



Australian Capital Territory Remuneration Tribunal

# Part-time Public Office Holders – Travelling Allowance

## Determination 8 of 2012

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

### Accompanying Statement

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In March 2012 the Remuneration Tribunal reviewed the remuneration, allowances and other entitlements for full-time Public Office Holders. Following that inquiry the Travelling Allowance for full-time Public Office Holders, which had been set out in Determination 16 of 2007 (Travel Allowances for Full-time and Part-time Holders of Public Office), were incorporated into new Determinations for full-time Public Office Holders.

When considering the residual Travelling Allowance for part-time Public Office Holders the Tribunal decided to increase the Travelling Allowance for these offices to reflect the entitlement received by full-time Statutory Office Holders.

The Tribunal has decided to use a simplified, more contemporary format with plain English terminology in its Determinations. While the presentation and wording are different, the Travelling Allowance for part-time Public Office Holders have not changed.

ACT Remuneration Tribunal  
May 2012



# Part-time Public Office Holders – Travelling Allowance

## Determination 8 of 2012

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

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### 1 Commencement

1.1 This instrument commences on 1 July 2012.

### 2 General

2.1 If a relevant office holder is required to travel for official purposes, the employer must pay the cost of—

- a) travel; and
- b) accommodation; and
- c) meals; and
- d) incidental expenses.

### 3 Travel

3.1 A relevant office holder may travel by one or more of the following:

- a) commercially provided road or rail transport;
- b) commercially provided flights;
- c) private motor vehicle.

3.2 Commercially provided travel should be selected on the basis of:

- a) what is most convenient to the relevant office holder; and
- b) seeking the most reasonable costs.

3.3 If a relevant office holder travels on commercially provided road or rail transport the employer will pay the fares for that travel.

3.4 If a relevant office holder 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.

3.5 If a relevant office holder 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 relevant Enterprise Agreement.

## **4 Accommodation**

4.1 If a relevant office holder must stay overnight while on official travel, the employer will pay the for commercial accommodation to the following standard:

- a) for domestic accommodation—4.5 stars;
- b) for international accomdation—4.5 stars.

4.2 The employer will pay for a relevant office Holder to stay in commercial accommodation above the 4.5 star standard if—

- a) the cost is reasonable; and
- b) to do so would better enable business objectives to be met.

Examples where business objectives may be better met:

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

## **5 Meals**

5.1 If a relevant office holder is absent from Canberra for more than ten hours while on official travel, the employer will reimburse actual, reasonable expenses for meals.

## **6 Incidental expenses**

- 6.1 The employer will be reimburse reasonable expenses directly related to official travel, including—
- a) taxi or bus fares to or from an airport; and
  - b) taxi and public transport costs at a temporary location; and
  - c) airport taxes or charges.

## 7 Frequent Flyer Program

- 7.1 Frequent flyer points accrued by a relevant office holder as a result of travel and accommodation paid for by the employer may only be used for further official travel.
- 7.2 Frequent flyer points may not be used to upgrade the standard of air travel to a level above the relevant office holder's entitlement.

## 8 Definitions

***domestic travel*** means official travel to a destination within Australia.

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

***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.

***relevant Enterprise Agreement*** means the Enterprise Agreement that covers staff in the area of the ACTPS that administers the travelling allowance for the relevant office holder.

***relevant office holder*** means the person appointed to one of the following offices:

- Aboriginal and Torres Strait Islander Elected Body, Chair, Deputy Chair and Members
- Advisor to the Conservator of Flora and Fauna
- Animal Welfare Advisory Committee, Chair and Members
- Architects Board, (ACT) Chair and Members
- Asbestos Advisory Board, Chair and Members
- Board of ACT Teacher Quality Institute, Chair
- Board of Senior Secondary Studies, Chair and Members
- Building Advisory Board, Chair and Members
- Building and Construction Industry Training Fund Board, Chair and Members
- Bush Fire Council, Chair and Members
- Children and Young People Death Review, Chair and Member

- Children and Youth Services Council, Chair
- Climate Change Council, Chair and Member
- Cultural Council, Chair and Members
- Cultural Facilities Corporation, Chair, Deputy Chair and Members
- Disability Advisory Council, Chair and Members
- Electoral Commission (ACT), Chair and Members
- Electrical Advisory Board, Chair and Members
- Environment Protection and Technical Advisory Committee, Chair and Members
- Exhibition Park Corporation Board, Chair, Deputy Chair and Members
- Flora and Fauna Committee, Chair and Members
- Gambling and Racing Commission (ACT), Chair and Members
- Government Procurement Board (ACT), Chair and Members
- Government School Education Council, Chair
- Heritage Council, Chair and Members
- Housing Review Committee, Chair and Members
- Independent Competition and Regulatory Commission, Senior Commissioner and Assistant Commissioners
- Independent Reviewer, Government Campaign Advertising
- Indigenous Education Consultative Body, Chair and Members
- Insurance Authority Advisory Board (ACT), Members
- Interim Namadgi Advisory Board, Joint Chairpersons and Members
- Investment Advisory Board, Chair and Members
- Land Development Agency Board, Chair, Deputy Chair and Members
- Legal Aid Commission (ACT), President and Members
- Local Hospital Network Council, Chair and Member
- Long Service Leave Authority, Chair, Deputy Chair and Member
- Management Assessment Panel, Chair
- Namadgi Advisory Board, Joint Chair and Member
- Non-Government School Education Council, Chair
- Official Visitor, Remand Centres
- Plumbing Advisory Board, Chair and Members
- Public Art Panel (ACT), Chair and Members
- Public Cemeteries Board, Chair and Members
- Public Interest Monitor Panel, Member
- Racing Appeals Tribunal, President, Deputy President, Members and Assessors

- Radiation Council, Chair and Members
- Screen Investment Fund Committee (ACT), Chair and Members
- Sentence Administration Board, Chair, Deputy Chair and Members
- Skills Commission (ACT), Chair and Members
- Sport and Recreation Council (ACT), Chair and Members
- Survey Practice Advisory Committee, Members
- Tidbinbilla/Birrigai Board of Management, Members
- Treatment Assessment Panel (Drugs of Dependence Act), Presiding Member and Members
- Tree Advisory Panel, Chair and Members
- University of Canberra Council, Member
- Urban Design Advisory Committee, Chair and Members
- Veterinary Surgeons Board Inquiry, Chair and Members
- Work Safety Council, Chair
- Youth Advisory Council, Chair

**9 Revocation of previous Determination**

9.1 Determination 16 of 2007 (Travel Allowances for Full-time and Part-time Holders of Public Office) is revoked.

Anne Cahill Lambert AM  
Chair

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Colin Adrian  
Member

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