

A guide to consumer remuneration

REMUNERATION GUIDELINES

There are standard processes and principles for appointing consumer members sitting on advisory committees, boards, councils and project groups. These are outlined in the Department of Premier and Cabinet's [Appointment and remuneration guidelines](#) (July 2018).

The guidelines classify committees or groups into one of four groups, which determines the remuneration level. These levels recognise the workload, regularity of meetings and other activities of participants. The sessional or annual rates paid to participants are set in accordance with the remuneration level of the group.

These guidelines are updated regularly, so please ensure you check for the most up-to-date version.

Most advisory-based committees fall into the Group C category. In this group, consumers are paid at a half-day sessional rate (for all meetings **less than four hours**) or a full-day rate (**four hours or more**).

Sessional sitting fees should also be paid for consumers attending training courses.

2018-19

Group C: advisory committees, registration board and management of small organisations

Chair

Member

(a) Advisory bodies to departments. These bodies could be established under legislation or at the instigation of a Minister or department Head. The role of such bodies would be to hold internal inquiries/investigations in relation to an operation (or some aspect of an operation) of a particular department. The body would report within the department and at the department Head level or below.

Up to \$262
per day

Up to \$225
per day

(b) Advisory committees required to consider issues/matters that are local or affect confined areas including local land and water advisory committees.

(c) Trade and para-professional registration and licensing committees where legislation defines qualifications and regulates operating requirements of practising individuals.

Under departmental guidelines, remuneration of participants does not include:

- hourly payment rates
- additional payments for deputy chairs
- preparation time for meetings, such as reading
 - Preparation time is permissible for bodies classed under Group A or B.

REIMBURSEMENT GUIDELINES

Participants on committees are also eligible for reimbursement of out of pocket expenses. Such expenses may include:

- public transport costs
- private transport and parking expenses
 - claims for the use of private cars should be calculated in accordance with the [Australian Taxation Office's Claiming motor vehicle expenses as a sole trader – Cents per kilometre policy](#). This rate is set at 68 cents per kilometre for 2018-2019 and is reviewed annually.
 - claims should be made using a *Business expense claim form*
- meals (if not provided)
- accommodation
- training costs (including out of pocket expenses)
- printing expenses
- incidental costs.