is to be made to board members who travel less than 4 hours to attend or return home from a meeting or approved board work.