



No. 18 of 2023

## DETERMINATION OF THE REMUNERATION TRIBUNAL

### 2023 Review of Remuneration for Official Visitors of Correctional Institutions

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#### SCOPE OF DETERMINATION

1. This Determination applies to Official Visitors of correctional institutions of South Australia appointed under the *Correctional Services Act 1982* (SA).

#### REMUNERATION

##### 1 August 2023 to 18 February 2024

2. The Tribunal hereby determines the following rates of pay shall be payable to Official Visitors as compensation for the discharge of their Official Visitor duties from 1 August 2023 to 18 February 2024:

Office Holder	Rate
Official Visitor of Correctional Institutions (half-day rate)	\$305
Official Visitor of Correctional Institutions (full-day rate)	\$572

3. For the purposes of the remuneration at clause 2 of this Determination:
  - 3.1. The half-day rate shall be payable where an Official Visitor is required to discharge their Official Visitor duties for up to and including four hours on a single day; and
  - 3.2. The full-day rate shall be payable where an Official Visitor is required to discharge their Official Visitor duties for greater than four hours on a single day.

##### From 19 February 2024

4. The Tribunal hereby determines that Official Visitors shall be paid \$76.22 per hour as compensation for the discharge of their Official Visitor duties from 19 February 2024.

## ALLOWANCES AND EXPENSES

5. Should an Official Visitor undertake official travel in the discharge of their duties as an Official Visitor, he or she will be entitled to any applicable allowances and reimbursements as per the table below:

Allowances	
<b>Meal allowance</b>	For official travel that necessitates absence from the Official Visitor's principal place of residence overnight: <ul style="list-style-type: none"> <li>• Breakfast \$32.10 per meal</li> <li>• Lunch \$36.10 per meal</li> <li>• Dinner \$61.50 per meal</li> </ul>
<b>Incidentals allowance</b>	For official travel that necessitates absence from the Official Visitor's principal place of residence overnight: <ul style="list-style-type: none"> <li>• \$8.84 per day.</li> </ul> Tax invoices or receipts are not required. <p>For intra-day official travel where the total travelling distance on a single day is expected to be 100 kilometres or more as measured by return trip from the Official Visitor's principal place of residence to the place or places of duty for that day:</p> <ul style="list-style-type: none"> <li>• Lunch \$36.10 per meal</li> </ul>
<b>Motor vehicle allowance</b>	For official travel that necessitates absence from the Official Visitor's principal place of residence overnight; or <p>For intra-day official travel where the total travelling distance on a single day is expected to be 100 kilometres or more as measured by return trip from the Official Visitor's principal place of residence to the place or places of duty for that day;</p> <p>Where an Official Visitor will be using their own private vehicle for official purposes, the Official Visitor will be paid an allowance per kilometre travelled as follows:</p> <ul style="list-style-type: none"> <li>• Motor car, station wagons and utilities – 1.00 dollar per kilometre</li> <li>• Motorcycles/scooters – 40 cents per kilometre</li> </ul>

Expense Reimbursements	
<b>Accommodation</b>	For official travel that necessitates absence from the Official Visitor's principal place of residence overnight: <ul style="list-style-type: none"> <li>• up to \$230.00 per night.</li> </ul> <p>Reimbursement of expenditure for accommodation at bona fide hotels, motels or boarding houses (No entitlement to reimbursement of expenses in relation to Airbnb or similar accommodation sharing services). Tax invoices or receipts are required.</p> <p>The relevant agency chief executive or the chief executive's delegate has the authority to approve where necessary, reimbursements for Official Visitors at a higher rate than detailed above, prior to the travel being undertaken, if sufficient justification exists for a higher amount</p>
<b>Vehicle hire</b>	<b>South Australian Government Financing Authority (SAFA) Hire</b> SAFA provides government vehicles for short-term and long-term hire, in accordance with the authorisation of the chief executive. <p>Agencies are issued with SAFA cards for the short-term hire of government vehicles according to their service arrangements with SAFA.</p> <p><b>Vehicle Hire – Private Providers</b> Where an agency's short term vehicle requirements cannot be met by SAFA, or travel interstate is required, a vehicle may be hired from an alternative provider. An Official Visitor must comply with requirements of the government's travel contract and hire a vehicle from a company specified in this contract.</p>

	Upgrades on vehicle hire can be accepted where no additional cost is incurred, except where the receipt of such upgrades could be perceived as a conflict of interest with the Official Visitor's duties.
<b>Taxi fares</b>	<p>Cab Charge vouchers / cards will be issued to Official Visitors from the Department for Correctional Services (DCS) to cover the cost of taxi fares and to enable their travel to and from each site without the need for reimbursement.</p> <p><i>The use of Uber and other ride-sharing services will not be supported for the Official Visitors due to the limited ability of these services to provide receipts required for reimbursement.</i></p>
<b>Air travel</b>	<p>DCS or the relevant agency will meet the cost of any air fares required in connection with an Official Visitor discharging his or her official duties.</p> <p>Official Visitors must book the lowest logical fare compatible with their air travel needs when booking their air travel.</p> <p>This will mainly apply to non-programmed visits. For scheduled visits, these may be booked through DCS.</p>

6. For the purposes of the above allowances and expenses, any definitions of words will have the same meaning as in Commissioner's Determination 3.2 or its successor instrument.

#### **DATE OF OPERATION**

7. This Determination shall come into operation on and from 19 February 2024, with the exception of clause 2 which operates from 1 August 2023 to 18 February 2024. This Determination supersedes any previous Determination of remuneration for Official Visitors.



Matthew O'Callaghan  
**PRESIDENT**



Donny Walford  
**MEMBER**



Mark Young  
**MEMBER**

Dated: 13 February 2024