

# ALLOWANCES PAYABLE for Board members, 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 Members, Councillors and chairs of specific College committees.

### 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 Members, 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 Members, 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 Members, Members of Council and chairs of committees in a professional or technical capacity, other than in the capacity of Board/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\$398. 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 2022/23 financial year.

## 2.3.2 Presidential Allowances

### 2.3.2.1 Out-of-Pocket Expenses

An allowance of up to AUD\$23,867 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 AUD\$75,460 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).

To assist in administrative duties throughout their term of office, the President will be provided a College laptop.

## 2.3.3 Aotearoa New Zealand Vice President Allowance

An allowance of up to AUD\$24,835 per annum including AUD\$5,970 (15x) 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 Vice President, and AUD\$18,865 (\$75,460/4) for representational services in New Zealand.

## 2.3.4 Board Member (Other than President) Allowance

### 2.3.4.1 Out-of-Pocket Expenses

An allowance of up to AUD\$3,978 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 Members who chair specific committees outlined in section 2.3.5.1 will only be entitled to the Board Members' allowance.

#### 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 Members, Councillors and Committee Chairs.

## 2.3.5 Members of Council Allowance

### 2.3.5.1 Out-of-Pocket Expenses

An allowance of up to AUD\$398 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.

### 2.3.5.2 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 Board Members, Councillors and Committee Chairs.

## 2.3.6 Chairs of Specific Committees Allowance

### 2.3.6.1 Out-of-Pocket Expenses

An allowance of up to AUD\$1,194 per annum (3x) 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 College Committees and Working Groups.

Chairs of abovenamed committees who are Members of Council, but who are not Board Members, are able to claim an additional allowance of up to AUD\$398 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 Members are able to claim an allowance for out of pocket expenses only up to the amount available to the relevant Board Member position.

### 2.3.6.2 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

- Travel 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

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	September / 2017	Approved by RANZCOG Board,
v6.1	October / 2018	CEO, October 2018 – updated financials; CEO,
V6.2	May / 2019	CEO, May 2019 – updated financials,
V6.3	June / 2020	ELT December 2019 – committee name change,
V7	September / 2021	Approved by RANZCOG Board – committee name change
V7.1	July / 2023	CEO, July 2023 – updated financials,

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