

# RANZCP Community Member Remuneration Policy

December 2023



<b>Authorising Committee / Department:</b>	Board
<b>Responsible Committee / Department:</b>	Community Collaboration Committee
<b>Document Code:</b>	<b>POL PPP RANZCP Community Member Remuneration Policy</b>

## Purpose

This policy details the Royal Australian and New Zealand College of Psychiatrists' (RANZCP) commitment to providing support for community members when they participate in RANZCP committees and other business and projects. This document sets out the RANZCP policy for community member remuneration, including how remuneration is calculated, what is covered and when remuneration is provided.

## Background

The RANZCP regards community members as an essential part of its governance structure and recognises the diverse skills and lived experience that consumers, carers, family/whānau and Indigenous populations of Australia and New Zealand bring to the RANZCP. Community member participation is an essential component of continuous quality improvement for the RANZCP.

Consistent with the RANZCP [Position Statement: Partnering with people with a lived experience](#), the RANZCP recognises the valuable contribution community members make and the importance of providing support and remuneration to enable participation.

## Remuneration

Community members will be remunerated in acknowledgement of their time on each committee and/or approved project they are a part of.

### *Scope of the remuneration*

The remuneration for community members is inclusive of the total work commitment associated with the appointment (see community member position description) and can include:

- **Meeting/s;** committee meetings, committee sub-group meetings, formal consultation/engagement meetings set up by RANZCP (*ref. Table 1*)
- **Briefing and Debriefing meeting/s;** a meeting between the Community Member and Committee Chair / Co-Chair or RANZCP Staff member (*ref. Table 2*)
- **Non-meeting day remuneration for time;** RANZCP endorsed project work or RANZCP pre-approved time spent on consultation activity (*ref. Table 3*)

Community members appointed to a committee or project are expected to attend all meetings.

Community members are entitled to an annual Reading Fee, payable on attendance of at least 75% of scheduled committee meetings. As part of this Reading Fee, there is the expectation to contribute to out of session items via telephone or email, including submissions and other RANZCP business activity.

Travel time is not remunerated. Travel bookings are provided to the Community Member consistent with the [RANZCP travel and related expenses](#) Guideline.

Remuneration will be paid by RANZCP at the initiation of the Community Member through the submission of an online request, and, approved by an authorised RANZCP staff member (where appropriate in consultation with the Committee Chair).

## Calculation of the remuneration

Table 1

<b>Meetings</b>	Remuneration payable <i>Full 30min increments</i>	Remuneration <i>Max. Daily Rate payable = 5 hours</i>
Co-Chair Community Member	\$59.50	\$595.00
Community Member	\$44.80	\$448.00

Table 2

<b>Briefing and Debriefing Meetings</b>	Remuneration payable <i>Full 15min increments</i>	Remuneration <i>Max. Brief/Debrief Rate payable per meeting = 60minutes</i>
Co-Chair Community Member	\$29.75	\$119.00
Community Member	\$22.40	\$89.60

Table 3

<b>Non-meeting day remuneration for time;</b> <i>RANZCP endorsed project work or RANZCP pre-approved time spent on consultation activity</i>	Remuneration payable <i>Full 30min increments</i>	Remuneration <i>Max. Daily Rate payable = 5 hours</i>
Co-Chair Community Member	\$59.50	\$595.00
Community Member	\$44.80	\$448.00

## Taxation

Any payments to Australian resident community members are subject to normal taxation arrangements and should be included in assessable income for Centrelink or work and income agencies. It is the responsibility of community members involved to notify Centrelink, work and income and/or the Australian Taxation Office of these payments.

New Zealand resident community members must include their remuneration in their annual assessment of their income and if necessary, include their remunerations in their Inland Revenue Department (IRD) return. It is the responsibility of community members involved to notify IRD and Work and Income, Ministry of Social Development of these payments.

## Expenses

All approved travel (flights and accommodation) is to be booked using Corporate Traveler.

Community members are eligible for reimbursement for reasonable out of pocket expenses related to the following:

- taxis
- meals
- other incidental expenses associated with attendance at meetings, and, approved by RANZCP eg. parking.

For further information, please refer to [RANZCP travel and related expenses](#) Guideline.

## Definitions

For the purpose of this document the term **community member** comprises consumers, carers and family/whānau.

<b>Carer</b>	A family member, friend or another whose life, because of their active caring and supporting role, has been affected by their close association with an individual who has, or who has had experience of mental illness.
<b>Consumer</b>	An individual who has, or has had, experience of mental illness.
<b>Whānau</b> ( <i>pronunciation:</i> <i>far:no</i> )	is a Māori word used to describe immediate family members (grandparents, parents, siblings, children and grandchildren) and extended family group (sometimes referred to as whanaunga). The whānau forms the basic unit of Māori society which connects Māori to their hapu (sub-tribe), which connects to their iwi (tribe) and ancestors (Tipuna/Tupuna). Therefore the whānau forms the foundation unit for Māori identity and belonging (Rāwiri Taonui, 2012).

## References

Rāwiri Taonui (2012) Tribal organisation – Whānau. Te Ara – the Encyclopaedia of New Zealand. Available at: <http://www.teara.govt.nz/en/tribal-organisation/page-4> (accessed 22 January 2016).

[RANZCP Position Statement: Partnering with people with a lived experience.](#)

## Revision Record

<b>Contact:</b>	<b>Executive Manager, Bi-national Offices and Partnerships</b>		
Date	Version	Approver	Description
<b>May 2011</b>	1.0	GC2011/03	New document
<b>March 2016</b>	2.0	B2016/03 R31	Updated to include clearer process and the rationale of how the remuneration is calculated and the process in which community members receive the remuneration.
<b>December 2016</b>	2.1	Senior Department Manager, PPP	Updated to standardise all community member documents across the bi-national offices (minor changes).
<b>December 2023</b>	3.0	Executive Management	Updated to reflect new Remuneration Framework and Lived Experience Strategy Recommendations
<b>December 2024</b>	<b>NEXT REVIEW</b>		

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