

AASB/AUASB POLICY ON MEMBER FEE – Effective 1 July 2017

This policy is based on the guidance in *Remuneration Tribunal Determination 2017/10: Remuneration and Allowances for Holders of Part-Time Public Office*.

Fee for members

- Daily fee payable is \$1024.00
- The maximum payable for any one day is one daily fee.
- Meeting day:** unless otherwise specified, the fee payable to a board member on a meeting day is calculated in accordance with Table A1 below:

Table A1 - Calculation of fee on an AASB/AUASB meeting day

Total time	Daily fee payable	Total time includes
Less than two hours	40 per cent	<input type="checkbox"/> Time spent attending AASB/AUASB meeting <input type="checkbox"/> Time spent on authority business <input type="checkbox"/> Official travel time
Two hours to less than three hours	60 per cent	
Three or more hours	one daily fee	

- Non-meeting day:** unless otherwise specified, the fee payable to a Board member on a non-meeting day is calculated in accordance with Table A2 below:

Table A2 - Calculation of fee on a non-meeting day

Total time	Daily fee payable	Total time includes
For each period of at least one hour	20 per cent for each hour, up to a maximum of five	<input type="checkbox"/> Time spent on authority business <input type="checkbox"/> Official travel time

- Normal preparation time must not be taken into account in calculating 'Total time' under Column 3 of Table A1 or Table A2. Attendance by video or teleconference is included.

Explanation of Key terms

- '**Authority business**' means any authority business conducted by a Board member with the AASB/AUASB's approval, excluding attendance at an AASB/AUASB meeting, official travel time on a meeting day and normal preparation time for that meeting (Note: Time spent by a Board member preparing for a formal meeting that the Chair considers is excessive to normal preparation time may be treated as 'authority business').

7. Examples of time spent on authority business include:
- participation in an AASB Project Advisory Panel/AUASB Project Advisory Group meeting
 - participation in an AASB/AUASB Roundtable
 - presenting on behalf of the AASB/AUASB at a conference/forum
 - Participation in Education sessions or Forums
8. **'Official travel time'** is the reasonable period, certified by a Chair, or their delegate, that a Board member spends travelling on official business away from the metropolitan area of the capital city or the environs of the town in which the Board member lives. It does not include time spent travelling between the Board member's home and principal place of work. The Chair may consider agency travel guidelines (if any) when determining the reasonable period. Travel should take place on meeting days wherever possible. Where travel must be on non-meeting days please seek pre-approval from the Board Secretary, who will obtain approval from the Chair, or their delegate.
9. Board members are entitled to business class flights. Board members who choose to fly business must comply with government policy; accordingly, the Board Secretary will select the lowest practical fare for the day, and exact timing of flight. Board members who choose to fly economy may select the flights and timing and advise the Board Secretary, who will book the flights.

Documentation

- 10. Meeting day:** Board members should sign the attendance record on Board meeting days, which will be circulated by the Board Secretary at the meeting. For Board members who participate in the Board meeting by teleconference or video conference, the Chair will sign on their behalf with a note that the member attended by teleconference or video conference.
- 11. Non-meeting day:** Board members should complete and sign the non-Board meeting remuneration form, which can be obtained from AASB/AUASB staff responsible for the non-meeting day event. Board members who participate in the non-meeting day event by teleconference or video conference should complete the form and send it electronically to the Board Secretary.