

1. PURPOSE

The RACP acknowledges the value of consumer representation in the work of the College.

- 1.1. Payment of a sitting fee contributes to the recognition of the unique perspectives, knowledge and experience delivered by consumer representatives.
- 1.2. Consumer representatives should not be left out of pocket as a result of their involvement in designated College activities.

The purpose of this schedule is to provide clarity regarding applicable sitting fees and reimbursable expenses for consumer representatives appointed in accordance with the *Selection and Appointment of Consumer Representatives to College Bodies Policy*.

2. SCHEDULE

2.1. Sitting Fees

- 2.1.1. A maximum daily sitting feeⁱ of \$448 for an appointed consumer representative member applies to scheduled meetings longer than 4 hours.
- 2.1.2. Scheduled meetings less than 4 hours will be paid at 50% of the daily fee.
- 2.1.3. The sitting fee is inclusive of all preparation and pre-reading time required.
- 2.1.4. No fee is payable for time taken for travel to attend meetings.
- 2.1.5. Where a sitting fee is payable, payment will occur within 30 days of the applicable meeting date.

2.2. Sitting Fees

- 2.2.1. Any travel or accommodation arrangements required for attendance at a formal face to face meeting must be arranged in accordance with the RACP Travel Policy and Guidelines.
- 2.2.2. Other reasonable costs incurred for attendance at face-to-face meetings will either be reimbursed or paid for by the College (as applicable).

2.3. Sitting Fees

Other expenses may be reimbursed if preapproved by the Executive General Manager, Member Engagement and Support:

- 2.3.1. Consumer representatives should contact the RACP before incurring additional expenses to request the appropriate pre-approval for reimbursement.
- 2.3.2. RACP Staff will assist consumer representatives with general printing and/or photocopying requirements.

3. PURPOSE

This schedule should be read in conjunction with:

- Selection and Appointment of Consumer Representatives to College Bodies Policy
- Any applicable Terms of Reference.
- RACP Travel Policy Guidelines.

4. HISTORY

Revision	Effective Date	Summary of Changes
1.0	16 March 2018	Initial approval/New Document
2.0	8 October 2018	Sitting fee updated (reviewed September 2020).
3.0		Moved to new template. Sitting fee updated (reviewed August 2022).
4.0	20 May 2022	Approval by the Board
5.0	31 March 2024	Sitting fee updated

ⁱ The consumer representative sitting fee is based on the Remuneration Tribunal (Remuneration and Allowances for Holders of Part-time Public Office) Determination, regularly reviewed by the Commonwealth Remuneration Tribunal.