



Remuneration of registration and disciplinary committee members



Introduction

1. A member of a committee convened under Schedule 2 of the *Bankruptcy Act 1966* is entitled to receive remuneration in accordance with [Remuneration Tribunal \(Remuneration and Allowances for Holders of Part-time Public Office\) Determination 2021](#) (“the Determination”).
2. This fact sheet provides a summary of the provisions of the Determination made under subsections 7(3) and (4) of the [Remuneration Tribunal Act 1973](#).
3. Terms in bold, italicised text are defined in the Determination.

Daily fees

4. Allowances are based on a daily fee of \$1,200 (inclusive of GST).
5. Payment of daily fees is subject to the following conditions:
 - a. prior to payment, the Chair must certify total time claimed, including travel time
 - b. maximum payment for any one day is one daily fee (\$1,200).
6. The calculation of daily fees varies, depending on whether duties are being performed on a meeting day or nonmeeting day.

Meeting day

7. Fees payable for time spent on committee business on a meeting day are calculated in accordance with Part 4 (including **Table 4A**) of the Determination.

Total time	Daily fee payable	Total time includes
Less than 2 hours	\$480 (40% of daily fee)	<ul style="list-style-type: none"> ▪ Time spent attending formal meeting ▪ Time spent on authority business ▪ Official travel time
2 to 3 hours	\$720 (60% of daily fee)	
3 hours or more	\$1,200 (one daily fee)	

8. The time spent preparing for a formal meeting does not ordinarily attract a separate payment. The fee that is payable to attend the meeting has already been determined to take account of the time spent preparing for a meeting.
9. The part-time **office holder** determination provides that “time spent by the office holder preparing for a formal meeting may be treated as **authority business** if the Chair considers the time excessive to **normal preparation time**”. This means that only where preparation time goes well beyond what is normally required of the **office holder** could it be considered excessive.
10. **Official travel** time is the reasonable period that an **office holder** spends travelling on official business away from the metropolitan area of the capital city in which the committee member resides.
11. **Authority business** includes dealing with correspondence, emails, phone calls, comments and feedback on papers, decisions and strategies.

Non-meeting day

12. Fees payable for time spent on committee business on a non-meeting day are calculated in accordance with Part 4 of the Determination.

Total time	Daily fee payable	Time includes
For each period of at least one hour	20% (\$240) for each hour up to a maximum of 5 hours per day	<ul style="list-style-type: none"> ▪ Time spent on authority business ▪ Official travel time

13. The total of time spent on a non-meeting day may only include time spent on **authority business** and **official travel time** but not general meeting preparation time as noted above. **Authority business** may include dealing with general correspondence, emails, phone calls, comments and feedback on papers, decisions and strategies.

Travel for official business

14. Under Column 6 of **Table 4A**, **office holders** fall within Tier 1 travel arrangements. The provisions that apply to travel are set out in the [Remuneration Tribunal \(Official Travel\) Determination 2019](#).

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15. **Office holders** are not expected to gain or lose financially as a result of travelling for official business. **Office holders** must only incur or commit the Commonwealth to meet expenses where funds are lawfully available to do so. **Office holders** will need to consider:
 - a. the necessity of travel and potential alternatives to travel, such as teleconferencing or videoconferencing
 - b. the total cost of travel, including value for money (the “best deal” for the taxpayer)
 - c. any travel-related administrative guidelines put in place by their **agency**
 - d. the flexibility to maintain an appropriate balance between work and home responsibilities, as well as safety and security.
 16. AFSA is able to arrange videoconference facilities in its Brisbane, Canberra, Melbourne and Sydney offices. Teleconferencing facilities are available at all AFSA offices.
 17. The need for air travel **MUST** be confirmed with the Chair in writing prior to making any travel arrangements.

Claiming remuneration

18. In order to claim remuneration, committee members should prepare an invoice to submit to the Chair of the relevant committee for approval/certification. The invoice should include:
 - a. the committee member’s name
 - b. bank account details, including BSB and account number
 - c. the relevant committee/matter name and
 - d. the time spent, separated into meeting day fees and non-meeting day fees
 - e. ABN (if applicable)
 - f. invoice number.