



No. 1 of 2022

DETERMINATION OF THE REMUNERATION TRIBUNAL
OFFICIAL VISITORS OF CORRECTIONAL INSTITUTIONS

SCOPE OF DETERMINATION

1. This Determination applies to Official Visitors of correctional institutions of South Australia appointed under the *Corrections Act 1982*.

REMUNERATION

2. The Tribunal hereby determines the following rates of pay shall be payable to Official Visitors as compensation for the performance of their Official Visitor duties:

Office Holder	Rate
Official Visitor of Correctional Institutions (half-day rate)	\$258
Official Visitor of Correctional Institutions (full-day rate)	\$483

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 perform 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 perform their Official Visitor duties for greater than four hours on a single day.

ALLOWANCES AND EXPENSES

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

Allowances	
Meal allowance	For official travel that necessitates absence from the Official Visitor's principal place of residence overnight: <ul style="list-style-type: none">• Breakfast \$20.05 per meal• Lunch \$20.05 per meal• Dinner \$41.30 per meal

Incidentals allowance	<p>For official travel that necessitates absence from the Official Visitor's principal place of residence overnight:</p> <ul style="list-style-type: none"> • \$8.35 per day. <p>Tax invoices or receipts are not required.</p> <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"> • Lunch \$20.05 per meal
Motor vehicle allowance	<p>For official travel that necessitates absence from the Official Visitor's principal place of residence overnight; or</p> <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"> • Motor car, station wagons and utilities – 1.00 dollar per kilometre • Motorcycles/scooters – 40 cents per kilometre

Expense Reimbursements	
Accommodation	<p>For official travel that necessitates absence from the Official Visitor's principal place of residence overnight.</p> <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).</p> <p>Tax invoices or receipts are required.</p> <ul style="list-style-type: none"> • Outside Metropolitan Adelaide: up to \$190.00 per night. • Within Metropolitan Adelaide: up to \$225.00 per night. <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>
Other travel expenses	<p>For official travel that necessitates absence from the Official Visitor's principal place of residence overnight.</p> <p>In addition to the incidental expenditure allowances, Official Visitors shall be reimbursed the costs reasonably incurred for official telephone calls. However, for reimbursement of this expenditure, where the GST-inclusive cost exceeds \$55, employees must provide the original tax invoice to the administrative unit. Where the GST-inclusive cost is \$55 or less, receipts are to be provided to the administrative unit.</p> <p>Where receipts are not available for official telephone calls, substantiation by way of a list of telephone calls made and the amount expended by the employee is required to be provided for reimbursement.</p>
Vehicle hire	<p>Fleet SA Hire Fleet SA provides government vehicles for short term and long-term hire, in accordance with the authorisation of the chief executive.</p> <p>Agencies are issued with Fleet SA cards for the short-term hire of government vehicles according to their service arrangements with Fleet SA.</p> <p>Vehicle Hire – Private Providers Where an agency's short term vehicle requirements cannot be met by Fleet SA, 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> <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.</p>

Taxi fares	<p>Cab Charge vouchers / cards will be issued to Official Visitors from 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>
Air travel	<p>DCS or the relevant agency will meet the cost of any air fares required in connection with an Official Visitor performing 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>

- 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

- This Determination shall come into operation on and from 1 June 2022, and supersedes any previous Determination of remuneration for Official Visitors.



Matthew O'Callaghan
PRESIDENT



Deborah Black
MEMBER



Peter de Cure
MEMBER

Dated this 1st day of June 2022