



Administrative Appeals Tribunal

Ref: MEM220001

21 April 2022

Mr Graham Connolly



Dear Mr Connolly,

Congratulations on your appointment as a part-time Senior Member (Level 2) of the Administrative Appeals Tribunal (AAT). Your appointment is for a period of five years from 09 May 2022 and you will be based in our Sydney office.

You have been allocated an Australian Government Staff (AGS) number, [REDACTED].

In order for the AAT Payroll team to create a payroll record for you, we ask that you complete all of the steps in our web-based onboarding process. You will be able to download and save a copy of all of the information that you provide to us for your records.

There are a number of attachments which will be made available to you during the onboarding process, including the AAT's *Guideline On Members' Terms and Conditions*. Please note these guidelines are due for review this year as some of the content is out of date. Please note these guidelines are due for review this year as some of the content is out of date. For example, please disregard paragraphs 3.13 to 3.15 inclusive as there is no longer an entitlement to minimum annual remuneration under the Remuneration Tribunal Determination.

You will be contacted shortly by the Performance and Development team regarding your induction program.

Remuneration Tribunal determinations

[Remuneration Tribunal \(Judicial and Related Offices – Remuneration and Allowances\) Determination 2021](#) details your current remuneration, allowances and entitlements in relation to your appointment.

Table 4A (under section 36) provides a daily fee of \$1,383 and your Travel Tier is 2. Special provisions relating to the payment of daily fees for Part-Time AAT members are in section 39 of the Determination.

[Remuneration Tribunal \(Official Travel\) Determination 2019](#) applies to you in relation to travel and sets out the current provisions that apply when you are required to travel for official business away from the office at which you are based. Please note the AAT is not responsible for paying a member's travel costs for undertaking work in their home registry.

Superannuation

Please read the superannuation forms and information carefully and contact the Payroll Manager if you have any queries.

The employer superannuation contribution made by the AAT for you is in addition to the daily fees referred to above.

Please indicate through the onboarding process if you have a pre-existing membership of the Public Sector Superannuation Scheme (PSS).

The Public Sector Superannuation accumulation plan (PSSap) is the default fund for the AAT and, unless you nominate a different fund, is where the employer funded superannuation contributions will be paid at the rate of 15.4%. Please note that if you nominate a private, retail, or industry fund, the rate of contribution is (currently) 10% under the *Superannuation Guarantee (Administration) Act 1992*. Also be aware that the [Maximum Superannuation Contributions Base](#) (MSCB), as administered by the Australian Taxation Office (ATO), may also impact the amount of contributions.

If you wish to join the PSSap, please complete the Superannuation Standard Choice section during your onboarding process. The PSSap Product Disclosure Statement is accessible at: <https://www.csc.gov.au/Members/Advice-and-resources/Product%20Disclosure%20Statement/pssap/>.

Salary packaging

In accordance with the Remuneration Tribunal Determination you have access to the AAT's salary packaging scheme. As an example, Airline Lounge Membership is an item that can be salary sacrificed. You can either commence new arrangements or renew existing ones. More information about this scheme may be obtained from our Payroll Manager whose contact details are at the bottom of this letter.

Questions

If you have any questions about completing our web-based onboarding process, please contact our Recruitment Team on 02 [REDACTED] or email [REDACTED]@aat.gov.au.

If you have any questions regarding your employment terms and conditions, including salary packaging, please contact the Payroll Manager on [REDACTED]@aat.gov.au.

Please contact the Performance and Development Team on 02 [REDACTED] if you have any questions about professional development, including arrangements for your induction.

If you have any other questions, please contact your District Registrar, Julian [REDACTED] on (02) [REDACTED]

Yours sincerely,

Myles [REDACTED]
AAT Recruitment Team



Member declaration regarding conflicts of interest

Member name:	Graham Connolly
Date:	09 May 2022

Member conflicts of interest must be disclosed and managed effectively so that Members can perform, and be seen to perform, their duties in a fair and unbiased way. This form should be used to record potential conflicts of interest so that these may be taken into account in the allocation of cases to Members.

Members may be considered to have a conflict of interest where:

- a representative or interpreter is a close personal friend of a Member - it is to be expected that people know each other and socialise in the migration ‘industry’ so only close friendships will be considered to give rise to a potential conflict of interest (noting that the conduct of the Member in a hearing where they know a representative or interpreter will be important)
- the Member was employed by the organisation employing the representative within the last two years
- the Member plays an official role within the same local community as the representative, interpreter or applicant, or the local community to which the Member and representative, interpreter or applicant belong is particularly small.

Members should advise their Senior Member and the constitutions team in Caseload Strategy Section of potential conflicts of interest through the completion of this form. The details of the relevant parties, the nature of the relationship that gives rise to the conflict, and the date at which the conflict of interest arose are required. Completed forms should be emailed to: Constitutions@aat.gov.au.

A Member who has a conflict of interest in relation to a particular case that has been allocated to him or her, is required to notify the Division Head (copying in their Senior Member), as required by section 14 of the Administrative Appeals Tribunal Act.

Name of relevant person/agency/community	Reason for the conflict	Details (e.g. date of last employment, nature of friendship, nature and name of community, etc.)
CONFLICT 1		
[REDACTED]	[REDACTED]	[REDACTED]
CONFLICT 2		
CONFLICT 3		

Senior Member/Division Head recommendation:

Conflicts endorsed ?:

Other: -----

Name: Graham Connolly **Signature** Executed online by Graha **Date:** 24/04/2022