

**Remuneration of
Part-time Chairs and Members
of Government Boards,
Committees and
Statutory Authorities**

Updated 26 February 2010

Department of Justice and Attorney-General

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1. Introduction

These instructions and procedures are designed to ensure that the Queensland Government provides appropriate payment for part-time chairs and members of government boards, committees and statutory authorities.

The chairs and members of government boards subject to these procedures have been appointed for their expertise and experience in many fields and come from both the public and private sectors.

Balanced with a commitment to acknowledge the contributions made by members of the Queensland community to the sound management of the many agencies, councils, committees and like bodies that exist to carry out the Government's program, Government has approved a standardised system for the remuneration of members of these boards.

These procedures replace the *Remuneration of Part-time Chairs and Members of Government Boards, Committees and Statutory Authorities* issued on 20 April 2006.

The procedures relate only to remuneration matters. On other issues of board membership, agencies will find the publication *Welcome Aboard: A Guide for Members of Government Boards, Committees and Statutory Authorities*, useful. The State Affairs Branch of the Department of the Premier and Cabinet publishes this document. The procedures also refer to the processes outlined in the Queensland Cabinet Handbook.

Both of these documents are available on the Internet at <http://www.premiers.qld.gov.au/publications/handbooks.aspx>.

The Department of Justice and Attorney-General (JAG) is responsible for the administration of the remuneration procedures.

Any enquiries from agencies are to be directed to the appropriate departmental cabinet legislation and liaison officer.

Any correspondence to JAG is to be sent to:

The Executive Director
Public Sector Industrial and Employee Relations
Department of Justice and Attorney-General
GPO Box 69
BRISBANE Q 4001
Fax: (07) 3229 5943
Email Address: psier@justice.qld.gov.au

2. Application

These procedures apply to all part-time chairs and members of government boards, committees, authorities, taskforces, councils and other similar bodies approved by legislation or other government approval process.

However, they do not apply to:

- the boards of government owned corporations; or
- boards and committees that Cabinet has expressly excluded from the application of the procedures; or
- those boards where the legislation provides for other ways of determining the fees e.g. remuneration and conditions of appointment are to be determined by a Minister rather than by the Governor in Council. Nonetheless it is preferable, in the interests of consistency and economy, to deal with these in accordance with these procedures.

Throughout these procedures, the terms “board” or “body” are used to describe all of the entities to which these procedures apply.

3. Overview of the System

There are eight standardised remuneration categories providing consistency, clarity and equity in the payment of daily fees and annual allowances for part-time chairs and members of government boards.

The factors determining the category allocated to a particular government board are:

- its major functions and influence; and
- the impact of its activities and decisions on Government, industry and the community.

Information is also provided about the payment of travelling expenses and other benefits to part-time chairs and members.

Attachment 1 contains a flow chart of steps to be completed in undertaking a significant appointment submission. Attachment 2 contains a flow chart of steps to be completed in undertaking a remuneration review. A copy of the review form that is to be completed and sent to JAG is at Attachment 3. The eight categories are outlined in Attachment 4.

New fees will apply to the chairs and members of all government boards from the date the increases are approved.

4. Accountability

Departments are required to report spending on government boards. This process is undertaken at three levels.

(i) Annual report

Total remuneration payments (i.e. fees and on-costs) made to part-time chairs and members of each government body is to be disclosed in that body's annual report. Where a body does not produce its own annual report this information is to be disclosed in the relevant department's annual report.

(ii) Report to JAG

JAG maintains a database on the remuneration paid to members of government boards. Departments have supported the continued maintenance of the information held on the database. To ensure that the usefulness of this source of information is maintained departments are to provide JAG with the following information for each board within its Minister's portfolio:

- the name of the board;
- the date of review;
- the remuneration category;
- the amount paid as fees; and
- other allowances paid and the amount.

The report is also to include the names of all boards that have been abolished, replaced or exempted from the application of these procedures within the last review period and the date and reason for their abolition, replacement or exemption.

This information is to be provided as at 30 June and 31 December each year in the form shown at Attachment 5.

(iii) Report to portfolio minister

On 12 October 1998, the government decided that agencies were to record meetings held by and payments made to all full-time and part-time chairs and members of government boards, committees and statutory authorities.

This information is to be retained by departments and reviewed annually by Ministers.

5. Public Sector Employees

Public sector employees, employed full-time or part-time, who are appointed as part-time chairs or members of government boards 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 board during normal working hours or during other legitimate time off (e.g. banked time leave, annual leave) viz. unpaid leave.

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 board 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.

6. Consultation: Significant Appointment Submissions

On 17 December 2001 the government directed that agencies are to consult JAG on all significant appointment Cabinet submissions. To implement this decision all draft significant appointment Cabinet submissions are to be forwarded to the relevant Principal Consultant responsible for boards and committees remuneration in the Public Sector Industrial and Employee Relations Division of JAG who will provide a response. The submission should include the category of the board and the proposed rate of remuneration for full and part day work. The flow chart at Attachment 1 may assist in complying with this requirement.

7. Review and Consultation Procedures

Fees for board members are determined by a process of review. A review of the fees paid to members of a board occurs

- when the board is newly created; or
- when there is a significant change in the circumstances of the board e.g. its functions and responsibilities sufficient to suggest that the current fee category is no longer appropriate; or
- when annual allowances are proposed.

Reviews are to be coordinated by the department or agency responsible for the Government board through the CLLO. The review commences with the department or agency completing a review form (Attachment 3) with the authority of the chief executive (CEO) or delegate.

For boards assessed as category C or above, the review form and all additional documentation that will assist in the assessment is to be forwarded to JAG. Such documents might include work estimates, relevant legislation or annual reports. This is to be done before consideration by Cabinet and the approval of the Governor in Council is sought.

JAG will then advise the CLLO or the departmental or agency CEO of its assessment. If the results of the assessment differ from the recommendations of the CEO or CLLO there is to be consultation between JAG and the department or agency. Each department or agency is to nominate a contact person for this consultation process.

When necessary, direct contact with the government board will be made through the departmental contact person. It is not appropriate for the departmental officer to delegate responsibility for this liaison to employees of the board under review.

Where agreement on an appropriate assessment cannot be reached the matter is to be referred by the department to Cabinet for resolution.

When requested, JAG will assist agencies to review and obtain the necessary approval for remunerating part-time members and chairs of government boards.

8. Review Criteria

Filling of casual vacancies or the rotation of the role of chair among existing members does not constitute a case for review of remuneration levels.

Remuneration levels of chairs and members of newly established, existing or previously assessed government boards are to be reviewed as follows:

(i) *Newly Established Boards*

Documentation, including a review form (Attachment 3), covering newly established government boards covered by these procedures, except for those in categories D, E, F or G is to be sent to JAG for assessment.

New boards assessed by departments as category D to G are not referred to JAG for review.

Information on all newly established boards, including those in categories D, E, F and G, and the remuneration paid to their members, is to be included in the six monthly reports (Attachment 5).

(ii) *Existing Boards*

In the case of existing government boards, the remuneration levels are to be reviewed when special circumstances exist e.g. a change in the functions of the board or when an annual allowance is proposed.

(a) *Categories A to C*

Where an existing board has previously been assessed as category C or above, and the board's functions, influence or impact has altered, a completed review form (Attachment 3) must be reviewed by JAG before seeking approval for payment.

In cases where no change in the category is sought it will not be necessary to submit a review form to JAG unless it is proposed to pay an annual allowance. In this case, evidence will need to be provided to substantiate the time the board member spends on board business per fortnight.

It is important then to provide sufficient detail in the Cabinet submission to avoid any delay in the Cabinet process.

(b) *Categories D to G*

Where boards have previously been assessed by the agency under these procedures as category D or below, and a review is necessary in accordance with these procedures:

- A review form is sent to JAG if the reassessment suggests the remuneration level should be changed to category C or above.
- Where it is not proposed to move the board above category D, the agency is not required to send a review form to JAG for assessment.

(iii) Special Reviews

Ministers may ask their departments to arrange special reviews of the remuneration payable to a particular government board where they consider that special circumstances exist.

Special circumstances include, but are not limited to:

- a significant change in functions, activities or work responsibilities (particularly after a change in the legislation under which the board has been appointed to work); or
- situations where the agency considers that the remuneration arrangements are significantly inappropriate.

Note: An increase in the *workload* undertaken by the board is not sufficient to seek an increase in the remuneration category where daily fees are paid.

Before undertaking a special review, it is advisable that agencies consult JAG. After a review has been completed, the Minister is to make a submission to Cabinet for the appointment or remuneration of the members of the board. This usually occurs as part of the appointment submission. The assessment process is the same as a normal review. Remuneration reviews of boards classified as category C and above are to be sent to JAG for examination and assessment before being submitted to Cabinet for consideration.

Departments seeking an exemption from the application of these procedures are required to provide reasons for the exemption to JAG before the submission is taken to Cabinet.

In every case the concerns of Cabinet and the Auditor General, as expressed in these procedures, need to be considered when proposing a rate of remuneration for a government board.

9. Remuneration

Chairs and members of boards, other than those in category G, may be paid daily fees or annual allowances.

Generally, remuneration for chairs and members of government boards is approved by the authority prescribed in the legislation under which the body is constituted, in a formulation similar to the following:

“...such fees and allowances as the Governor in Council from time to time determines.”

To comply with the requirements of the act under which the government board is constituted the approval of the authority must be obtained for the initial determination of fees and allowances. Subject to Section 8 (review criteria), this approval is to be obtained on each subsequent occasion that the fees and allowances are to be adjusted for that government board.

The remuneration rates approved by Cabinet are daily amounts payable for each of the standardised categories. To comply with the Auditor-General's recommendation that reduced daily fees be paid when work is of short duration, half the daily fee is to be recommended for work of four hours or less on a particular day. Full daily fees are to be paid when work is in excess of four hours on any day.

The fees that are ultimately approved should be clearly recorded in any Executive Council Minute.

Remuneration rates are updated from time to time, usually annually. Current and previously approved rates may be viewed at <http://www.justice.qld.gov.au/fair-and-safe-work/industrial-relations/queensland-government-employees/policies/remuneration-of-part-time-chairs-and-members-of-government-boards-committees-and-statutory-authorities> .

Daily fees or annual allowances

Daily fees are paid where the work commitment is less than three days a fortnight.

Annual allowances are paid where the work commitment is three or more days a fortnight.

In special circumstances agencies may apply annual allowances for remuneration where the time commitment is less than three days per fortnight. The nature of the special circumstances are to be addressed in the significant appointment Cabinet submission.

Depending on the differing work commitments of chairs and board members, different forms of remuneration might be paid. A chair, for example, might receive an annual allowance while members of the same board might receive daily fees. However, it is not permissible to pay both types of fees to the same member of a board.

Single member tribunals are paid at the rate equivalent to that paid to the chair. Deputy chairs are paid at the rate prescribed for members. When a member, including a deputy chair, acts in the position of chair (in the appointed chair's absence) he or she is to be paid at the rate paid to the chair.

Periodically agencies should review the frequency of board meetings to ensure the maximum cost effectiveness of each board's operation.

A: 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.

B: Annual Allowances

Annual allowances are to be based on the standardised categories contained in Attachment 3 and are calculated according to the actual and projected workload of the chair and members using the daily amounts prescribed for special assignment for the appropriate category. They are based on the special assignment rate rather than the daily meeting fee rate.

Only 22 fortnights are used in the formula for assessing annual allowances.

To ensure that the projected workload is accurately assessed some statement as to the basis for determining the work per fortnight is to be provided. The calculation is to be based on whole working days per fortnight. (A day is 8 or more hours).

An example of an allowance calculated on the 1 September 2004 fees is as follows:

- The board has been allocated to category C1 and the special assignment fees are \$452 for the chair and \$370 for a member
- The estimated work load is:
 - Chair - 5 days per fortnight;
 - Member - 4 days per fortnight.
- Annual allowances will be:
 - Chair - $\$452 \times 5 \times 22^* = \$49,720$
 - Member - $\$370 \times 4 \times 22^* = \$32,560$

* **Four weeks annual holidays, two weeks sick leave and two weeks public holidays have been removed to arrive at an average of 22 fortnights per annum.**

The principles that apply to the adjustment of the rates and the review of a board's assigned category in determining daily meeting fees also apply to the payment of an annual allowance.

10. Additional Government Requirements

Departments and agencies are required by government to monitor closely the activities of the various boards responsible to their portfolio ministers to ensure that meeting hours and work are consistent with the objectives and functions of the particular board.

In particular, departments need to ensure that the hours worked by boards do not expand unnecessarily and that the objectives and functions of the board, as contained in the applicable legislation or executive decision that created the board, are met.

Government also requires that payment is made for actual time worked in accordance with these procedures. It is, therefore, imperative that an adequate time keeping record be utilised.

On 28 April 2003 Cabinet noted that before recommending a person for appointment to a government body Ministers should be mindful of the nominee's appointment to other Government bodies and the total amount of remuneration the nominee receives. These details are to be included in significant appointment Cabinet submissions.

11. Travelling Expenses

Chairs and members are to be paid all necessary and reasonable expenses incurred while travelling on approved board business and to attend meetings in accordance with the following arrangements:

- (a) **Class of travel** – as determined by the portfolio Minister;
- (b) **Domestic Travelling allowances** – In accordance with the Ministerial Directive titled Domestic Travelling and Relieving Expenses issued under the *Public Service Act 2008* and current at the time the expense was incurred;
- (c) **Use of private motor vehicle** – In accordance with the Ministerial Directive titled Motor Vehicle Allowances issued under the *Public Service Act 2008* and current at the time the expense was incurred.

(Internet link for directives: <http://www.justice.qld.gov.au/fair-and-safe-work/industrial-relations/queensland-government-employees/directives>)

12. Taxation

The fees paid to chairs and members of government boards are assessable under the *Income Tax Assessment Act*.

13. Superannuation

Government departments may be required to make superannuation contributions for part-time chairs and members of government boards in accordance with the *Superannuation Guarantee Administration Act 1992* (C'th). Liability may occur where the part-time member or chair:

- works 10 or more hours per week; or
- receives more than \$450 in remuneration in a single calendar month; or
- earns 50% or more of the tax-free threshold in a continuous 12 month period; and
- is less than 75 years of age.

A chair or member who is 75 years of age or over is to be provided with a cash equivalent payment in lieu of superannuation if one of the first 3 dot points in the paragraph above are met.

Under the *Superannuation Guarantee Administration Act 1992* (C'th) and the Superannuation (State Public Sector) Notice 2000 a 9% superannuation levy is to be applied unless stated otherwise in the Notice.

For further information on the payment of superannuation, contact the Government Superannuation Office.

14. Declaration of Other Benefits

Other benefits, such as the provision of a vehicle for private use or the payment of telephone accounts, are to be declared at the time of the remuneration review and at appointment. All benefits are to be referred to in the Executive Council Minute and the recommendation section of the significant appointment Cabinet submission. Continuing changes in taxation law make it advisable to contact the Australian Taxation Office for up to date advice. Fringe benefit tax (FBT) issues might also need to be considered. It is advisable to consult the person in your agency who is responsible for such matters.

15. Transitional Arrangements

All members of a single board are to receive remuneration at the same level (i.e. A2-F1) and from the latest operative date.

16. Application of New Rates

Fees are not to be increased until JAG notifies CLLOs and Ministers of any fee adjustment.

17. JAG Review of Fees

The latest fee rates are available on the JAG web site at
http://www.justice.qld.gov.au/_data/assets/pdf_file/0015/14415/circ03-07att.pdf

FREQUENTLY ASKED QUESTIONS

1. *How do I set up an advisory board, consultative committee, interdepartmental committee or workgroup etc. that is not established by legislation?*

Consult the *Queensland Cabinet Handbook* and the Cabinet Legislation and Liaison Officer (CLLO) in your department.

2. *What procedures should I follow in implementing appointments to boards, committees, statutory authorities etc.?*

Consult the *Queensland Cabinet Handbook*, particularly the section dealing with significant appointments and speak to the CLLO in your department.

The publication *Welcome Aboard: A Guide for Members of Government Boards, Committees and Statutory Authorities* is also useful. See page 5 of this booklet for details.

3. *When should we review the category of a board?*

A review must be completed when

- the board is newly created;
- there is a significant change in the circumstances of the board e.g. a change in its functions or responsibilities; or
- when annual allowances are proposed.

See page 8 of this booklet for details.

4. *Do I have to refer every board to JAG for a remuneration review?*

Your department completes the review but does not send it to JAG unless it is proposed that it be categorised as A1, A2, AA1, AA2, B1, B2, C1 or C2. See pages 8-9 for details.

5. *How do we do a review?*

Once it has been established that a review is required, the flow chart and the review form on pages 19-24 will help you with the review.

A copy of the authority for the establishment of the board, e.g. the relevant act or Executive Council reference, should be attached to the review form. This is to provide the following details:

- functions and composition of the board;
- who approves the appointments and determines the fees; and
- any reference to level of fees to be paid.

This information will help in assessing the most appropriate fee category.

Once a decision is made about the general category of the board, i.e. A, AA, B etc., the reviewer decides on the extent of influence of the board. This can be a narrow impact (confined to a particular part of the State or targeting a particular group or industry) or it may broadly impact on a significant proportion of the State or the community.

6. *Are public sector employees eligible to be paid fees?*

No. Public sector employees generally are ineligible. However this may be reversed if the employee's CEO provides a certification which satisfies Cabinet that the employee is not receiving duplicate payments for work which is related, in any way, to his or her duties as a public sector employee.

7. *How do we decide whether to pay daily fees or annual allowances?*

The general rule is that for boards with work commitments of more than 3 days a fortnight, it is appropriate to pay an annual allowance. See page 11

8. *How do you work out an annual allowance?*

See page 12 for the formula and how to apply it.

9. *Are full daily fees payable when board members work reduced hours on any one day?*

Board members are to be paid in accordance with the fees recommended in the significant appointment Cabinet submission and the Executive Council Minute. These are to include half day fees for work of 4 hours or less performed on any one day.

See page 10.

10. *Are board members entitled to other expenses e.g. the cost of travelling to meetings?*

Yes. See pages 12 and 13 for of this booklet for details.

11. *Who should the form be sent to once the department has completed the review?*

Any matter that is to go to Cabinet for consideration and decision should be sent to the departmental CLLO. Where it is necessary to send the review form to JAG the CLLO will forward the form on. See page 8 of this booklet.

12. *Who should we contact to ask questions about the procedure?*

Your departmental CLLO is the first contact to answer any questions about the application of these procedures. See page 8.

13. *How are the travelling and motor vehicle allowances applied?*

The current rates for travelling and motor vehicle allowances are intended to apply.

14. *Can a board member be compensated for preparatory time for a meeting?*

Compensation for this work is already included in the daily meeting fee rates. See page 11.

15. *Is the remuneration paid to a chair or board member assessable for income tax purposes?*

Yes, see page 13.

16. *Is superannuation available to chairs and members of government boards?*

Yes, see Page 13.

17. *Where a board creates a sub-committee what should the sub-committee be paid?*

Where a sub-committee has been lawfully established (i.e. under legislation or by Cabinet decision) it may consist of:

- (i) members of the board undertaking additional work that still forms part of the board's functions; or
- (ii) members who are not part of the parent board who are undertaking the work of the board or have assumed additional functions beyond those ascribed to the board in its legislation.

In (i) above members are to be paid special assignment fees for the additional work undertaken. See page 11.

Where members of the sub-committee are not part of the board, as in (ii) above, they may be entitled to fees if the sub-committee exists in its own right. This would depend on the way it was established.

For a sub-committee to receive fees in its own right it would need to be reviewed and its existence, appointees and remuneration approved by Cabinet. Any review of the remuneration to be paid to a sub-committee must, of its nature, result in a lower fee classification level than the board it supports.

18. *Can board chairs or members package their fees?*

Government policy on salary packaging applies to chairs and members of government boards. See Circular C3/09.

19. *Can we start paying the new rates for meetings and special assignments as soon as they are approved?*

Yes once advice is received from JAG.

20. *Does each department work out the new rates when public service rates increase?*

No. JAG will ensure that rates are adjusted regularly in line with the Government-approved formula that links the rates to the Consumer Price Index. All departments will be notified when fee increases occur and the new rates will be published on JAG's Internet site.

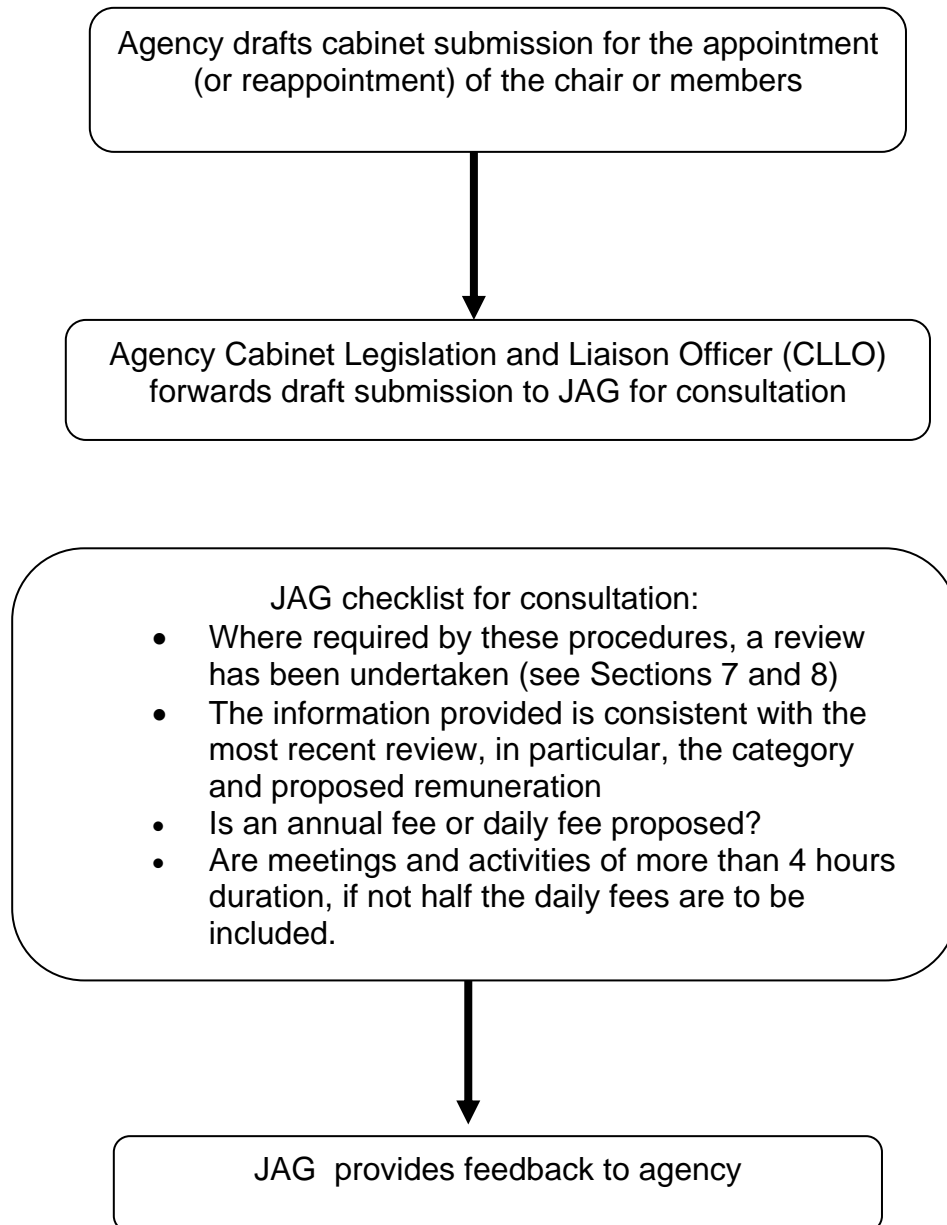
21. *Can consultants be appointed to Government boards?*

Any person of good character, with the appropriate qualifications and expertise, could be appointed to a government board. However every person appointed to such a position is obliged to carry out the functions and responsibilities required of the particular board. This is true for all members and chairs and would include appointees who also practise as departmental consultants.

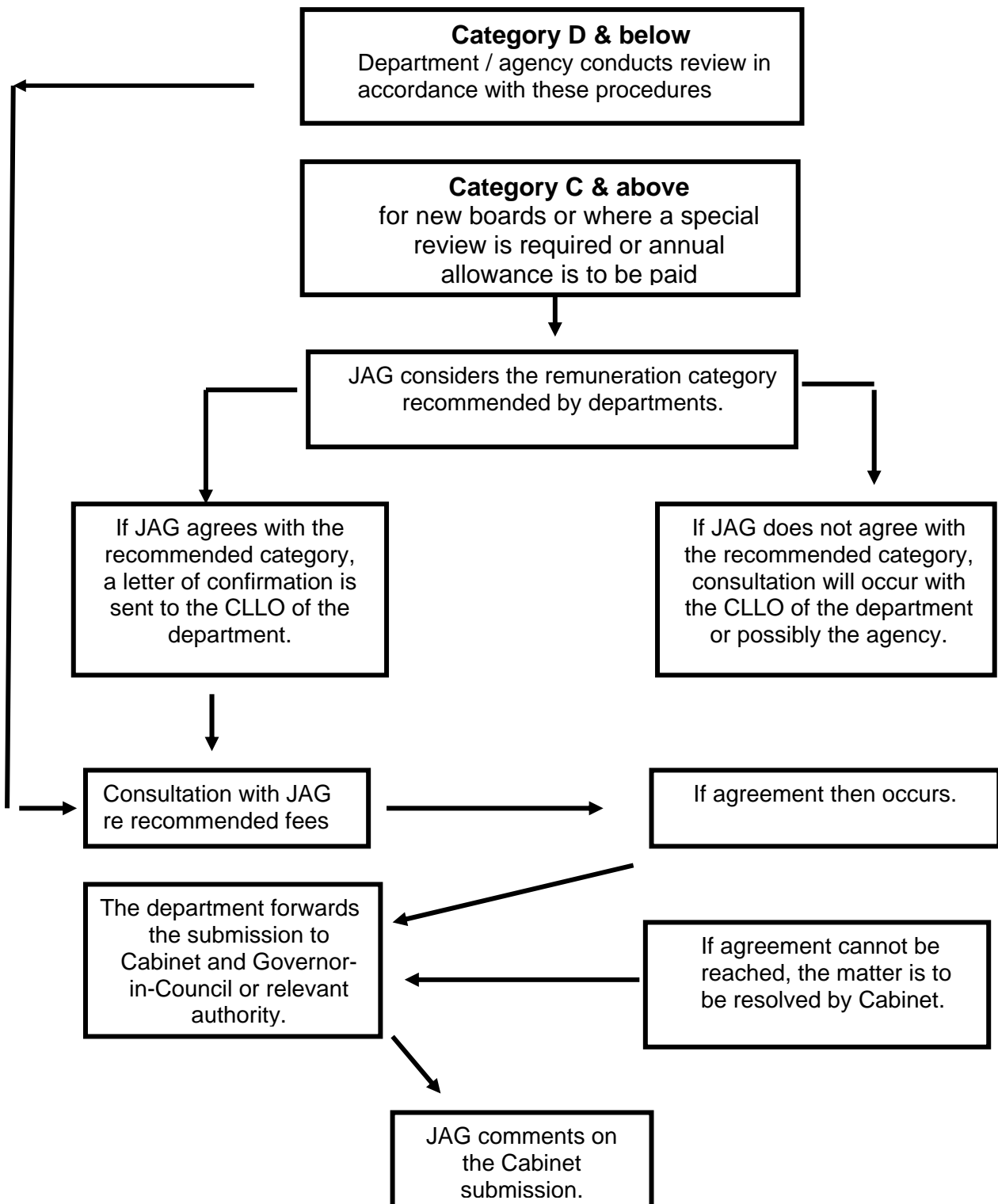
A board may, through the appropriate Government-approved process, hire a consultant to advise it in relation to any of its responsibilities and functions under its legislation.

Generally, the hiring of a consultant and the appointment of a chair or member to a board are two distinctly different procedures.

FLOW CHART FOR SIGNIFICANT APPOINTMENT SUBMISSIONS



FLOW CHART FOR REMUNERATION REVIEW



Attachment 3

REVIEW FORM

Remuneration arrangements and appointment details for part time chairs and members of government boards, committees and statutory authorities.

Name of the board

Minister requesting the review

Responsible department

Legislation

Attach a copy of the relevant provisions relating to constitution, membership composition, remuneration, powers and functions

Other approval (e.g. Cabinet decision) if not established by legislation, provide details of approval, membership composition, objectives, powers and functions

Reason for review

(Tick and provide details as appropriate)

(a) Appointment of a newly established board

(b) Annual allowances are proposed

(c) Special review

List of major functions/activities (not more than 3) and percentage commitment

1.

2.

3.

Summary of the impact of decisions on the State, industry and/or community

Financial, human or material resources under the direct control of the board			
Financial	p.a.	Staff	F/T Equivalents
Other (please specify)			
Other factors considered relevant to the review			

Current remuneration arrangements or remuneration arrangements for the previous board			
Position	Where meeting fees have been paid under old scheme	Annual Allowances (\$)	Category
Chair	4 hours or less \$ >4 hours \$		
Members	4 hours or less \$ >4 hours \$		

Proposed category (A1-G2)

(Provide reasons to support this category see pages 23-24)

Reasons to support proposed category:

Data to support estimates of work commitments:

Proposed remuneration based on work commitment

(A) Positions with a work commitment of LESS than 3 days per fortnight::

Position	Daily meeting Fees (\$)		Daily special assignment fees (\$)	
	Full day	Half day	Full Day	Half Day
Chair				
Members				

(B) Positions with a work commitment of MORE than 3 days per fortnight:

Position	Work commitment per fortnight			Daily Special Assignment Fee (\$)	* Annual Allowance (\$)	Proposed Annual Allowance (\$)
	Meetings (days)	Special Assignments (days)	Total (days)			
Chair						
Members						

Provide data to support estimates

*Based on 220 days per year or 22 fortnights

Details of other benefits (eg. car for business use and/or private use, telephone reimbursement, allowances)

Contact Officer
Position
Telephone number
E-mail address

Signature of the chief executive (or delegate) of the department/agency responsible for the review

Signature _____ Date _____

Remuneration Categories

(Remuneration rates are available at http://www.justice.qld.gov.au/_data/assets/pdf_file/0015/14415/circ03-07att.pdf)

Function	Daily Fees	Maximum Amounts			
		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 \$
A <ul style="list-style-type: none"> ▪ Determinative and adjudicative powers ▪ Regulatory, investigative, or review powers with substantial influence on whole of Government policy 	Meeting				
	Special Assignment				
AA <ul style="list-style-type: none"> ▪ Legally based appeal or dispute resolution activities ▪ Investigative, review or decision-making powers exercised by a tribunal or legally constituted body 	Meeting				
	Special Assignment				
B <ul style="list-style-type: none"> ▪ Business activities related to complex and diverse operations and large budgets/resources 	Meeting				
	Special Assignment				
C <ul style="list-style-type: none"> ▪ Regulatory, investigative or review powers with influence on aspects of Government policy ▪ Business activities related to complex and diverse operations and moderate budgets/resources ▪ Regulatory powers with substantial influence on a particular industry 	Meeting				
	Special Assignment				

Function	Daily Fees	Maximum Amounts			
		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 \$
D <ul style="list-style-type: none"> ▪ Regulatory powers with influence on a particular industry ▪ Non-legal appeal or dispute resolution activities ▪ Business activities related to a range of operations and small budgets/resources ▪ Registration responsibilities ▪ Management and administrative powers related to complex and diverse operations and large budgets/resources ▪ Research activities with a resultant influence on Government or industry. 	Meeting				
	Special Assignment				
E <ul style="list-style-type: none"> ▪ Business activities relating to single operations ▪ Regulatory powers with influence on single operations ▪ Management and administrative powers related to a range of activities and moderate budgets/resources ▪ Investigative and review powers with influence on a specific aspect of Government policy or a particular industry ▪ Consultation, advisory and liaison activities with resultant influence on Government or industry policy 	Meeting				
	Special Assignment				
F <ul style="list-style-type: none"> ▪ Management and administrative powers related to a single operation and small budgets/resources ▪ General consultation, advisory and liaison activities 	Meeting				
	Special Assignment				
G <ul style="list-style-type: none"> ▪ Organisations and sub-committees for which payment of a fee is not considered appropriate 		Nil	Nil	Nil	Nil

Six Month Report on Reviews of Part-time Boards

Portfolio _____

Period Ended _____

Name of Board	Date of last Review	Category	Meeting Fee Paid		Special Assignment Fee Paid		Annual Allowance Paid		Other allowances Paid and amount
			Chair	Member	Chair	Member	Chair	Member	

Six Month Report on Reviews of Part-time Boards

Name of Board	Date and reason for abolition	Date Created	Replaced	
			Date	New name