

			
<b>TITLE</b>	<p>PROCEDURE: Payment of Sitting fees and other costs to chair and members of Steering Committee and SAC.  POLICIES:  Policy 2004/2/v.1: Operations of the MNF Steering Committee  Policy 2004/3/v.1: Establishment and Operations of the Scientific Advisory Committee.</p>		
<b>Procedure Reference No:</b>	Procedure 2004/2.1/v.1		
<b>Commencement date:</b>	1 July 2004	<b>Review date:</b>	January 2006
<b>Scope</b>	Independent members of MNFSC and SAC. Director, Research Vessel, CMAR Human Resources Operations Coordinator		
<b>Group responsible</b>	Ship Management Group People Development, CSIRO Marine Research		
<b>Further advice</b>	Captain Frederick R. Stein, Director, Research Vessel ph: (03) 6232 5024 e-mail: Fred.Stein@csiro.au		

<b>PROCEDURE STATEMENT</b>	
<b>Purpose:</b>	This procedure formalises the steps needed to record independent members of the MNFSC and SAC on the CSIRO payroll for purposes of the payment of sitting fees. It also outlines those associated costs and/or reimbursements for members to attend meetings and how they will be met by the MNF.
<b>Definitions</b>	<p><b>The Minister:</b> the Australian government Minister responsible for science.</p> <p><b>MNF:</b> the Marine National Facility that includes: its management (Steering Committee and CMR), staff, the sea-going research platform, its equipment and data products and services.</p> <p><b>MNFSC: Marine National Facility Steering Committee:</b> the independent committee appointed by the Minister that assists CMR in the management of the MNF.</p> <p><b>SAC:</b> The Scientific Advisory Committee is an expert committee established by the MNFSC to provide advice on scientific and research matters.</p> <p><b>Independent SAC member:</b> person invited by MNFSC to</p>

	<p>become a member of the SAC and who is not an employee of CMR.</p> <p><b>SAC Chairman:</b> the independent member appointed by the MNFSC to chair SAC meetings</p> <p><b>MNFSC meeting:</b> a formally convened, minuted meeting of the MNFSC.</p> <p><b>SAC meeting:</b> a formally convened meeting of the SAC that provides a report of the meeting to MNFSC.</p> <p><b>Sitting fees:</b> payments to the Chair and other independent members of the MNFSC and SAC for preparing for and attending meetings or for conducting other MNFSC business. Rates are determined by decisions of the Remuneration Tribunal.</p> <p><b>Associated costs:</b> those costs associated with members attending MNFSC and SAC meetings that are met by the MNF.</p> <p><b>Re-imbursments:</b> costs directly met by members to attend MNFSC and SAC meetings and refunded by the MNF.</p>
<b>Links to related forms, records and electronic databases</b>	<ul style="list-style-type: none"> <li>• Policy 2004/2/v.1: Operations of the MNF Steering Committee</li> <li>• Policy 2004/3/v.1: Establishment and Operations of the Scientific Advisory Committee.</li> <li>• ATO Tax Declaration Form</li> <li>• CMR bank details form.</li> <li>• CMR Emergency contact details form.</li> <li>• Agest Superannuation Form.</li> <li>• 1 July 2004 Ruling of the Remuneration Tribunal (see <a href="http://www.csiro.au/services/humanres/essentials/blocks/committeefees.htm">http://www.csiro.au/services/humanres/essentials/blocks/committeefees.htm</a>)</li> </ul>
<b>Specifications</b>	<p>Sitting fees are paid at the rate set down by rulings of the Commonwealth Remuneration Tribunal for: Unspecified Meetings, Category 2. Current rates and conditions of payment are at <b>Attachment 1</b>. These come from the 1 July 2004 rulings of the Remuneration Tribunal. A table outlining those associated costs and re-imbursments to be met by the MNF is at <b>Attachment 2</b>.</p>

<b>Detailed steps, procedures and actions</b>		
<b>Procedure</b>	<b>Responsibility</b>	<b>Timeline</b>
<b>A. Recording new members of MNFSC</b>		
1. The appointment of new members of MNFSC (the Minister) or SAC (by invitation from MNFSC) is accepted by these	Director, Research Vessel	Every two years – MNFSC. Can be on-going - SAC

appointees or invitees.		
2. Identify those new members who will be entitled to Sitting Fees.	Director, Research Vessel	No longer than two weeks after acceptance by new member is confirmed.
3. Provide CV and contact details of new members to HR Operations Coordinator, CMR clearly identifying those that are entitled to Sitting Fees.	Director, Research Vessel	No longer than two weeks after acceptance by new member is confirmed.
4. Enter new members details on file.	HR Operations Coordinator, CMAR	As soon as possible after being informed by Director, Research Vessel.
5. Send the appropriate forms to all new members. For those entitled to Sitting Fees these include: <ul style="list-style-type: none"> <li>• Tax Declaration Form;</li> <li>• Agest Superannuation Form;</li> <li>• Emergency Contact Form;</li> <li>• Bank Details Form.</li> </ul> For those not entitled to Sitting Fees only the following need to be completed: <ul style="list-style-type: none"> <li>• Emergency Contact Form;</li> <li>• Bank Details Form.</li> </ul>	HR Operations Coordinator, CMAR	As soon as possible after being informed by Director, Research Vessel.
6. Members complete forms and return to HR Operations Coordinator, CMR	New members of MNFSC and/or SAC.	Two weeks after forms sent out.
7. Check returned forms for completeness. Seek additional	HR Operations Coordinator, CMAR	Immediately on receipt of forms from members.

information if required.		
8. Completed forms collated and details registered on CSIRO payroll database as appropriate.	HR Operations Coordinator, CMAR	Within two weeks of receipt of completed forms from members.
<b>B. Payment of Sitting Fees for formal MNFSC and SAC meetings</b>		
9. Prepare and send Minute to HR Operations Coordinator, CMR requesting payment of members Sitting Fees.	Director, Research Vessel	Within one week of either MNFSC or SAC meeting held.
10. Details entered into CSIRO payroll database. Payments made by electronic transfer. Productivity payments made to members Agest account.	HR Operations Coordinator, CMAR	Immediately on receipt of minute requesting payment.
11. Inform Director, Research Vessel that Sitting Fees have been paid.	HR Operations Coordinator, CMAR	Immediately payments are made
<b>C. Payment of Fees for additional work done on behalf of the MNF.</b> <b>NB</b> The conditions for the payment of fees for work on behalf of the MNF or its committees is detailed at Attachment 1. The procedure follows steps 9-11 above.		
<b>D. Payment of travel and accommodation costs prior to meetings.</b>		
12. Plane tickets booked and paid for all members travelling to attend meetings.	Director, Research Vessel	Two weeks before meeting to be held.
13. Accommodation booked as appropriate. Practice has been to pre-charge accommodation and meal costs to MNF credit card and for receipts to	Director, Research Vessel	Two weeks before meeting to be held

be returned to CMR.		
14. Members sent details of travel and accommodation arrangements.	Director, Research Vessel	Immediately bookings made.
15. Receipts for accommodation and associated costs received and recorded.	Director, Research Vessel	Within one week of being used.
<b>D. Reimbursement of costs met directly by members.</b>		
16. Advise members to provide receipts for all other costs they wish to have reimbursed (taxis or other transport to and from home/airports/accommodation, airport parking fees etc).	Director, Research Vessel	At meeting
17. Collect and collate receipts.	Director, Research Vessel	Within one week of meeting.
18. Request HR Operations Coordinator, CMAR to make reimbursement of costs. This is done through the Minute requesting payment of Sitting Fees. Amounts for reimbursement of costs should be clearly differentiated from those amounts being paid for Sitting Fees. The latter attract Income Tax.	Director, Research Vessel	Within one week of meeting.
19. Reimbursements processed and paid by electronic transfer.	HR Operations Coordinator, CMAR	
20. Inform Director,	HR Operations	Immediately payments are

Research Vessel that Sitting Fees have been paid.	Coordinator, CMAR	made
<b>E. Annual Group Certificate</b>		
21. Members paid Sitting fees sent annual CSIRO group certificate.	HR Operations Coordinator, CMAR	End of each financial year.

<b>ACCOUNTABILITIES</b>	
<b>Implementation</b>	The process for payment/re-imbusement of MNFSC and SAC is already established. Procedure 2004/2.1/v.1 formalises the process.
<b>Compliance</b>	Director, Research Vessel and HR Operations Coordinator, CMAR. Non-compliance could lead to late or non-payment of monies due to MNFSC and SAC members.
<b>Monitoring and Evaluation</b>	Ship Management Group
<b>Development and Review</b>	Ship Management Group
<b>Approval Authority</b>	CSIRO Board approves principles of payment. Chief, CMAR approves arrangements for MNFSC.
<b>Group responsible</b>	Ship Management Group

<b>WHO SHOULD KNOW THIS POLICY?</b>
Members of MNFSC and SAC and any other sub-committees or Working Groups established by MNFSC. MNF support staff. People Development staff, CMAR

<b>REVISION HISTORY</b>				
<b>Revision Ref No</b>	<b>Approved/Rescinded</b>	<b>Date</b>	<b>Authority</b>	<b>Document Title</b>
2004/4.1/v.1	Formalisation of existing procedures. Approval not necessary.	01/2006	Remuneration Tribunal.	Payment of Sitting fees and other costs to chair and members of Steering Committee and SAC.

<b>EFFECTIVENESS OF THIS PROCEDURE</b>	
<b>Performance Indicators</b>	Timeliness of payments to committee members – within 3 weeks of meetings. Number of complaints from committee members.

## Attachment 1

### Payment of Committee Sitting Fees

*Effective: 1 July 2004*

#### Daily sitting fees

Under the *Remuneration Tribunal Act 1973*, the Commonwealth Remuneration Tribunal sets the fees and allowances of a variety of committees established under Commonwealth legislation. Commonwealth agencies also use the rates set by the Tribunal as benchmarks when offering remuneration to members of committees which are established administratively and so do not fall directly under the authority of the Tribunal.

The Marine National Facility Steering Committee is not a statutory body, it is an advisory group established administratively by CSIRO under the *Guidelines for the Operation of National Research Facilities: (A report to the Prime Minister by the Australian Science and Technology Council (ASTEC))*, January 1984.

Independent members of the MNFSC and its sub-committees, including the SAC, are paid at the daily rate of the Remuneration Tribunal's Unspecified Committee Category 2.

#### Who may receive a fee

Fees are paid only to committee members who are not officers of CSIRO. However, they would not be paid to full-time officers of the Australian Public Service or other Commonwealth agencies in normal circumstances. Fees are subject to income tax and are paid through the Corporate Payroll Office.

#### Rates of fees

The current daily fees set by the Tribunal with effect from 1 July 2004 are:

Office	CSIRO Advisory Committee	Unspecified Committee Category 1	Unspecified Committee Category 2	Unspecified Committee Category 3
Chairperson	\$416	\$307	\$416	\$503
Member	\$307	\$230	\$307	\$448

#### Conditions of payment

The conditions set by the Tribunal for the payment of daily fees are quoted below.

## DAILY FEES-SPECIFIED OFFICES-CONDITIONS OF PAYMENT

(as at 1 July 2004)

1. In these conditions, unless the sense otherwise requires:
  - (a) a reference to an 'authority' is a reference to CSIRO;
  - (b) a reference to 'business of the authority' means any business of CSIRO conducted by a member of a committee with the approval of CSIRO, other than attendance at a formal meeting.
- 1A. **Daily fee—Preparation for meetings:** The daily fee for a formal meeting includes a component to cover normal preparation time, but where CSIRO considers the period of preparation time involved is so unusual as to warrant recognition that period may be included as business of the authority.
2. **Daily fee—Minimum hours:** A committee member shall be paid a daily fee in respect of such period, not less than 3 hours, on any one day on which he or she attends a formal meeting of the committee, and/or is engaged on business of the authority, subject to the following conditions:
  - (a) the chairperson, or nominated presiding officer, shall in each case certify whether the period of 3 hours has elapsed and in so certifying may have regard to reasonable travelling time incurred by an office-holder away from the metropolitan area of the capital city or the environs of the town in which he or she lives; and
  - (b) the maximum payment in respect of any one day shall be the appropriate daily fee.
3. **Part-payment of daily fee:** A committee member may be paid in respect of formal meetings of less than 3 hours subject to the following conditions:
  - (a) for formal meetings aggregating less than 2 hours, an amount equal to 2/5ths of a daily fee;
  - (b) for formal meetings, or formal meetings and business of the authority on the day of a formal meeting, of 2 hours or more, but less than 3 hours on any one day, an amount equal to 3/5ths of a daily fee;
  - (c) the maximum payment in respect of any one day shall be the appropriate daily fee;
  - (d) eligibility for each payment shall be certified by the chairperson or nominated presiding officer and in so certifying the chairperson may have regard to reasonable travelling time in accordance with 2; and

- (e) preparation time shall only be included in accordance with 1A.
- 4. Daily fee—Aggregation of hours:** A committee member may also be paid a daily fee in respect of aggregates of periods of business of the authority of less than 3 hours undertaken on behalf of the authority, subject to the following conditions:

  - (a) individual periods of business must be on other than formal meeting days and each period must be for a minimum of one hour;
  - (b) to attract payment of a daily fee, aggregated periods shall total at least 5 hours;
  - (c) the maximum payment in respect of any one day shall be the appropriate daily fee;
  - (d) eligibility for each payment shall be certified by the chairperson and in so certifying the chairperson may have regard to reasonable travelling time in accordance with 2; and
  - (e) preparation time shall only be included in accordance with 1A.

## Attachment 2

### Payment of associated costs for MNF committees

Item	Level	How paid
Airfares	Economy	Pre-paid by MNF through Qantas
Accommodation (includes telephone and other costs, within reason)	At CSIRO Corporate rates	Pre-booked by MNF receipts sent by hotel
Breakfast, dinner	Linked to accommodation	Pre-booked by MNF receipts sent by hotel
Lunch	Provided at meeting	Booked and paid by MNF
Any costs involved with transport to or from home/airport/meeting	Paid on basis of receipts provided by members	Reimbursed by MNF