

A guide to consumer remuneration

OFFICIAL

Updated: 02/09/2022

This guide outlines the sessional rates and reimbursement criteria for consumers who are engaged to support advisory committees, boards, councils and project groups.

Note: Separate guidance for remuneration of consumers engaged as expert consultants or as SCV Consumer Lead roles will be developed in 2022/2023.

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 \(1 July 2022\)](#).

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. The current version is dated 01 July 2022.

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). A half-day sessional rate is calculated at 50% of the full-day rate.

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

Effective from: 1 July 2022

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

(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.

(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.

Chair

Member

Up to \$276
per day

Up to \$237
per day

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 GUIDELINE

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 78 cents per kilometre for 2022 – 2023 and is reviewed regularly.
- 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.

It is recommended that a discussion about eligible out of pocket expenses is had with consumers prior to starting the agreed task or role. For example, this might include a discussion about the extent of at home printing that may be required or whether hardcopy documents will be mailed to the consumer prior to meetings.

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