

Division:	Office of the CEO	Ref. No.	REG-1007
Department:	President and Council Support		
Title:	Entitlements for Councillors in Key Positions		

1. PURPOSE AND SCOPE

This policy details the entitlements of Office Bearers (i.e. President, Vice President, Treasurer, Censor in Chief and Chair of the Professional Standards and Advocacy Committee) and other key Council office holders.

2. KEYWORDS

Allowance, costs, expenses, reimbursement, tax invoice, receipt, administrative support, entitlements, travel, accommodation, meals.

3. BODY OF POLICY

The College supports Councillors who chair specific Council Committees in their extensive voluntary commitment to the College and its activities by the provision of designated support staff at the College, an allowance and the direct funding of their travel, accommodation and meals.

The role of the Councillors in key positions is a demanding one. Any Councillor elected to these positions assumes responsibility for particular areas of the College's activities as per the College's Strategic Plan.

Serving on Council and as an office holder is voluntary. Councillors in these key positions receive some monetary compensation for the establishment and maintenance of a home office from which to conduct College business. All direct costs incurred conducting College business are reimbursed.

There is the requirement to attend Council/Executive and other meetings of the College and with external stakeholders. The Councillors in these key positions are in regular contact with College staff and management providing input and feedback on policy issues and direction for activities.

Clause 13.3 of the Constitution states "Councillors may not be remunerated for any service rendered or work undertaken solely in their role as Councillor".

3.1. Eligibility for an entitlement

Office Bearers and other key Council members of the College who chair specific Council Committees are eligible to claim against an allowance for their office costs conducting College business.

The Office Bearers are the

- President,
- Vice President,
- Treasurer,
- Censor in Chief and
- Chair of the Professional Standards and Advocacy Committee.

The other key Council office holders (as per Section 5 of REG 1008 Election Process for Council Office Holders and Other Key Positions) are the:

- Chair of the Court of Examiners
- Chair of the Board of Surgical Education & Training
- Chair of the Prevocational & Skills Education
- Chair of Professional Standards
- Chair of Professional Development
- Chair of Fellowship Services
- Chair of Research & Academic Surgery
- Chair of Global Health
- Deputy Treasurer
- Chair, SIMG Assessments
- Chair, Surgical Audit
- Chair, ASC, Conference & Events
- Chair, Health Policy & Advocacy

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3.2. Designated Support Staff

All College staff serve the trainees and the Fellowship. Each Office Bearer and key Council Chair also has access to specific administrative and policy support for the period of their appointment.

Each Office Bearer and key Council Chair also has responsibility for a particular portfolio of activities within the College and has a direct relationship with the relevant Executive General Manager/s (EGM).

When Office Bearers and/or key Council Chairs require staff to work additional hours (some at overtime rates), which have budgetary implications, the Office Bearer/key Council Chair is requested to inform the relevant EGM before the request is made.

This is for two reasons; firstly, staff providing services to the Office Bearer/key Council Chair will want to be obliging and there may be a need to change work priorities to accommodate the request and to ensure that the EGM is made aware of other deadlines that may be missed.

In addition, the EGM needs to be aware of additional expenditure particularly if it has not been budgeted for. All unbudgeted expenditure requires approval from the Treasurer if the EGM cannot accommodate the request in the Portfolio budget.

3.3. Allowances for Councillors in Key Positions

Each Office Bearer/key Council Chair is entitled to claim against an allowance that is intended to cover the additional costs associated with the need for them to be available to provide support from their own home or rooms to the College.

The amounts below will be made available at the beginning of the 2023 budget year for these costs.

President	Vice President	Treasurer	Censor in Chief	Chair Professional Standards and Advocacy Committee
\$36,000	\$18,000	\$18,000	\$18,000	\$18,000

Chair Court of Examiners	Chair Board Surgical Education & Training	Chair of Pre-Vocational & Skills Education	Chair Professional Standards	Chair Professional Development	Chair Fellowship Services	Chair Research, & Academic Surgery	Chair Global Health
\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000

Deputy Treasurer	Chair, SIMG Assessments	Chair, Surgical Audit	Chair, ASC, Conference & Events	Chair, Health Policy & Advocacy
\$12,000	\$12,000	\$12,000	\$12,000	\$12,000

Office holders wishing to make claims should raise a tax invoice three times a year in April, August, and December and forward to the Council Secretary for approval and processing. When office holders change positions at the AGM early in May each year one third of the allowance is available to whoever holds office till the AGM and the remainder to their successor.

3.4 Indexation

From the 2023 budget cycle the allowance amount is indexed in line with the annual salary indexation as approved by Council.

Outstanding claims may only be made for the **prior** year up to the limit of the entitlement applicable for that year.

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3.5 Direct Costs

Additional direct costs associated with work as an Office Bearer or Chair of a nominated Council committee are reimbursed on the production of tax invoices and receipts in accordance with the Expense Reimbursement Policy.

The costs of a spouse/partner of the President (or another Officer Bearer or Councillor representing the President) are also met when the spouse/partner is a companion in an active and official role at the function/event.

3.6 Equipment

As well as the above allowances and the reimbursement of actual and reasonable expenses, each Office Bearer (i.e. President, Vice President, Treasurer, Censor in Chief, Chair of Professional Standards and Advocacy Committee) is entitled to receive at the beginning of their period of office the following equipment to support them in their role:

- A lap top computer
- The capacity to dial in/use the internet
- A printer

3.7 Secretarial/Administration Support

It is the role of the portfolio EGM to ensure that the Office Bearer or key Councillor related to their portfolio is provided with an appropriate level of secretarial and administrative support wherever possible.

The EGM will normally provide the higher-level support including the preparation of key discussion papers, reports and/or presentations. Other administrative/secretarial support (eg dealing with correspondence, making travel arrangements or managing appointments/a diary) may also be required.

It is envisaged that the principal source of administrative support for these Councillors in key positions will be from within the College. At the beginning of each term of office, the key Councillor and the EGM will agree the nature, extent and level of support required from the College. The level of support provided will therefore vary according to the requirements of each Councillor in these key positions. The EGM will endeavour to ensure that this support is provided which may necessitate additional resourcing.

3.8 Travel and Accommodation Costs

Travel will normally be arranged through the College travel supplier. Reimbursement for travel and accommodation costs is in accordance with the Travel and Accommodation Policy (See 3.4)

Travel costs for each Office Bearer are budgeted each year in consultation with the current incumbent taking into consideration previous levels of expenditure for that position.

3.9 Travel and Accommodation costs to attend the Annual Scientific Congress

Travel and accommodation costs to attend meetings held at the time of the Annual Scientific Congress are not covered, except for the College President.

4. ASSOCIATED DOCUMENTS

Constitution; Terms of Office and Council Election Process for Office Bearers and Other Key Positions Policy; Expense Reimbursement Policy.

Approver CEO
Authoriser Council