

# Consumer, Community and Other External Representatives on RANZCOG Council and Committees

## Appointment and Remuneration Policy

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### Purpose and scope

This document outlines policies and procedures relating to the appointment of consumer, community and other external representatives participating in activities of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG/the College), 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 consumer, community and other external representatives to College committees. The College shall place equal importance upon the appointment of an external 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 consumer, community or external representative should be recruited.

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

### Background

Increasingly, there is both an expectation and a desire to obtain input to RANZCOG committees from stakeholders external to the College. This may be achieved by the appointment of consumer, community or other external representatives who bring specific expertise, experience and input from external stakeholders.

This policy applies where the Terms of Reference of a committee or other College body specify that membership includes a consumer, community or other external representative.

### Policy

The College will:

- obtain consumer, community or other external 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 consumer, community or other external representatives involved in the work of the College are appropriately supported and remunerated.

## Role of consumer and community representatives

- Provide a community or consumer's perspective on matters being considered by a committee in relation to women's healthcare in Australia and New Zealand.
- Ensure that the committee is aware of and recognises the implications of consumer or community perspectives in matters considered.
- Act as a source of information on issues affecting the community or consumers that may be considered by the committee.
- Contribute agenda items for discussion by the committee that may have implications for communities or consumers of women's healthcare services that fall under the auspices of the College.
- Undertake the work of the College with a commitment to the RANZCOG Code of Conduct and the RANZCOG Organisational Values:
  - Advocacy - We are a leading voice for equity, social justice, fairness and evidence-based policy.
  - Education - We embrace the opportunity to learn and share knowledge and experience through innovation, discovery and research.
  - Excellence - We are committed to performance at the highest standard in our work, training, research and support.
  - Integrity - We act honestly, ethically and with accountability towards everyone and in everything we do.
  - Kindness - We act with compassion and care towards ourselves and one another.
  - Respect - We expect and promote inclusivity, valuing individual rights, beliefs and choices.

## Role of other external representatives

- Provide input to RANZCOG committees from stakeholders external to the College.
- Provide specific expertise or experience to committees
- Undertake the work of the College with a commitment to the RANZCOG Code of Conduct and the RANZCOG Organisational Values:
  - Advocacy - We are a leading voice for equity, social justice, fairness and evidence-based policy.
  - Education - We embrace the opportunity to learn and share knowledge and experience through innovation, discovery and research.
  - Excellence - We are committed to performance at the highest standard in our work, training, research and support.
  - Integrity - We act honestly, ethically and with accountability towards everyone and in everything we do.
  - Kindness - We act with compassion and care towards ourselves and one another.
  - Respect - We expect and promote inclusivity, valuing individual rights, beliefs and choices.

## Appointment process

Whenever possible, consumer, community and other external representatives will be appointed according to the process below. It is noted that the appointment process below does not apply to He Hono Wāhine members and may not be appropriate for the appointment of members to the Aboriginal and Torres Strait Island Committee.

1. 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.

2. 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.
3. Once the position description is available, candidates should be sought using appropriate means. This will usually be through advertising on online job boards (i.e. [www.ethicaljobs.com.au](http://www.ethicaljobs.com.au), [www.communitydirectors.com.au](http://www.communitydirectors.com.au)), the RANZCOG website, LinkedIn and Facebook.
4. Applicants will then be short-listed and interviewed for suitability. Short-listing should be conducted by the Committee Chair in consultation with others, such as the Head, People and Wellbeing, relevant Executive Director/Head/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 Head, People and Culture and the Executive Director/Head/Manager of the relevant section of the College or Committee Coordinator responsible for the committee.
5. Once candidates have been interviewed and preferred applicants selected, references should be verified and checked by the Head of People and Wellbeing, and a recommendation should be 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.
6. 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 a letter from the College Chief Executive Officer. The letter will clearly outline the tenure of the position and 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. These 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 the letter of appointment and the Deed of Undertaking have been signed and received by the College.

### Duration of appointment, reappointment, termination

Appointments to committees are for a period of two (2) years in line with the term of the RANZCOG Council and in accordance with the Tenure of Appointment to RANZCOG Committees and External Bodies Policy and Procedure. An appraisal of the consumer, community or other representative's performance may be undertaken by the relevant Executive Director/Head/Manager or Committee Coordinator responsible for the committee. This may inform a recommendation to be made regarding their reappointment by the appropriate body.

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

### Remuneration and support

RANZCOG acknowledges the need to provide appropriate support and remuneration to the consumer, community and other external 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 RANZCOG Code of Conduct, and the Confidentiality Policy.

The College has previously taken the decision that consumer and community representatives will be remunerated for participation in College committees. Remuneration will also be offered when appropriate to other external representatives on College committees.

The current daily rate (from 1 July 2022) for Australian Institute of Health and Welfare (AIHW) Ethics Committee Members is AUD\$856.00. For consistency, New Zealand consumer, community and other external representatives appointed to College committees will be paid NZD\$935.00 (updated 28 August 2023).

The Remuneration Tribunal (Remuneration and Allowances for Holders of Part-time Public Office) Determination (No. 2) 2023, Part 1: (8) Definitions, Part 4:(22) Daily Fees, and Section 22 Table 4A (page 25) (<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 consumer, community and other external 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. Other meetings may be agreed upon by the relevant Executive Director or Head responsible for the committee.
- 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 21 of the Remuneration Tribunal Determination in place from time to time (currently 2023):
  - if the office holder's qualifying meeting day time is less than 2 hours, then 40% of the daily fee is paid; or
  - 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 business of committees conducted on non-meeting days, when agreed in advance by the relevant Executive Director or Head responsible for the committee, be remunerated at 20% of the daily fee for each hour, to a maximum of 5 hours per day.
- It will be the responsibility of each consumer, community or other external 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. (See Annexure A for a sample invoice.)
- Each consumer, community or other external representative must advise the College of their GST registration status to entitle them to the GST payment. NB: GST registration or non-registration has corresponding tax obligations. Income and GST reporting to relevant tax agencies is the responsibility of each representative.

All College staff responsible for coordinating a committee that contains consumer, community, or other external 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 consumer, community or other external representative for a particular meeting or activity, clarification should be sought from the Executive Director/Head of the relevant section of the College responsible for the committee, the Executive Director of the STP, Finance and Risk, Directorate or the Chief Executive Officer, in that order, as required.

## Related references

### Related RANZCOG documents

- Constitution
- Code of Conduct
- Organisational Values
- Confidentiality Policy
- Conflict of Interest Policy
- Tenure of Appointment to RANZCOG Committees and External Bodies Policy
- Travel and Accommodation Policy
- Annexure A – sample invoice

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1.1	September 2010	Minor amendments
v1.2	July 2011	Minor amendments
v1.3	July 2012	Minor amendments
v1.4	July 2013	Minor amendments
v1.5	March 2014	Minor amendments
v1.5	July 2014	Minor amendments
v1.6	September 2020	Revision of daily rate to reflect updated Remuneration Tribunal Determination 2020; inclusion of Code of Conduct + Organisational Values, & other minor amendments
v2.0	September 2021	Title change and updated to cater for other external positions. No change to daily rate. ELT Approved
v3.0	May 2022	Legislation detail updated with name/year.
v4	July 2022	Legislation update in daily fees for Members with name/year
v5	October 2023	Legislation update in daily fees. Amendments to update names of directorates. Included a sample invoice.

Policy Version:	Version 5
Policy Owner:	Governance and Legal
Policy Approved by:	RANZCOG Board; CEO
Review of Policy:	No later than November 2025

# Annexure A – Sample invoice

Tax invoices for taxable sales of less than \$1,000 must include enough information to determine the following seven (7) details clearly:

1. document is intended to be a tax invoice
2. seller's identity
3. seller's registration (ABN/NZBN/GST)
4. date the invoice was issued
5. brief description of the items sold, including the quantity (if applicable) and the price
6. the amount of the tax and the pre-tax consideration or the tax inclusive amount with a statement that it includes GST
7. extent to which each sale on the invoice is a taxable sale

For tax invoices of more than \$1000, must also include:

8. Payer/Buyer's identity – Name and address of the recipient of the supply

## AUSTRALIAN TAX INVOICE

<b>1</b>	<b>Tax invoice</b>				
<b>2</b>	Windows to Fit Pty Ltd ABN: 32 123 456 789 <b>3</b>		15 Burshag Road Festler NSW 2755		
<b>4</b>	<b>Date:</b> 1 August 2013				
	<b>To:</b> Building Company <b>8</b> 254 Burshag Road Festler NSW 2755				
<b>5</b>	<b>Qty</b>	<b>Description of supply</b>	<b>Unit price</b>	<b>GST</b>	<b>Total</b>
	50	Window frames	\$150	\$15	\$8,250
	10	Deadlocks	\$40	\$4	\$440
				<b>6</b>	
	<b>TOTAL AMOUNT PAYABLE</b>				<b>\$8,690</b>
	<b>The total price includes GST</b>				<b>7</b>

## AOTEAROA NEW ZEALAND TAX INVOICE

2

ABC Goods Ltd  
55 Main Street, Auckland, 8976  
PO Box 12-345  
Phone:(09)8766757

### Tax Invoice

1

**Bill To** Jane Buchanan  
Contract Manager  
Office Management Team  
Ministry of Entertainment  
PO Box 33-3333  
Wellington

8

3

**GST number:** 000001  
**Date** 5/20/2016  
**Invoice number:**  
**Period covered**  
**Contract:**

4

5

Description	Quantity	Unit price	Amount
Product 1	10	NZ\$10.00	NZ\$100.00
Service 1	1	NZ\$100.00	NZ\$100.00

**Subtotal** NZ\$200.00

6

**GST** NZ\$30.00

**Total including GST** NZ\$230.00

**Paid Amount** NZ\$0.00

**Balance Due** NZ\$230.00

7