



**Australian Government**

**National Health and Medical Research Council**

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# NHMRC Meeting Support Pack

## For meetings held in the Canberra Office

The Meeting Support Pack contains information for meetings and events held in the NHMRC Canberra Office.

1. Location
2. Travel Arrangements
3. Payments
4. IT access
5. Media Contact
6. Emergency Procedures

## 1. Location

The Office of the National Health and Medical Research (NHMRC) is located at 16 Marcus Clarke Street, Canberra City, ACT 2600 (on the corner of Gordon Street).

Events and meetings are held in the meeting rooms on level one and/or level 5, or at alternate nearby locations if required.

NHMRC Reception is located on Level 1 and operates from 08:00 - 17:00 Monday to Friday.

## Maps

- > [Google maps link - 16 Marcus Clarke St, Canberra City](#)
- > [Locations and directory of services \(click on the image to view a larger version\)](#)



-  NHMRC OFFICE
-  PARKING
-  CAFES
-  BUS DEPOT
-  NHMRC EVACUATION POINT
-  SHINE DOME

## Lifts

The building has 'destination lifts'. You need to select the floor from the access points outside the lift before getting into the lift.

All floors except Level 1 require an electronic pass for access.

## Access pass

On arrival you will be provided with a security pass for access to the Level 1 meeting rooms and/or the Level 5 meeting rooms.

NHMRC security policy requires that you have the pass visible at all times while on the premises and worn either around the neck or fastened to the waist. The security pass must be returned at the cessation of your meeting.

## Luggage

During the event, luggage can be stored in the Business Centre which is located on level one next to NHMRC meeting rooms.

## Smoke-free workplace

The NHMRC is a smoke-free workplace and should you choose to smoke, we ask that you do so 15 metres or more away from the building.

## 2. Travel arrangements

### NHMRC Business Services

P: 02 6217 9090

E: [NHMRCtravel@nhmrc.gov.au](mailto:NHMRCtravel@nhmrc.gov.au)

## Booking travel

All NHMRC business related flights are booked and paid for by NHMRC through our travel management company, QBT Pty Ltd. This mandatory practice complies with Whole-of-Australian-Government (WoAG) travel arrangements. Under WoAG travel arrangements members must not book their own NHMRC business related travel.

NHMRC is unable to make bookings for a member's personal travel that may coincide with NHMRC business related travel. If a member requires travel to be booked to/from a location other than their home base, a cost assessment will be required in the first instance. Please discuss these requirements with your secretariat.

Confirmation of your travel booking together with the itinerary will be forwarded to you by NHMRC's Business Services travel team prior to travel. To avoid disruptions to your booked travel, please check all details as soon as possible upon receipt of your email itinerary.

*NHMRC Travel Principles and Guidelines* support Government policy by considering all airlines servicing the route and applying the Australian Government's Lowest Practical Fare policy. This is the lowest available fare at the time the travel is booked on a regular service that suits the practical business needs of the traveller.

NHMRC will not pay any additional costs incurred as a result of personal travel you may wish to undertake that coincides with NHMRC official travel.

While members are entitled to Tier 2 travel entitlements (business/premium economy class travel *Remuneration Tribunal Determination 2016/07: Official Travel by Office Holders*), it is NHMRC's policy to book economy class in the first instance unless (a) there are significant extenuating circumstances, injury, disability; or (b) actual flight time exceeds four hours for a single sector. Semi-restricted fares will be booked for the forward journey and flexible fares for the return journey.

**If you require a change to your flight booking, please call NHMRC's travel service provider, QBT on:**

> +61 1300 781 390 (select 99#) and quote your booking reference number.

Due to lowest practical fare booking practices, we ask that members keep change requests to a minimum. Date and time changes are acceptable and can be made directly with QBT using your booking reference number and the contact number included on flight itineraries.

Airline staff at the airport are not able to make flight changes, you must telephone QBT.

## Frequent flyer points and airline lounges

Frequent flyer points are not accrued for government travel. Airline tier status credits still apply, but serve only to maintain or recognise status level.

NHMRC does not pay airline lounge membership for members, nor is NHMRC able to make travel bookings based on a traveller's personal preference for an airline, aircraft type or airline lounge.

## Use of private vehicle

While air travel is NHMRC's preferred means of transport, alternative travel arrangements may be approved **prior** to travel being undertaken. Where an airline service is not available, the motor vehicle allowance will be paid.

Hire cars or chauffeur driven limousine costs will not be reimbursed by NHMRC.

If you wish to use your own vehicle (not a fleet vehicle or your institution's vehicle), you may be eligible for an allowance provided you have received **prior** approval. The motor vehicle allowance, is paid according to the *Remuneration Tribunal Determination 2016/07: Official Travel by Office Holders*.

ENGINE CAPACITY	ENGINE CAPACITY	RATE (CENTS PER KILOMETRE)
ALL	ALL	66 cents

You will need to contact the Business Services travel team and provide a copy of your current driver licence, comprehensive insurance and registration documentation. You will receive the calculated motor vehicle allowance **or** the amount NHMRC would have paid for a return airfare or for a hire car booked by NHMRC through one of the WoAG providers, whichever is the lesser. Any traffic or parking infringement notices incurred are your responsibility.

## Accommodation

NHMRC complies with mandatory WoAG travel arrangements by booking all accommodation through the appointed accommodation program

manager, the AOT Group. NHMRC travel staff will arrange the booking and payment of all accommodation for members. Accommodation is determined by business requirement, proximity to the meeting venue and expenditure as established by the Remuneration Tribunal Travelling Allowance Rates.

Consideration will be given to value for money when arranging accommodation at the expense of the Commonwealth.

Should members require additional accommodation for non-NHMRC business, you must organise and pay for the accommodation directly with the hotel. NHMRC is unable to make bookings for members' private accommodation requirements.

## Travel allowance

In accordance with the *Remuneration Tribunal Determination 2016/07: Official Travel by Office Holders*, NHMRC committee members are entitled to receive travel allowance and reimbursement for certain additional expenses.

An incidental component is included in your travel allowance to assist with travel associated costs such as private telephone calls, internet usage, beverages, additional food, laundry costs and newspapers. The current rate for incidentals is \$28.00 per overnight stay.

The full amount of travelling allowance will not be paid in the following circumstances:

- > where you receive a travel allowance or reimbursement of travelling expenses from any other source for the same travel;
- > where the travel does not require an overnight absence;
- > where the cost of a meal is met by the NHMRC and
- > when you stay in non-commercial accommodation, for example the home of a family member or friend, rather than commercial accommodation.

## Other travel expenses

NHMRC may reimburse reasonable and legitimate additional expenses such as tolls, parking, taxis, buses, trains and other public transportation. Reimbursement should be evidenced by the original tax invoice or receipt. Additional expense claims will be assessed for reimbursement taking into account the cost effectiveness of the arrangement.

An *Additional Expense Claim Form* will be provided with your travel arrangements, or a copy can be obtained from [NHMRCtravel@nhmrc.gov.au](mailto:NHMRCtravel@nhmrc.gov.au).

## 3. Payments

### Sitting Fees

Members of Council, Principal Committees, and working committees are appointed under Section 41 of the *National Health and Medical Research Council Act 1992* (the NHMRC Act). Section 43 of the NHMRC Act states that eligible members are to be paid the amount determined by the Remuneration Tribunal. These payments will be made in accordance with the Tribunal's Determination: *Remuneration and Allowances for Holders of Part-Time Public Office*, applicable at the time the work is undertaken.

Subject to eligibility, Council members and Chairs of the Principal Committees will be paid the annual fee prescribed in the Determination. Members of the Principal Committees and all other members and chairs will receive the daily fee, also prescribed in the Determination.

Chairs and members who are eligible to receive the daily fee will be paid for attendance at formal meetings, and other NHMRC-authorized work and travel, where these records or claims are certified by the Chair or nominated presiding officer. Payments for NHMRC-authorized work or travel can only be made where the time spent is one hour or more. The maximum payment that may be made for work on a day is one daily fee.

To facilitate payment, members are asked to complete a Remuneration and Personal Details Form and relevant superannuation details upon their appointment. NHMRC will assess the information provided in this form to determine eligibility for payment.

When providing bank details, members should note the Tribunal's statutory interpretation that only a natural person can hold or be appointed to a public office. Thus payment of remuneration should be made to the person who holds or performs the duties of the office.

Annual and daily fee payments are processed monthly and a 'payment advice' is emailed to members to correspond with each payment. This advice outlines the names and dates of the meetings included in the payment.

In July each year, NHMRC will provide payment summaries to members for taxation purposes.

### Eligibility to receive payment

Section 43 (2) A of the NHMRC Act states that members who are also in the service or employment of, or authority of, the Commonwealth, State

or Territory on a full-time basis, or who hold or perform the duties of an office or position established by or under a law of the Commonwealth, State or Territory, are not entitled to remuneration for their NHMRC appointment. This requirement is similarly stated in Section 7(11) of the *Remuneration Tribunal Act 1973*. Members who are ineligible for sitting fees may still be entitled to travel allowance and/or reimbursement of incidental expenditure associated with travel for NHMRC business (refer to part 2 'Travel Arrangements').

## Superannuation

Members who receive payment of an annual or daily fee may also be eligible to receive employer superannuation contributions, subject to relevant legislation. NHMRC will make contributions to the member's chosen fund, providing it complies with the government's SuperStream requirements. Members are asked to provide details of their chosen fund to Committee Payroll. Members who do not nominate a compliant superannuation fund will have their employer contributions made to NHMRC's default fund, AustralianSuper.

NHMRC will make required payments into members' chosen superannuation funds unless there is legislation which does not allow this to happen.

## Salary packaging

Salary packaging is not available to members remunerated on a daily fee basis.

## Taxation arrangements

Members who receive annual or daily fees are subject to taxation at the applicable rate prescribed by the Australian Taxation Office (ATO). Members who are eligible to receive remuneration will be provided with a Tax File Declaration form to complete and return to NHMRC. Members who do not complete and return this form will have tax deducted at the highest marginal rates, in accordance with the ATO's requirements.

Enquiries about sitting fees may be directed to [committee.payroll@nhmrc.gov.au](mailto:committee.payroll@nhmrc.gov.au), or to the Committee Payroll team on 02 6217 9324.

## Australian Workplace Health and Safety Laws

The NHMRC is committed to maintaining a healthy workplace for all its workers as defined in the *Work Health and Safety Act 2011* (WHS Act) including, but not limited to, Council and committee members.

To meet our obligations under the WHS Act we need to bring to your attention that while at the NHMRC as a worker you have a duty to:

- > take reasonable care for your own health and safety
- > take reasonable care that your actions or omissions do not adversely affect others' health and safety
- > comply with reasonable instructions from NHMRC officials that enable compliance with the WHS Act, and
- > cooperate with reasonable WHS policies and procedures within the NHMRC that you have been notified of.

## Public Interest Disclosure Act 2013

The *Public Interest Disclosure Act 2013* (PID Act) commenced on 15 January 2014 and promotes integrity and accountability in the Australian public sector by encouraging the disclosure of information about suspected wrongdoing, protecting people who make disclosures and requiring agencies to take action in relation to public interest disclosures.

A public interest disclosure (PID) is a disclosure by a current or former public official of suspected wrongdoing in the Commonwealth public sector. Only a current or former 'public official' may make a disclosure, and this term includes Australian Government public servants, statutory office holders (including Council and committee members) and staff of Commonwealth contracted service providers.

A disclosure is made when:

- > a person who is or has been a public official
- > makes the disclosure to their supervisor, or an Authorised Officer of the NHMRC, and
- > the information tends to show, or the discloser believes on reasonable grounds the information tends to show, one or more instances of disclosable conduct.

For the purposes of these procedures, an Authorised Officer in the NHMRC is:

- > the CEO (as a Principal Officer under the PID Act) or
- > an employee of the NHMRC appointed, in writing, by the Principal Officer as an Authorised Officer for the purposes of the PID Act.

Members can find out more about the disclosure process, including the protections offered, and the names and contact details of the NHMRC's Authorised Officers, in the *Procedures for facilitating and dealing with public interest disclosures relating to the National Health and Medical Research Council* available from the NHMRC website.

## Conduct and behaviour

Council and Committee members are expected to behave and conduct themselves in a manner consistent with the Australian Public Service (APS) Code of Conduct.

To meet this standard of conduct and behaviour when undertaking work for the NHMRC, you must:

- > behave honestly and with integrity in your activities
- > act with care and diligence
- > treat everyone with respect and courtesy, and without harassment
- > comply with all applicable Australian laws
- > disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent)
- > use Commonwealth resources in a proper manner
- > not provide false or misleading information in response to a request for information that is made for official purposes
- > not make improper use of:
  1. inside information, or
  2. your duties, status, power or authority, in order to gain, or seek to gain, a benefit or advantage for yourself or for any other person
- > at all times behave in a way that upholds the integrity and good reputation of the NHMRC

Section 44B (1) of the NHMRC Act provides for the termination of appointments on the grounds of misbehaviour.

## 4. IT access

You will have access to the NHMRC wireless internet through your personal laptop during the meeting. The wireless network is strictly for the use of NHMRC work only and is part of the Australian Government's IT environment. Please do not use the network for any other reason.

You will be given a 'docket' with your unique password and instructions for logging on to the wireless network, which will cover you for the duration of the event.

If you have multiple devices e.g. laptop, iPad and phone, please ensure you only connect **one** device to the network as there is a limit to the number of devices that can be connected. If this limit is exceeded it will result in degraded performance of the wireless network for all users.

If you have trouble logging into the wireless network our IT staff will be available to assist you, and may be able to help if you have a problem with your laptop. You will however be required to sign a Visitor IT Support Request form.

## 5. Media contact

It is very unlikely that there will be any media contact with you directly during the Event. However, in the event that you are contacted by a media representative, we ask that you do not respond to the journalist's questions.

NHMRC's Executive Support section coordinates all media inquiries and must be informed if media are on the premises.

Contact details for any media enquiries:

- > Media Manager: 6217 9121 or 0422 008 512
- > Executive Officer: 6217 9208

## 6. Emergency Procedures

For first aid, or to report a hazard or incident, please contact the Event Manager or your secretariat.

Should an emergency situation arise, please follow the instructions of the Chief and Deputy Fire Wardens, Floor Wardens and Wardens.

You will recognise an emergency situation by the sound of alarms over the PA system – there are two distinct alarm sounds:

## 1. Alert tone – beep beep

On hearing the alert tone:

- > Be aware that an emergency situation exists;
- > Secure any confidential material;
- > Listen to instructions by Chief Fire Wardens over the PA system; and
- > Wait for instructions from the Floor Wardens

## 2. Evacuation tone – whoop whoop:

On hearing the evacuation tone:

- > Follow instructions from the Floor Warden;
- > Evacuate the building immediately via the nearest safe exit;
- > DO NOT USE THE LIFTS – use either of the fire stairs;
- > Proceed to the external assembly area; and
- > Return only when instructed to do so by a Warden or the Fire Brigade

The Primary Assembly Area is at the corner of Farrell Place and London Circuit. The Secondary Assembly Area will be advised by the Chief Warden if and when necessary. In the event of an evacuation all members will be escorted to the assembly area if the need arises.

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