



# AUSTRALIAN CAPITAL TERRITORY REMUNERATION TRIBUNAL

## Statement 16 of 2007

### Travel Allowances for Full-time and Part-time Holders of Public Office

#### Background/Issues

The Tribunal last reviewed travel entitlements of certain full-time and part-time office holders and issued Determination 178 with effect from 1 July 2005.

This Determination prescribes the travel allowances for full-time and part time offices created and in operation as at 1 November 2007.

ACT Remuneration Tribunal  
November 2007

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**AUSTRALIAN CAPITAL TERRITORY  
REMUNERATION TRIBUNAL**

**Determination 16 of 2007**

**Travel Allowances for Full-time and Part-time Holders of Public Office**

Under section 10 of the *Remuneration Tribunal Act 1995* the Remuneration Tribunal has inquired into the travel allowance entitlements for persons holding certain full-time and part-time public offices in the Australian Capital Territory.

This Determination is effective on and from 1 November 2007.

Alan Kerr AM  
Chair

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Roberta McRae OAM  
Member

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Jill Greenwell  
Member

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Dated: November 2007

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## AUSTRALIAN CAPITAL TERRITORY REMUNERATION TRIBUNAL

### Determination 16 of 2007

#### Travel Allowances for Full-time and Part-time Holders of Public Office

#### 1. Application

This determination shall apply to persons holding the public offices shown in Schedule A.

#### 2. Interpretation

In this determination, unless the contrary intention appears:

“*Reasonable expenses*” means legitimate work-related expenses which are incurred in conducting official business efficiently and effectively.

“*Domestic travel*” means official travel to a destination within Australia.

“*International travel*” means official travel to a destination outside Australia.

#### 3. Payment of fares, accommodation and other expenses

Where a person to whom this determination applies is required to travel for official purposes, the Territory shall be responsible for the payment of the cost of travel, accommodation, meals, and other reasonable expenses incurred.

#### 4. Standard of air travel

A person travelling for official purposes who is required to travel by air shall be entitled to the following standards:-

Office	Domestic Travel	International Travel
1. All full-time offices; 2. ACT Civil and Administrative Tribunal; Part-time Presidential Member; 3. ACT Gambling and Racing Commission, Chair and Members; 4. ACT Insurance Authority Advisory Board, Members;	For all trips or parts of trips less than 4 hours in the air - <b>economy class.</b>  For all trips or parts of trips exceeding 4 hours in the air - <b>business class.</b>	<b>Business class.</b>

5. ACT Government Procurement Board, Chair and Members; 6. Commissioner for the Environment; 7. Cultural Facilities Corporation, Chair, Deputy Chair and Members; 8. ACT Electoral Commission, Chair; 9. Independent Competition and Regulatory Commission, Senior Commissioner and Assistant Commissioner; 10. Land Development Agency Board, Chair, Deputy Chair and Members; 11. Legal Aid Commission, President and Members; and 12. National Exhibition Centre Trust, Chair, Deputy Chair and Members.		
All other offices.	<b>Economy class.</b>	<b>Economy class.</b>

## 5. Travel by road or rail

Where it is more convenient to travel by road or rail, the Territory shall pay the cost of fares, provided such fares are reasonable compared to the airfare. In the case of approved travel by private motor vehicle the Territory shall pay the owner of the vehicle an allowance calculated in accordance with Part 4.7 of Public Sector Management Standards, as varied from time to time.

## 6. Accommodation

A person travelling for official purposes and is required to remain overnight at the temporary location shall be entitled to reside in commercial accommodation according to the following standards:-

Office	Domestic Travel	International Travel
1. Auditor-General; 2. Chief Executive Officer, Land Development Agency; 3. Chief Planning Executive, ACT Planning and Land Authority; 4. Director of Public Prosecutions; 5. Director, Canberra Institute of Technology; and	4.5 star	4.5 star

6. General President and Appeals President, ACT Civil and Administrative Tribunal.		
1. All other Full-time Holders of Public Office; 2. ACT Civil and Administrative Tribunal, Part-time Presidential Member; 3. ACT Gambling and Racing Commission, Chair and Members; 4. ACT Government Procurement Board, Chair and Members; 5. ACT Insurance Authority Advisory Board, Members; 6. Cultural Facilities Corporation, Chair, Deputy Chair and Members; 7. ACT Electoral Commission, Chair; 8. Independent Competition and Regulatory Commission, Senior Commissioner and Assistant Commissioner; 9. Land Agency Board, Chair, Deputy Chair and Members; 10. Legal Aid Commission, President and Members; and 11. National Exhibition Centre Trust, Chair Deputy Chair and Members.	4 star	4 star
All other offices	3 star	3.5 star

Any deviation from this schedule must be justified as being a reasonable cost. For example, where it is more efficient, enables business objectives to be met and is a reasonable expense, a person travelling on official business may stay in the commercial accommodation where a meeting, conference or seminar is being held which the person is attending. If travelling with a Minister or senior officer of an agency who is entitled to a higher standard of accommodation, the office holder is entitled to a similar standard.

#### 7. Meals

A person travelling for official purposes involving an absence from Canberra in excess of ten hours will be reimbursed actual and reasonable expenses for meals.

**8. Incidental expenses**

Other reasonable expenses directly related to official travel will be reimbursed. These expenses may include, but are not necessarily limited to, taxi or bus fares to or from an airport, taxi and public transport costs at a temporary location, and airport taxes or charges.

**9. Frequent Flyer Program**

Frequent flyer points accrued as a result of travel and accommodation paid for by the Territory may only be used for further official travel. Points accrued may not be used to upgrade the standard of air travel to a level above the person's entitlement.

**10. Amendment of earlier determinations**

Determinations Number 178 and 193 are revoked.

**11. Date of Effect**

This Determination shall take effect on and from 1 November 2007.

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## **Schedule A**

### **Full-Time Public Offices**

1. Director of Public Prosecutions
2. Auditor-General
3. Chief Planning Executive, ACT Planning and Land Authority
4. Chief Executive Officer, Land Development Agency
5. Director, Canberra Institute of Technology
6. Chief Executive Officer, Legal Aid Commission (ACT)
7. General President, ACT Civil and Administrative Tribunal
8. Appeals President, ACT Civil and Administrative Tribunal
9. Public Advocate
10. Electoral Commissioner
11. Human Rights Commissioner
12. Disability and Community Services Commissioner
13. Clerk of the Legislative Assembly
14. Discrimination Commissioner
15. Health Services Commissioner
16. Occupational Health and Safety Commissioner
17. Children and Young People Commissioner
18. Assistant Executive Officer, Legal Aid Commission (ACT)
19. Victims of Crime Coordinator
20. Domestic Violence Program Coordinator

### **Part-Time Public Offices**

1. Aboriginal and Torres Strait Islander Elected Body, Chair, Deputy Chair and Members
2. Advisor to the Conservator of Flora and Fauna
3. Animal Welfare Advisory Committee, Chair and Members
4. Architects Board, (ACT) Chair and Members
5. Asbestos Advisory Board, Chair and Members
6. Board of Senior Secondary Studies, Chair and Members
7. Building and Construction Industry Training Fund Board, Chair and Members
8. Building Advisory Board, Chair and Members
9. Bush Fire Council, Chair and Members
10. Campaign Advertising Reviewer (Independent Reviewer)
11. Children and Young People Official Visitor
12. Chiropractors and Osteopaths Board Inquiry, Chair and Members
13. Civil and Administrative Tribunal (ACT) – Part-time Presidential Member
14. Civil and Administrative Tribunal (ACT) – Part-time Non-Presidential Members
15. Cleaning Industry Long Service Leave Board, Chair and Members
16. Construction Industry Long Service Leave Board, Chair and Members
17. Cultural Council, Chair and Members
18. Cultural Facilities Corporation, Chair, Deputy Chair and Members
19. Dental Board Inquiry, Chair and Members
20. Dental Technicians and Dental Prosthetists Board Inquiry, Chair and Members
21. Disability Advisory Council, Chair and Members
22. Electoral Commission (ACT), Chair and Members
23. Electrical Advisory Board, Chair and Members
24. Environment Protection and Technical Advisory Committee, Chair and Members
25. Exhibition Park Corporation Board, Chair, Deputy Chair and Members

26. Flora and Fauna Committee, Chair and Members
27. Gambling and Racing Commission (ACT), Chair and Members
28. Government Procurement Board (ACT), Chair and Members
29. Government School Education Council, Chair
30. Heritage Council, Chair and Members
31. Housing Review Committee, Chair and Members
32. Independent Competition and Regulatory Commission, Senior Commissioner and Assistant Commissioners
33. Independent Reviewer, Government Campaign Advertising
34. Indigenous Education Consultative Body, Chair and Members
35. Insurance Authority Advisory Board (ACT), Members
36. Interim Namadgi Advisory Board, Joint Chairpersons and Members
37. Investment Advisory Board, Chair and Members
38. Land Development Agency Board, Chair, Deputy Chair and Members
39. Legal Aid Commission (ACT), President and Members
40. Management Assessment Panel, Chair
41. Medical Board Inquiry, Chair and Members
42. Non-Government School Education Council, Chair
43. Nurses and Midwives Board Inquiry, Chair and Members
44. Occupational Health and Safety Council, Chair
45. Official Visitor, Remand Centres
46. Optometrists Board Inquiry, Chair and Members
47. Pharmacy Board Inquiry, Chair and Members
48. Physiotherapists Board Inquiry, Chair and Members
49. Plumbing Advisory Board, Chair and Members
50. Podiatrists Board Inquiry, Chair and Members
51. Psychologists Board Inquiry, Chair and Members
52. Public Art Panel (ACT), Chair and Members
53. Public Cemeteries Board, Chair and Members
54. Public Interest Monitor Panel, Member
55. Racing Appeals Tribunal, President, Deputy President, Members and Assessors
56. Radiation Council, Chair and Members
57. Screen Investment Fund Committee (ACT), Chair and Members
58. Sentence Administration Board, Chair, Deputy Chair and Members
59. Skills Commission (ACT), Chair and Members
60. Sport and Recreation Council (ACT), Chair and Members
61. Survey Practice Advisory Committee, Members
62. Tidbinbilla/Birrigai Board of Management, Members
63. Treatment Assessment Panel (Drugs of Dependence Act), Presiding Member and Members
64. Tree Advisory Panel, Chair and Members
65. University of Canberra Council, Member
66. Urban Design Advisory Committee, Chair and Members
67. Veterinary Surgeons Board Inquiry, Chair and Members
68. Youth Advisory Council, Chair

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