

Guidelines for making a Submission to the Remuneration Tribunal - Existing Holders of Public Office

The following information is provided to assist agencies in the preparation of submissions to the Remuneration Tribunal for a review of the level of remuneration for existing holders of public office.

Submissions should be sent to:

**The President
Commonwealth Remuneration Tribunal
P.O. Box 281
Civic Square ACT 2608**

Content of Submission

Submissions should provide a sound case for regrading/reclassification and cover issues including but not necessarily limited to:

- changes in workload and/or working arrangements (for example, a change from part-time to full time office)
- changes to payment arrangements (for example, daily fees are converted to an annual amount)
- changes to relevant legislative provisions
- changes to the main functions, responsibilities or accountability structures
- name of the office holder and details of appointment
- status of office (if vacant, is level of remuneration a contributing factor to recruitment of suitable candidates; if occupied, details of the term of appointment)
- organisational change (eg core business, budget, staffing levels, corporate structure and reporting arrangements)
- in the case of boards and committees, changes to the terms of reference, membership, number of meetings per month or year or changes to sub-committee structures
- changes to requisite characteristics, skills or qualifications required of the office holder
- comparisons with the remuneration of other, similar Commonwealth, State or private sector positions and a recommendation of an increase or revised level of remuneration, daily fee or travelling allowance (in-line with broader employment relations policy and practice, arguments of comparative wage justice may not be recognised as legitimate grounds for review, whereas demonstration of productivity gains and/or improved and more efficient work practices have a greater chance of recognition)
- name, telephone, e-mail, and fax numbers of a contact officer who can assist the Tribunal Secretariat with further information or discussion should it be required.
- Evidence of support from a Minister (and/or Board as appropriate) will assist the Tribunal in considering submissions.

Appearances before the Tribunal

Submissions should indicate whether an appearance before the Tribunal is sought. The Tribunal may request an appearance, but usually this is not the case.

Confidentiality

The Tribunal treats submissions in the strictest confidence. The Tribunal Secretariat should be advised when a matter has yet to be fully considered by the Government and/or if it has not been publicly announced.

Those making submissions should be aware that the Remuneration Tribunal is bound by the provisions of the *Freedom of Information Act 1982*.

Timing and Decisions

The Tribunal generally meets once every two months. The date for the next meeting can be provided by the Tribunal Secretariat on (02) 6121 7965.

Once a decision is made, the Secretariat will advise the contact officer by telephone. Generally written advice of a Tribunal decision will be received within two weeks from the date of the last meeting.

Where the Tribunal's decision results in the need for a determination to be issued, it is sent to the Minister for Employment and Workplace Relations for tabling in the Parliament. A copy of the determination is sent to the Portfolio Minister for information and copies are also sent to the office holder and nominated contact officer.

Remuneration Tribunal Secretariat
March 2002