

**REMUNERATION TRIBUNAL
ANNUAL REPORT
2004-05**

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REMUNERATION TRIBUNAL

5 September 2005

The Hon Kevin Andrews MP
Minister for Employment and Workplace Relations
Parliament House
CANBERRA ACT 2600

Dear Minister

We have pleasure in presenting to you the Remuneration Tribunal's Annual Report for 2004-2005. The report covers the activities of the Tribunal during the year ended 30 June 2005.

Section 12AA(2) of the Remuneration Tribunal Act 1973 (the Act) requires you to cause a copy of this report to be laid before each House of Parliament within 15 sitting days of receipt.

Yours sincerely

Handwritten signature of John C Conde in black ink.

John C Conde AO
PRESIDENT

Handwritten signature of Janet E Grieve in black ink.

Janet E Grieve
MEMBER

Handwritten signature of John D C Allen in black ink.

John D C Allen
MEMBER

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Presidential Overview

The particulars of the work of the Remuneration Tribunal during 2004-05 are set out in this report. In summary, the Tribunal undertook annual reviews of those aspects of the remuneration of holders of full-time and part-time public offices within its jurisdiction; the federal judiciary and related office holders; and Ministers, Members of Parliament and parliamentary office holders.

In May 2005, the Tribunal determined an increase of 4.1 per cent, effective from 1 July 2005, in remuneration for full-time offices. The fees of part-time offices were increased by the same percentage at that time. The Tribunal considered the increase justified as being in keeping with increases elsewhere in the public sector. The Tribunal is also mindful, longer term, of the potential for recruitment and retention difficulties to emerge. The Tribunal subsequently determined the same increase in remuneration for other offices within its jurisdiction.

A significant part of the Tribunal's work during the year was its review of the Principal Executive Office (PEO) structure. Some ninety offices have been declared as PEOs since the establishment of the current structure in December 1999. In the Tribunal's view, the structure and the associated terms and conditions had been working effectively, and continues to do so. The Tribunal considered it timely, however, to conduct a review. The Tribunal invited all PEOs and their respective employing bodies to make submissions. Overall, the submissions were consistent with the Tribunal's view that the PEO structure is working effectively. They did, however, raise some specific issues and concerns which the Tribunal is addressing. The Tribunal anticipates that changes to the structure, expected to come into effect in 2005-06, will be evolutionary in nature.

The Tribunal places considerable reliance on the views provided to it by office holders, employing bodies, agencies and others with a material interest in the matters within its jurisdiction. The Tribunal endeavours to ensure that those who may be affected by its decisions have the opportunity to inform the Tribunal of their views in advance of Tribunal determinations. I take this opportunity to express the Tribunal's appreciation to those who have provided submissions to the Tribunal, and to those who have met with the Tribunal to discuss matters of interest. Such submissions and discussions have been particularly useful to the Tribunal in informing its deliberations.

Ms Janet Grieve, a member of the Tribunal since 12 April 2000, was re-appointed during the year for a further five years. Ms Grieve has considerable experience in the work of the Tribunal. Her re-appointment will assist the Tribunal, particularly in its consideration of longer term issues.

The Tribunal would also like to record its appreciation of the work of Mr Mark Jasprizza, the previous Secretary to the Tribunal, who retired during the year. The Tribunal acknowledges the high quality of the advice provided to it by the Secretariat during the year.

John Conde AO
President
Remuneration Tribunal

1. Introduction to the Tribunal

The Remuneration Tribunal is an independent statutory authority established under the *Remuneration Tribunal Act 1973* (the Act).

The Tribunal has responsibility for determining, or advising upon, the remuneration and allowances for a broad range of senior Australian Government public offices. In undertaking its work, the Tribunal seeks to provide outcomes guided by concepts of flexibility, consistency, transparency, clarity of expression and a focus on basic remuneration principles of productivity, job complexity and merit.

2. Membership of the Tribunal

The Tribunal consists of three part-time members who are appointed by the Governor-General.

The current members of the Tribunal are:

Mr John Conde AO - President appointed on 25 June 2003 for five years. Mr Conde was appointed originally as a member of the Tribunal on 18 June 1998. Mr Conde is the Chairman of Energy Australia and the Medical Benefits Fund of Australia Limited. He is a Director of Excel Coal Limited and PowerTel Limited and holds positions on the boards of the NSW Corporate Committee of the Australian Olympic Committee, the Sydney Symphony Orchestra and the Australian Elizabethan Theatre Trust.

Ms Janet Grieve - re-appointed on 12 April 2005 for five years. Ms Grieve was appointed first as a member of the Tribunal on 12 April 2000. Ms Grieve is Chairman of Michels Warren Pty Ltd, a Director of Flinders Technologies Pty Ltd and a Councillor of the Australian Institute of Company Directors (SA & NT Division). Ms Grieve has sat formerly on a number of industry and government boards. She is currently a member of the Information Economy Advisory Board advising the South Australian Government.

Mr John Allen - appointed on 27 August 2003 for five years. Mr Allen is Principal of John D.C. Allen & Associates, Chairman of the Australian Government Solicitor Advisory Board and a member of the Council of Leadership Victoria (The Williamson Community Leadership Program).

From time to time, a member of the Tribunal may withdraw from the discussion of certain agenda items where there is a possibility of a real or perceived conflict of interest. Disclosure of interest statements are updated on a regular basis.

3. The Work of the Tribunal

During the year, the Tribunal held 17 meetings, including 8 out-of-session meetings, to consider and determine matters within its jurisdiction. In addition, discussions were held with a range of interested parties during the year.

The Tribunal considered 125 briefings and released 20 Determinations in the financial year 2004-05.

3.1 Full-Time Public Office Holders

The Framework

Under the Act, the Tribunal is responsible for setting the remuneration, some allowances and recreation leave for a broad range of full-time holders of public office.

The Act defines 'public office'. The definitions include '*...an office established by, or an appointment made under, a law of the Commonwealth ...*' (s.3). The Tribunal inquires into and determines remuneration and 'significantly related' matters for holders of public office (under s.7). The Act specifies that the Tribunal must make a determination in respect of Full-time Public Office Holders' remuneration at intervals of not more than one year (s. 8).

Determination 2004/13 in respect of full-time office holders took effect from 1 July 2004, providing a 3.9 per cent increase in remuneration from that date.

A number of submissions on remuneration, conditions and/or allowances for full-time offices, including new offices, were received in the course of the year. As a result remuneration was set for new full-time offices in the National Offshore Petroleum Safety Authority, the Australian Energy Regulator, and the Australian Communications and Media Authority (the last coming into effect from 1 July 2005). The base salary, total remuneration and/or allowances of six other offices were adjusted on a one-off basis. At 30 June 2005 the Determination included 84 full-time offices for which remuneration had been set by the Tribunal.

In May 2005 the Tribunal determined a general increase in remuneration of 4.1 per cent for full-time office holders, to take effect from 1 July 2005.

The Tribunal also determined an increase of 4.1 per cent for the five Specified Statutory Offices from 2 May 2005 (Determination 2005/03).

3.2 Part-Time Public Office Holders

The Framework

Under the Act, the Tribunal is responsible for setting the remuneration and some allowances for a range of part-time holders of public office.

Part-time office holders are generally those who are appointed to Australian Government boards, councils, committees and some tribunals where the work is of a part-time or intermittent nature.

As reported last year, the Tribunal in early 2004 changed the annual pay cycle for part-time offices from April to July so that it aligned with most full-time offices. This decision first had effect on 1 July 2004, when part-time office holders' fees were increased by an amount based on a 3.9 per cent annual increase. In May 2005 the Tribunal decided on a further 4.1 per cent increase, although, as with full-time offices, this did not take effect until 1 July 2005.

During the year the Tribunal considered submissions on remuneration and/or conditions of individual offices. As a result the Tribunal set remuneration for part-time offices in 11 organisations for which determinations had not been made previously. As well, the Tribunal adjusted the fees of 13 other part-time offices. In total, the Part-Time Offices Determination at 30 June 2005 (2004/12) set rates for over 200 offices. It also sets three categories of rates for public offices not specifically named in the Determination. The appropriate Minister can determine remuneration for public offices at one of these 'non specified rates' without needing to approach the Tribunal directly.

The Tribunal also decided to provide scope for remuneration packaging for part-time office holders. Any packaging is to be consistent with normal practice in this regard, and is to be at the discretion of the body administering the part-time office.

3.3 Principal Executive Offices

The Framework

The Principal Executive Office (PEO) Structure enables employing bodies to determine remuneration within parameters set by the Tribunal and provides flexibility to office holders to negotiate the composition of their package within the limit of their Total Remuneration (TR).

Where the Minister responsible for the Act, the Minister for Employment and Workplace Relations, makes a declaration that an office is suitable for placement in the PEO Structure, the employing body (the portfolio minister or board) determines terms and conditions, subject to parameters set by the Tribunal.

Before an office is placed in the PEO structure, the Tribunal advises the Minister responsible for the Act on whether a particular office is suitable for the Structure. The Tribunal also advises on the appropriate PEO Classification Band.

At 30 June 2005, there were 93 PEO offices, comprising 6 defined under Section 3 of the Act and 87 declared by Ministers under Sections 3A and 3B of the Act. Five new declarations were made and one PEO office was abolished in the reporting year.

Determination 1999/15, which governs the PEO Structure, allowed for the remuneration of PEOs who receive TR of less than \$300,000 to be increased or decreased by up to 5 per cent by the employing body without reference to the Tribunal. The Determination provides that variations by employing bodies should be linked to productivity gains. Where PEOs receive a higher level of TR, or variations in excess of 5 per cent are proposed, the prior agreement of the Tribunal is required. The Tribunal considered 29 submissions on remuneration for new and existing PEOs during the reporting year.

In May 2004 the Tribunal varied Determination 1999/15 to increase the maximum of each PEO classification band by 3.9 per cent with effect from 1 July 2004. Towards the end of the reporting year, the Tribunal varied the parameters applying to remuneration in the PEO Determination (1999/15), with effect from 1 July 2005. On 9 May 2005 it decided (Determination 2005/07) the maximum of each PEO band will increase by 4.1 per cent. On 27 June 2005 it decided (Determination 2005/12) to permit employing bodies to increase remuneration by up to 5 per cent in the 2005-06 financial year, where offices receive less than \$300,000 in TR.

PEO employing bodies are required to report to the Tribunal by 31 March each year on the TR level of each PEO as at the preceding 31 December.

Review of the PEO Structure

A significant part of the Tribunal's work during the year was its review of the Principal Executive Office (PEO) structure. In the Tribunal's view, the structure established in 1999 and the associated terms and conditions had been working effectively and continued to do so. The Tribunal considered it timely, however, to conduct a review.

The Tribunal invited all PEOs and their respective employing bodies to make submissions. The Tribunal received 42 submissions. Overall, the submissions were consistent with the Tribunal's view that the PEO structure is working effectively. They did, however, raise some specific issues and concerns which the Tribunal is addressing. The Tribunal anticipates that changes to the structure, expected to come into effect in 2005-06, will be evolutionary in nature.

3.4 Judicial and Related Offices

The Framework

Three main Acts establish the current system of judicial remuneration and benefits:

- *Remuneration Tribunal Act 1973;*
- *Judges' Pensions Act 1968;* and
- *Judicial and Statutory Officers (Remuneration and Allowances) Act 1984.*

The Tribunal has the power to determine remuneration and a range of associated entitlements for judicial and related offices. Other entitlements for these offices are determined by other authorities.

Determination 2004/17 in respect of judicial and related office holders took effect from 1 July 2004. It entailed a 3.9 per cent increase in remuneration from that date (this increase was in addition to the final instalment of increases for judicial officers agreed to by the Tribunal in 2002).

During the year the Tribunal considered a number of aspects of judicial and related offices' remuneration and determined a number of significant changes. The changes included the continuing movement of related offices to Total Remuneration and increases in the remuneration of office holders in the Federal Magistrates Court and of Deputy Presidents in the Administrative Appeals Tribunal.

Annual Review of Judicial and Related Offices' Remuneration

The Tribunal commenced its annual review into the remuneration of judicial and related offices in February 2005. Fourteen written submissions were received in response to letters of invitation sent to relevant Ministers and to all Courts and Tribunals listed under the Judicial and Related Offices' Determination. The Tribunal also held discussions with a number of office holders.

Determination 2005/11 was issued by the Tribunal on 16 June 2005 and provided a general increase of 4.1 per cent to all office holders under the Determination with effect from 1 July 2005. The Determination also provided an additional increase of 5 per cent for

Administrative Appeals Tribunal Deputy Presidents and increased the allowance to be paid to justices of the High Court of Australia who do not establish their place of residence in Canberra to \$25,000 (this allowance was last adjusted in 1998).

In arriving at the decisions reflected in the Determination 2005/11 the Tribunal had regard to factors including judicial independence, recruitment and retention, workload and related matters, comparative remuneration data and economic circumstances.

- In May 2005 the Tribunal convened a meeting of the Commonwealth/State Judicial Remuneration Coordination Group to discuss issues relevant to the remuneration of the judiciary across all jurisdictions.

Total Remuneration Arrangements for Related Offices

The Tribunal continued to progress movement of judicial related offices to Total Remuneration.

On 10 December 2005 the Tribunal issued the amending Determination 2004/23 which provided for the movement of all full-time judicial related offices in the National Native Title Tribunal to Total Remuneration.

Federal Magistrates Court

Determination 2004/23 provided the following increases in base salary for offices of the Federal Magistrates Court (FMC):

- Chief Federal Magistrate from \$236,010 to \$259,620;
- Federal Magistrates from \$203,970 to \$220,290; and
- Chief Executive Officer of the Federal Magistrates Court from \$145,560 to \$160,120 (Total Remuneration increased from \$215,170 to \$236,690).

In coming to this Determination the Tribunal had received numerous submissions in relation to Federal Magistrates' remuneration and had several meetings with the relevant parties. Having regard to the matters raised, the Tribunal considered that increases should be provided to offices of the Federal Magistrates Court in recognition of the increases in the breadth and complexity of work done by the Court since its establishment.

3.5 Ministerial and Parliamentary

The Framework

Parliamentary remuneration and related entitlements (including for former Senators and Members) are regulated by seven main Acts:

- *Parliamentary Allowances Act 1952;*
- *Parliamentary Contributory Superannuation Act 1948;*
- *Parliamentary Entitlements Act 1990;*
- *Remuneration and Allowances Act 1990;*
- *Remuneration Tribunal Act 1973;*
- *Members of Parliament (Life Gold Pass) Act 2002; and*
- *Parliamentary Superannuation Act 2004*

The Tribunal determines certain allowances for federal Senators and Members of Parliament and the additional salary for holders of 44 Parliamentary offices such as

the Leader of the Opposition, the Presiding Officers, Whips and the Chairs of various parliamentary committees. The Tribunal reports to the Government on the additional salary of Ministers, including the Prime Minister, and has an advisory role in the setting of base salary for federal parliamentarians.

Matters relating to the provision of support for Senators and Members of Parliament that are not within the jurisdiction of the Tribunal are decided by the Government, through the Special Minister of State, or the Parliament.

Base Salary for Federal Senators and Members

As outlined in its Report 1999/01 of December 1999, the Tribunal was asked by the Government to report on parliamentarians' base salary and to identify a reference salary and mechanism for adjustment. The Government, and subsequently both houses of Parliament, accepted the Tribunal's recommendation that the reference salary be a salary within the Tribunal's Principal Executive Office (PEO) classification structure. The relevant PEO reference salary A in Band A was \$106,770 per annum on 1 July 2004 (Determination 2004/15).

On 9 May 2005 the Tribunal signed Determination 2005/07, implementing its annual review decision for the PEO structure with effect from 1 July 2005, after the reporting year. Reference salary A of Band A increased by 4.1 per cent to \$111,150 per annum.

Determinations in relation to Senators and Members

During the reporting year the following determinations were finalised.

- Determination 2004/19: Official Travel by Office Holders and Members of Parliament - 20 July 2004
- Determination 2004/22: Remuneration and Allowances for Public Office Holders – 27 October 2004
- Determination 2005/02: Parliamentary Office Holders - Additional Salary – 4 February 2005
- Determination 2005/08: Members of Parliament - Travelling Allowance - 9 May 2005 and
- Determination 2005/09: Members of Parliament - Entitlements - 9 May 2005.

These determinations made a number of adjustments to the travelling allowance rates for Members of Parliament and amended their entitlement to office facilities. The changes included:

- imposition of a cap on the cost to the Commonwealth of official travel by air, rail or sea travel by senators and members, or a spouse, nominee or dependent child (Determination 2004/22); and
- a new methodology for calculating the value of the Communications Allowance for Members of the House of Representatives (Determination 2005/09).

Reports in relation to Senators and Members

As required by the Act, the Tribunal considered a range of parliamentary matters during 2004-05. In addition to the determinations noted above, on 27 October 2004 the Tribunal prepared the annual report on Ministers' additional salary (Report No 2 of 2004), which retained the established percentage rates applied to the base parliamentary salary.

3.6 Official Travel

The Framework

Under the Act, the Tribunal is responsible for setting travel allowances for office holders within its jurisdiction.

The general provisions for non-parliamentary office holders are set out in a single Determination. The Determination provides for different tiers of travel entitlements. The various remuneration determinations set out which of the three travel Tiers is applicable to an office. The remuneration determinations may also contain specific travel-related provisions for an office or a group of offices.

Provisions for parliamentary office holders are set out in separate Determinations.

In July 2004 the Tribunal determined new travelling allowance rates with a date of effect of 29 August 2004 (Determination 2004/19). This Determination amended the rates provided in the Principal Determinations - Official Travel by Office Holders (Determination 2004/03) and Members of Parliament - Travelling Allowances (2004/04 - the Principal Determination at that time).

Travel allowance and general travel provisions for parliamentary offices are set out in Determination - Members of Parliament - Travelling Allowance (2005/08) and Members of Parliament Entitlements (2005/09).

The Tribunal has regard to the rates in the Australian Taxation Office's *'Taxation Ruling for reasonable allowances amounts for the 2004-05 income year'* to adjust the rates provided in the Determinations.

3.7 Advisory Functions

The Framework

The Tribunal is required under several other Acts, for example the *Public Service Act 1999*, to provide advice to the relevant minister before the minister determines remuneration for a range of other senior Commonwealth offices.

In accordance with the requirements of the *Public Service Act 1999*, the Tribunal advised the Prime Minister on the remuneration of Departmental Secretaries. It also advised each of the relevant Ministers on the remuneration and other conditions for Executive Agency Heads. The Tribunal also provided advice to the Presiding Officers in accordance with the *Parliamentary Service Act 1999*.

4. Financial Matters

The Tribunal's financial requirements are met through the Department of Employment and Workplace Relations (DEWR), sub-program 2.2.7 Secretariat to the Remuneration Tribunal. There is no separate form of accounts applicable to the Tribunal.

The Tribunal is supported by a Secretariat staffed by DEWR employees. Appendix 2 provides contact details for the Secretariat.

Financial reporting for the Tribunal can be found within the DEWR Annual Report.

5. Consultancies

Following a select tender process Morris Walker Pty Ltd (Morris Walker) was contracted to deliver media advisory services for three years to the Tribunal from 1 December 2004.

6. Legislative Requirements

6.1 Occupational Health and Safety (Commonwealth Employment Act 1991)

The Tribunal Secretariat is provided by DEWR and is subject to its policies and practices in relation to occupational health and safety. Information about DEWR's policy is available in the DEWR Annual Report.

6.2 Advertising and Market Research (Commonwealth Electoral Act 1918)

The Tribunal did not undertake any advertising or/market research activities in the reporting year.

6.3 Environment Protection and Biodiversity Conservation Act 1999

The Tribunal Secretariat is provided by DEWR and is subject to its policies and practices in relation to meeting the requirements of the *Environment Protection and Biodiversity Conservation Act 1999*. Information about DEWR's policy is available in the DEWR Annual Report.

6.4 Freedom of Information Act 1982

The Tribunal is subject to the provisions of the *Freedom of Information Act 1982 (FOI Act)*. No requests for access to documents under the FOI Act were received during the reporting year.

The information required to be published under Section 8 of the FOI Act is set out at Appendix 3.

6.5 *Legislative Instruments Act 2003*

Tribunal determinations are legislative instruments for the purposes of the *Legislative Instruments Act 2003* (the LI Act). Under the LI Act, Tribunal Determinations made after 1 January 2005 (the date of commencement of most provisions of the LI Act) have been provided to the Attorney-General's Department by the Tribunal for registration on the Federal Register of Legislative Instruments. The LI Act then requires the Attorney-General's Department to table a copy of the Determination in both houses of the Parliament within 6 sitting days of registration. Sub-section 7(8) of the *Remuneration Tribunal Act 1973* provides that either house, within 15 sitting days after the determination has been tabled, may pass a resolution 'disapproving' the determination.

Appendix 1 - List of Determinations and Reports for 2004-05

During the reporting year, the Tribunal issued the following Reports and Determinations. Copies of these documents can be obtained from:

1. the tabling offices of the Senate or the House of Representatives;
 2. the Tribunal's website www.remtribunal.gov.au; and
 3. the Federal Registrar of Legislative Instruments website www.comlaw.gov.au.
- (For determinations made after 1 January 2005 and older determinations "backcaptured" in accordance with the *Legislative Instruments Act 2003*.)

2004/18	Remuneration and Allowances for Holders of Public Offices
2004/19	Official Travel by Office Holders and Members of Parliament
2004/20	Remuneration and allowances for holders of public offices
2004/21	Remuneration and allowances for holders of public office
2004/22	Remuneration and Allowances for Holders of Public Office
Report 2	Report Number 2 of 2004: Report on Ministers of State - Salaries Additional to the Basic Parliamentary Salary
2004/23	Remuneration and Allowances for Holders of Public Office
2004/24	Remuneration and Allowances for Holders of Public Office
2004/25	Remuneration and Allowances for Holders of Public Office
2005/01	Remuneration and Allowances for Full-time Holders of Public Office
2005/02*	Parliamentary Office Holders – Additional Salary
2005/03*	Specified Statutory Officers - Remuneration and Allowances
2005/04	Remuneration and Allowances for Holders of Public Office
2005/05*	Remuneration and Allowances for Holders of Part-Time Public Office
2005/06*	Remuneration and Allowances for Holders of Full-Time Public Office
Statement	2005 Annual Review - Part-time and Full-time Offices
2005/07	PEO Classification Structure and Terms and Conditions
2005/08*	Members of Parliament - Travelling Allowance
2005/09*	Members of Parliament – Entitlements
2005/10	Remuneration and Allowances for Holders of Public Office
2005/11*	Judicial and Related Offices - Remuneration and Allowances
Statement	2005 Annual Review – Judicial and Related Offices
2005/12	Remuneration and Allowances for Office Holders

* The documents are Principal Determinations

Appendix 2 - Secretariat

The Tribunal is supported by a Secretariat located within the Department of Employment and Workplace Relations.

The Secretary to the Tribunal is Mr Derren Gillespie.

The Secretariat can be contacted by writing to:

The Secretary
Remuneration Tribunal Secretariat
PO Box 281
CIVIC SQUARE ACT 2608

Or via:

Phone: (02) 6121 7965
Fax: (02) 6121 5930
Email: enquiry@remtribunal.gov.au

Media inquiries should be directed to:

Danielle Morris
Morris Walker Pty Limited

Phone: (02) 6162 0021
Fax: (02) 6162 0023
Mobile: 0412 181 389
Email: dmorris@morriswalker.com.au

Appendix 3 - Freedom of Information Act 1982

Establishment

Remuneration Tribunal is an independent statutory authority established under the *Remuneration Tribunal Act 1973* (the Act).

Organisation

The Tribunal comprises three part-time members, one of whom is appointed as President.

Functions/Powers

The Tribunal's role is to determine, report on or provide advice about remuneration, including allowances and entitlements that are within its jurisdiction for the following:

- full-time and part-time holders of various public offices;
- judicial and non-judicial offices of federal courts and tribunals;
- Principal Executive Offices; and
- federal Parliamentarians, including Ministers and Parliamentary office holders.

There are a number of offices where the Tribunal provides advice to the employer, which then determines the remuneration.

The *Public Service Act 1999* requires some Ministers to consult the Tribunal before they determine remuneration. These are:

- the Prime Minister for Secretaries of Departments;
- the Minister Assisting the Prime Minister for the Public Service in relation to the Australian Public Service Commissioner and the Merit Protection Commissioner; and
- the relevant Minister in respect of Australian Public Service Executive Agencies.

The *Parliamentary Service Act 1999* requires the Speaker of the House of Representatives and the President of the Senate to consult the Tribunal about the offices of Secretaries of the Parliamentary Departments, the Parliamentary Service Commissioner and the Parliamentary Service Merit Protection Commissioner.

Under Section 11 (1) of the *Remuneration Tribunal Act 1973*:

- (a) the Tribunal may inform itself in such manner as it thinks fit;
- (b) the Tribunal may receive written or oral statements;
- (c) the Tribunal is not required to conduct any proceeding in a formal manner; and
- (d) the Tribunal is not bound by the rules of evidence.

Categories of Documents

Documents maintained by the Tribunal include:

- Determinations, Explanatory Statements and Reports made by the Tribunal;
- Minutes of Tribunal meetings and documents placed before meetings;
- Submissions from interested parties; and
- Files dealing with matters that have been referred to the Tribunal.

FOI procedures and initial contact points

Formal FOI procedures for the Tribunal are managed by the Department of Employment and Workplace Relations. In the first instance persons wishing to gain access to documents relating to the work of the Tribunal should write to or contact the Secretary of the Tribunal at the following address:

The Secretary
Remuneration Tribunal
PO Box 281
CIVIC SQUARE ACT 2608

Phone: (02) 6121 7965
Fax: (02) 6121 5930
Email: enquiry@remtribunal.gov.au

Media inquiries should be directed to:

Danielle Morris
Morris Walker Pty Limited

Phone: (02) 6162 0021
Fax: (02) 6162 0023
Mobile: 0412 181 389
Email: dmorris@morriswalker.com.au