



# ALLOWANCES PAYABLE for Board Directors, Councillors and Committee Chairs Policy and Procedure

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## Purpose and Scope

This policy provides information in relation to the entitlements and allowances available to RANZCOG Board Directors, Councillors and chairs of specific College committees.

RANZCOG Board Directors, Councillors and chairs of specific College committees must comply with the RANZCOG Code of Conduct and conduct themselves in a manner that reflects the standard of professional and ethical behaviour expected by the College

## 1. Policy

It is the policy of the College to provide certain entitlements and allowances to members of the RANZCOG Board and Council, as well as chairs of specific committees in fulfilling their responsibilities for their required functions.

## 2. Procedure

### 2.1 Air Travel and Accommodation

The President, Board Directors, Members of Council and chairs of committees shall be provided with air travel and accommodation when travelling on College business commensurate to the position held, as per the entitlements specified in the RANZCOG *Travel Policy and Procedure*.

### 2.2 Other Expenses

Same day and overnight travel and living expenses, such as meals, taxi fares, parking fees, etc. shall be reimbursed to the President, Board Directors, Members of Council and chairs of committees in line with the RANZCOG *Expense Reimbursement Policy and Procedure*.

### 2.3 Allowances

The 'Allowances' referred to within this policy represent payment for out-of-pocket expenses incurred or payment for services rendered to the College by Board Directors, Members of Council and chairs of committees in a professional or technical capacity, other than in the capacity of Board Director/Council member. These amounts are provided in accordance with clause 11 of the RANZCOG Constitution.

#### 2.3.1 Calculation and Approval of Allowances

The Allowance payable is dependent on the specific position held and shall be calculated on the basis of multiples of a standard moiety; both the standard amount and the multiples applied to each position are determined by the RANZCOG Board. The multiple of the standard moiety applied to each position is indicated in parentheses following the stated maximum amount available for each eligible position.

The current standard moiety is AUD\$377. The standard moiety will be increased by the consumer price index (CPI) official rates in March of each Financial Year; the standard amount was last updated in March 2020 for the 2019/20 financial year.

## **2.3.2 Presidential Allowances**

### **2.3.2.1 Out-of-Pocket Expenses**

An allowance of up to \$22,620 per annum (60x) is available to cover out-of-pocket expenses, such as secretarial assistance, telephone, postage, freight, stationery, etc. incurred in the performance of the duties required of the office of President.

### **2.3.2.2 Presidential Representational Services**

An allowance of up to \$70,000 per annum is available to the President for payment of services rendered to the College in a professional or technical capacity.

### **2.3.2.3 Payments**

The (indexed) amount will be put to the next meeting of the RANZCOG Board following the election of a President, along with other allowances payable, for ratification for payment to the President or, at their direction, for representational, technical and professional services.

Any variations to the agreed amount will be considered if a separate motion is put to the RANZCOG Board.

Payment of both the Allowance and Presidential Representational Services Payment shall be paid in quarterly instalments in December, March, June and September upon submission of a suitably formatted invoice.

### **2.3.2.4 Other Services**

To assist in the delivery of Presidential duties, the College shall provide the President with a College credit card (VISA) and Qantas Club membership and/or Air New Zealand Card.

## **2.3.3 Board Director (Other than President) Allowance**

### **2.3.3.1 Out-of-Pocket Expenses**

An allowance of up to \$3,770 per annum (10x) is available to cover out of pocket expenses, such as secretarial assistance, telephone, postage, freight, stationery, etc. incurred in the performance of the required duties. Board Directors who chair specific committees outlined in section 2.3.5.1 will only be entitled to the Board Directors' allowance.

### **2.3.3.2 Payment**

Claims for payment of the out-of-pocket allowance should be submitted annually prior to the end of the financial year on the [Out of Pocket Allowance Request Form for Board Directors, Councillors and Committee Chairs](#).

## **2.3.4 Members of Council Allowance**

### **2.3.4.1 Out-of-Pocket Expenses**

An allowance of up to \$377 per annum (1x) is available to cover out of pocket expenses, such as secretarial assistance, telephone, postage, freight, stationery, etc. incurred in the performance of the required duties.

### **2.3.4.2 Payment**

Claims for payment of the out-of-pocket allowance should be submitted annually prior to the end of the financial year on the [Out of Pocket Allowance Request Form for Board Directors, Councillors and Committee Chairs](#).

## **2.3.5 Chairs of Specific Committees Allowance**

### 2.3.5.1 Out-of-Pocket Expenses

An allowance of up to \$3,770 per annum (10x) is available to cover out of pocket expenses, such as secretarial assistance, telephone, postage, freight, stationery, etc. incurred in the performance of the required duties, for the Chair of Te Kāhui Oranga ō Nuku.

An allowance of up to \$754 per annum (2x) is available to cover out of pocket expenses, such as secretarial assistance, telephone, postage, freight, stationery, etc. incurred in the performance of the required duties, for Chairs of the following College Committees:

- Conjoint Committee for the Diploma of Obstetrics and Gynaecology
- Continuing Professional Development Committee
- Diplomates Committee
- Education Assessment Committee
- Education Strategy Committee
- Regional Fellows Committee
- Specialist IMG Assessment Committee
- Subspecialties Committee
- Trainees Committee
- Training Accreditation Committee
- Women's Health Committee

Chairs of abovenamed committees who are Members of Council, but who are not Board Directors, are able to claim an additional allowance of up to \$377 per annum (1x) to acknowledge out of pocket expenses associated with their duties as both Members of Council and Chairs of Committees.

Chairs of Committees who are Board Directors are able to claim an allowance for out of pocket expenses only up to the amount available to the relevant Board Member position.

### 2.3.5.2 Payment

Claims for payment of the out-of-pocket allowance should be submitted annually prior to the end of the financial year on the [Out of Pocket Allowance Request Form for Members of Council and Committee Chairs](#).

## 3. General References and Related Policies

- RANZCOG Code of Conduct
- Travel and Accommodation Policy and Procedure
- Expense Reimbursement Policy and Procedure
- Expense Reimbursement Claim Form
- Out-of-Pocket Allowance Request Form for Members of Council and Committee Chairs

<b>Revision</b>	10 (October 2020)
<b>Policy Owner</b>	Office of the President and CEO
<b>Policy Approved By</b>	RANZCOG Board, October 2020 – Code of Conduct update RANZCOG Board, September 2017; CEO, October 2018 – updated financials; CEO, May 2019 – updated financials; ELT December 2019 – committee name change; XXX, July 2020 – updated financials
<b>Review of Policy</b>	As required or no later than June 2021