



State-based Local Medical Officer Advisory Committees (LMOACs): Summary of Standardised Features

- The Repatriation Commission approved the standardisation of various aspects related to location-based LMOACs in June 2007 (the National LMOAC was not covered in this process)
- These aspects related to the Terms of Reference (ToR), membership of the committees, meeting schedules, and remuneration for committee members for sitting fees, accommodation/travel/parking costs.
- While terms of membership was not included, it is anticipated that members (after being nominated by their group) will sit on the committee for two (2) years, although a replacement may be nominated at any time.

1. Terms of Reference (ToR)

- The approved ToR are at *Attachment A*.

2. Membership of LMOACs

- The membership of location-based LMOACs should include one member each from:
 - the Australian Medical Association (AMA);
 - Division(s) of General Practice;
 - the Royal Australian College of General Practice (RACGP);
 - a Chair or Senior Lecturer from a major teaching institution; and
 - a major rural GP association (e.g. Rural Doctors Association of Australia [RDAA] or Australian College of Rural and Remote Medicine [ACCRM]).

3. Terms of Membership

- Members would sit on their respective committee for two (2) years.
- At the end of this period, each organisation will be approached to nominate a new representative, in order to achieve as wider representation as possible among their members.
- Each organisation would be asked to nominate three (3) members (who should submit their CVs), with one being chosen by the Department of Veterans' Affairs (DVA).
- The other two (2) nominees could be called upon to sit in for the chosen representative should he/she not be available for meetings to ensure a quorum is reached if possible.

4. Meeting Details/Schedules

- The Chair will be a senior DVA staff member in the location.
- A quorum will consist of the Chair, plus at least two (2) non-DVA members.
- Meetings of each location-based LMOACs – Adelaide, Brisbane, Hobart, Melbourne, Perth and Sydney – will be held twice a year, in coordination with the National LMOAC (which is held twice a year in Canberra).
- Therefore, one meeting will be held in each location between January and June, and from July to December.
- The NSW meeting would include LMO groups from the ACT if they wish to attend.
- Meetings have not been scheduled in the Northern Territory, although senior DVA staff will consult with Northern Territory LMO groups on an ad hoc basis.
- The Minutes of each LMOAC will be forwarded to the National LMOAC, with the National LMOAC Minutes tabled at each State LMOAC.
- The Minutes will also be distributed after each meeting to the respective members' associations for wider distribution.
- DVA staff from the Provider Partnering section within Primary Health will coordinate LMOACs in conjunction with other DVA staff in that location.
- Meetings in most locations are usually up to two hours in length, and since they are convened in the late afternoon, this timeframe is encouraged to avoid further inconvenience for those attending.
- While the LMOACs are usually held on a face-to-face basis, DVA may, at times, use teleconference or videoconferencing facilities (especially for rural members) if necessary, and after consultation with committee members.

- If members use these facilities, they will be reimbursed applicable sitting fees as noted below.

5. Remuneration to Members

- Consistent with current practice, DVA will reimburse the actual costs of travel for those attending from rural/remote locations.
- Remuneration for committee members including sitting fees, accommodation and travel costs, and allowances are paid in accordance with Remuneration Tribunal rates for this category of non-DVA professional members of a committee ('Remuneration and Allowances for Holders of Part-Time Public Office').
- The Remuneration Tribunal (<http://www.remtribunal.gov.au/>) is an independent statutory body that handles the remuneration of a range of committees convened by Commonwealth departments and agencies.
- All claims for reimbursement must be on a tax invoice (with an ABN) with all appropriate receipts (accommodation, flights, taxi etc.). DVA will process these claims for reimbursement back to the member.
- Members will need to provide their bank account details for reimbursement purposes. Itemised claims – on one invoice only – should be submitted to DVA staff in each location as soon as possible following each meeting.

a) Sitting Fees

- The latest Remuneration Tribunal determination (as from 1 October 2009 on sitting fees for members for this type of committee was set at \$218.80 + GST for a meeting of up to two (2) hours in length.
- For a meeting between two (2) hours and three (3) hours, the fee is \$328.20 + GST.
- These are paid *pro-rata* from the full fee of \$547.00 + GST, which is for a full day meeting lasting five (5) hours or more.

b) Accommodation / Travelling Allowances

- Table 1 outlines the maximum amounts to be paid for members who require overnight travel for committee meetings. All rates include meals (breakfast, lunch, dinner) and an incidentals allowance.
- Payment is made up to the amount for each city

- These rates are paid only for overnight travel i.e. if the member travels for the meeting, stays overnight then travels back to their location the following day.

Table 1 - Rates of Travelling Allowance (from 30 August 2009)

Location	Overnight (inclusive rate)
Adelaide	\$ 314
Brisbane	\$ 364
Darwin	\$ 301
Hobart	\$ 281
Melbourne	\$ 328
Perth	\$ 342
Sydney	\$ 356

- Table 2 outlines motor vehicle allowances if a member chooses to drive their own vehicle to attend meetings.

Table 2 – Motor Vehicle Allowance (from 30 August 2009)

Engine Capacity (non-rotary)	Engine Capacity (rotary)	Rate Cents per kilometre
Above 2,600 cc	Above 1,300 cc	75
1,601 to 2,600 cc	801 to 1,300 cc	74
1,600 cc or less	800 cc or less	63

c) Parking Fees

- Parking fees will be reimbursed on receipt of a valid parking fee ticket.

d) Airfares

- Should members travel by air, DVA will reimburse these costs on production of boarding passes and receipts.

Provider Partnering

Primary Health

January 2010

**LOCAL MEDICAL OFFICERS' ADVISORY COMMITTEE
TERMS OF REFERENCE**

The LMO Advisory Committee is an important consultative forum, which aims to assist with communication and the exchange of information between DVA and the medical profession. This in turn would assist the LMOs in their provision of quality health care to veterans and other entitled beneficiaries. These aims are articulated in the committee's Terms of Reference.

Terms of Reference

- To promote effective dissemination of information from the Department of Veterans' Affairs to Local Medical Officers;
- To facilitate feedback of LMO views on Departmental initiatives and processes;
- To advise DVA on the conduct of educational activities for LMOs, which relate to veteran-specific health issues;
- To assist in the promotion of coordinated care for veterans;
- To facilitate DVA liaison with key representative General Practitioner bodies;
- To promote Aged Care issues at both undergraduate and postgraduate levels;
- To assist in the formulation of Veterans' Affairs' policy pertaining to primary health care; and
- To increase DVA's understanding of the issues that affect General Practice.