



Privacy notice

Your personal information is protected by law, including the *Privacy Act 1988*. Your personal information may be collected by the Department of Veterans' Affairs (DVA) for the delivery of government programs for war veterans, members of the Australian Defence Force, members of the Australian Federal Police and their dependants.

[Read more: How DVA manages personal information.](#)

How fees are calculated?

The fees for councillors are based on the current Remuneration Tribunal Determination which took effect on **20 February 2015**: Remuneration and Allowance for Holders of Part-Time Public Office.

This can be located at the Remuneration Tribunal website: <http://remtribunal.gov.au/offices/part-time-offices>

Calculation of fees on a meeting day

Total Time	Fees Due	Total time includes
Less than two hours	40 percent	<ul style="list-style-type: none">• Time spent attending formal meeting• Time spent on authority business• Official travel time
Two hours to less than three hours	60 percent	
Three hours or more	One daily fee	

Calculation of fees on non-meeting days

Total Time	Fees Due	Total time includes
For each period of at least one hour	20 percent for each hour, up to a maximum of five hours per day	<ul style="list-style-type: none">• Time spent on authority business• Official travel time

How to claim fees:

Please complete the attached form listing the date and times for all meetings attended, and/or detailing the hours of work completed outside of formal meeting times. Include the hours of travel as required.

Return the completed form by email to SMRC.Registrar@smrc.gov.au

Please print clearly

1: Surname

2: Given names

3: Postal address
(include state and postcode)

POSTCODE

4: Telephone

Home []

Work []

Mobile

