



Community Representatives on RANZCOG Council and Committees

Appointment and Remuneration Policy

Purpose and scope

This document outlines policies and procedures relating to the appointment of community representatives participating in activities of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG), including those external to the College in which RANZCOG may be involved.

The policy aims to ensure that appropriate process is applied in the appointment of community representatives to College committees. The College shall place equal importance upon the appointment of a community representative to a committee as to the appointment of a College staff member. In order to achieve this aim, the policy provides guidance on the manner in which a community representative should be recruited.

This policy applies to all College staff members involved in the coordination of a committee on which a community representative is appointed and staff involved in the process of their appointment or remuneration.

1. Background

Increasingly, there is both an expectation and a desire to obtain input to RANZCOG committees from stakeholders external to the College; frequently, this is achieved by the appointment of community members. RANZCOG acknowledges the need to engage with community/consumer groups, and to have such representation on College committees, in order to bring a consumer/community perspective to deliberations on matters of College business. Consumers of services in Women's Health cover a wide scope, from contraceptive services, to gynaecological cancer, to maternity services, and to other areas, such as infertility.

As stipulated by their Terms of Reference, community representatives sit on the following College bodies/committees:

- Appeals Committee
- Continuing Profession Development Committee
- He Hono Wahine Committee
- Professional Standards Committee
- Progression Review Committee
- RANZCOG Council
- Specialist IMG Assessment Committee
- Te Kāhui Oranga ō Nuku
- Training Accreditation Committee
- Women's Health Committee

2. Policy

The College will:

- obtain community representatives who will be able to present unbiased and reasoned views on College policies to ensure maximum value to all parties from their participation;
- ensure an appointment process whereby all internal stakeholders are aware of appointments made, and the expectations and responsibilities of all involved; and
- ensure that the community representatives involved in the work of the College are appropriately supported and remunerated.

3. Role of community representatives

- Provide a consumer's perspective on matters considered by the abovenamed committees in relation to women's healthcare in Australia and New Zealand.
- Ensure that the committee is aware of, and recognises the implications of, community perspectives in matters considered.
- Act as a source of information on issues affecting the community that may be considered by the committee.
- Contribute agenda items for discussion by the committee that may have implications for consumers of women's healthcare services that fall under the auspices of the College.

4. Appointment process

- As a first step, the need for the appointment should be established and appropriately sanctioned. A committee's Terms of Reference outlines its composition, the approval of which is a function of the College's governing body (RANZCOG Board/Council). The sanction of appointment of any external members must also be the responsibility of that body, as specified by the individual committee's Terms of Reference or in the case of the RANZCOG Board/Council, the [RANZCOG Constitution](#).
- Once the appointment is sanctioned through the particular committee's Terms of Reference, appointment(s) to the position(s) should be made via a process that ensures an appropriate match of individual(s) and position(s). Thus, a position description that clearly outlines the requirements of the role and the key attributes required should be drawn up by the relevant College committee.
- Once the position description is available, candidates should be sought using appropriate means. This will usually be through advertising in online job boards (i.e. www.ethicaljobs.com.au, www.communitydirectors.com.au), the RANZCOG website, LinkedIn and Facebook.
- Applicants should then be short-listed and interviewed for suitability. Short-listing should be conducted by the Committee Chair, in consultation with others, such as the Human Resources Manager, relevant Director/Manager, Committee Coordinator, relevant RANZCOG Board member(s) and other committee members as felt necessary. The interview panel must meet standard human resource requirements, and would typically include the Committee Chair (or their nominee), the Human Resources Manager and the Director/Manager of the relevant section of the College or Committee Coordinator responsible for the committee.
- Once candidates have been interviewed, and preferred applicants selected, references should be verified and checked by the Human Resources Manager, and a recommendation made about the appointment. The recommendation will then be put for approval to the College governing body RANZCOG Board/Council, depending on the requirements of the Terms of Reference of the committee in question.
- If the selection panel identifies more than one suitable candidate for a role, an eligibility list may be created from which suitable candidates may be chosen and directly offered another similar role based on their skills, experience and fit with another committee.

- Once an appointment(s) is approved, the candidate will be advised by letter from the College Chief Executive Officer. The letter will clearly outline the tenure of the position, the terms and conditions related to the appointment, and be accompanied by copies of the College documents 'Confidentiality Policy', 'Confidentiality Agreement' and 'Conflict of Interest Policy' for signing by the appointee. Both documents and a copy of the letter of appointment will require signing for returning to the College. Appointments must not commence until properly executed copies of letter of appointment and the Deed of Undertaking have been signed and received by the College.

4.1 Duration of appointment, reappointment, termination

Appointments to committees are for a period of three (3) years in line with the term of the RANZCOG Board and in accordance with the *Tenure of Appointment to RANZCOG Committees and External Bodies Policy and Procedure*. An appraisal of the community representative's performance will be undertaken by the relevant College House Director/Manager or Committee Coordinator responsible for the committee. This may enable a recommendation to be made regarding their reappointment by the appropriate body.

Responsibility for ensuring that all relevant administrative requirements relating to follow-up of the appointment will rest with the Committee Coordinator through the Committee Chair and the Director/Manager of the relevant section of the College.

5. Remuneration and support

RANZCOG acknowledges the need to provide appropriate support and remuneration to community representatives involved in the work of the College. All appointed representatives will be entitled to the same levels of support available to other committee members and defined by relevant College processes, and be subject to the same accountability measures described therein. Examples of such policies include the *Travel & Accommodation Policy and Procedure*, *the Code of Conduct Policy for RANZCOG Bodies*, and *the Confidentiality Policy*.

The College has previously taken the decision that community representatives will be remunerated for participation in College committees. The current daily rate (from 1 July 2019) for Australian Institute of Health and Welfare (AIHW), Ethics Committee Members is AUD\$801.00.

Note that, in order to achieve consistency, community representatives appointed to College committees in New Zealand will be paid NZD\$837.00 effective from 1 July 2019.

The Remuneration Tribunal (Remuneration and Allowances for Holders of Part-time Public Office) Determination 2019, Part 1: (7) Definitions, Part 4-Daily Fees, and Section 21 Table 4A (page 22) (<https://www.remtribunal.gov.au/offices/part-time-offices>) outlines criteria for the payment of the full daily rate, or part thereof, and the College employs these criteria. Based on this document, the following general principles apply to remuneration for community representatives on RANZCOG committees:

- That all preparation time necessary for a meeting of the committee be built into the daily fee; i.e. the maximum amount payable for the preparation and attendance by an appointed member at any sanctioned committee meeting will be the Remuneration Tribunal daily rate at AIHW Member level.
- That a qualifying meeting as stated in The Remuneration Tribunal is a meeting that is stated in the relevant committee's Terms of Reference.
- That meetings of shorter than three hours duration and/or business of committees conducted on a qualifying meeting day be remunerated in line with the policy as outlined in Section 20 of the Remuneration Tribunal Determination in place from time to time (currently 2019):
 - if the office holder's qualifying meeting day time is less than 2 hours, then 40% of the daily fee is paid;
 - if the office holder's qualifying meeting day time is at least 2 hours and less than 3 hours, 60% of the daily fee is paid.

- That meetings of shorter than three hours duration and/ or business of committees conducted on non-meeting days be remunerated in line with the policy as outlined in Section 20 of the Remuneration Tribunal Determination in place from time to time (currently 2019):
 - 20% of the daily fee for each hour, to a maximum of 5 hours per day.

It will be the responsibility of each community representative to submit an invoice for payment within 30 days, detailing the specifics of the meeting day or non-meeting day business conducted, to the relevant RANZCOG committee coordinator.

All College staff who are responsible for coordination of a committee that contains community representatives should be familiar with the principles described in the Remuneration Tribunal Determination. Where clarification is required in order to determine the amount to be paid to a community representative for a particular meeting or activity, clarification should be sought from the Director/Manager of the relevant section of the College responsible for the committee, the Department of Corporate Services or the Chief Executive Officer, in that order, as required.

6. Related references

6.1 Related RANZCOG documents

- Constitution
- Code of Conduct for RANZCOG Bodies
- Confidentiality Policy
- Conflict of Interest Policy
- Tenure of Appointment to RANZCOG Committees and External Bodies Policy
- Travel and Accommodation Policy

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