

ADVISORY COUNCIL REMUNERATION

Policy

Purpose

The purpose of this policy is to provide information to members of Murray PHN's Advisory Councils on the remuneration to which they are entitled and to Murray PHN staff who will be administering such payments.

Scope

This policy applies to all participants (other than Murray PHN employees) on Advisory Councils which are established by Murray PHN Limited at both regional and company-wide levels to receive information and provide advice and recommendations to the company and its Board.

Policy Statement

Advisory Councils have been established as part of an overall engagement strategy and perform an important role in Murray PHN's strategic governance.

Participants in Advisory Councils (other than Murray PHN employees) are considered individuals rather than representatives of any organisation or body (including their employer). Accordingly, remuneration will be paid to individuals. The impact of this remuneration on a participant's employment is a matter for the individual participant (not Murray PHN) to address.

All participants within a Clinical or Community Advisory Council will be remunerated equally, with the exception of the Chair of each Council, who will receive a stipend. Rates of remuneration are outlined in Schedule A and will be updated from time to time in accordance with the Murray PHN Quality Management Framework and the Operational Instrument of Delegation.

Payment will be made through a claims process initiated by the Murray PHN staff member who directs or coordinates Advisory Councils. Payment can be made through tax invoice (if ABN provided by the participant) or directly to an individual provided that income tax obligations are met. (Note: a participant may need to furnish a Statement by Supplier form to avoid the application of Withholding Tax).

As participants are not considered Murray PHN employees, no superannuation, PAYG or workers compensation obligations apply to this remuneration, and participants will not have access to salary packaging benefits as a result of their participation on these Advisory Councils.

Participants in Advisory Councils will be eligible for remuneration for the following activities:

- Participation in and/or facilitation of formal Clinical or Community Advisory Council meetings.

However, participants will NOT be eligible for remuneration for:

- Ad hoc communication and discussions with the Murray PHN.

Participants may claim reimbursement for any out-of-pocket expenses reasonably and properly incurred in connection with the Clinical or Community Advisory Council (including fuel, fares, meals

and accommodation expenses). Alternatively, Murray PHN may pay such amounts on the participant's behalf.

Responsibilities

The Director and Coordinator responsible for Advisory Councils is responsible for ensuring authorised invoices are raised and approved for member meeting attendance (time spent in the meeting), along with travel and out of pocket expenses in accordance with Murray PHNs Operational Instrument of Delegation.

The Payment Specialist is responsible for timely payment of advisory council member invoices to their preferred bank accounts.

Definitions

Term	Definition
Advisory Council Member	Are natural persons (other than Murray PHN employees) who have been appointed as a member on a Murray PHN Advisory Council.

See [data dictionary](#) for existing defined terms.

Legislation

Corporations Act 2001 (Cth)

Australian Charities and Not-for-Profits Commission Act 2012

Privacy Act 1988 (Cth)

Related Documents

Title	Location
Constitution	Murray Docs
Delegated Authority Policy	Murray Docs
Operational Instrument of Delegation	Murray Docs
Governance and Accountability Framework	Murray Docs
Clinical Advisory Council Terms of Reference	Murray Docs
Community Advisory Council Terms of Reference	Murray Docs
Advisory Council Code of Conduct	Murray Docs
Conflict of Interest and Related Party Policy	Murray Docs
Schedule: Rates of Remuneration for Advisory Councils	Appendix to this policy
Advisory Council tax invoice (RCTI)	Murray Docs
Advisory Council tax invoice (No GST)	Murray Docs
New Vendor Details Form	Murray Docs

Document Control

This document will be reviewed on an annual basis and approved by the Board.

Date	Author	Modification	Version
February 2016	Bruce Baehnisch	Initial approved version.	1.0
April 2016	Bruce Baehnisch	Additional remuneration for chairs stipulated as 1/3 additional to other participant sitting fees and Schedule A amended.	2.0
March 2017	Bruce Baehnisch	Title changed from Committee to Council.	2.1
August 2018	Advisory Council Lead	Updated to reflect new structure of advisory councils.	3.0
January 2020	Advisory Council Lead	Background updated to reflect Board approved changes to Advisory Council purpose. Reimbursement items refreshed to reflect process.	Draft 3.1
July 2020	Advisory Council Lead	Responsibilities and Relevant Legislation inserted; Document Control table updated and standardised; Appendix A syntax refreshed.	Draft 3.2
October 2020	Advisory Council Lead	Inclusion of Legislation; Related Documents updated with inclusion of Conflict of Interest Policy.	Draft 3.3
May 2022	Consultation & Engagement Coordinator Director Strategy & Business Innovation	Update for current Advisory Council structure: removed Background statement (covered in Terms of Reference and Code of Conduct); updated sitting fees for online and face to face meetings, Chair stipend paid via quarterly instalments and travel reimbursement as per current ATO rate/km.	4.0
January 2024	Consultation & Engagement Coordinator	Revised remuneration to an hourly rate for online and face-to-face meetings.	5.0

Schedule A

Rates of Remuneration for Advisory Councils

Clinical and Community Advisory Councils

Item	Amount	Inclusion
Meeting attendance - video or teleconference (2 hrs max)	\$100 per hour, pro rata (excl. GST)	This includes preparation time.
Meeting attendance – face to face (4 hrs max)	\$100 per hour, pro rata (excl. GST)	This includes preparation and travel time.
Chair stipend – paid in quarterly instalments.	\$5,000 per year (excl. GST)	This includes all work associated with the Advisory Council.
Travel rate per km	Current ATO rate for travel reimbursement	Advisory council members travelling a distance greater than 30kms to attend Council meetings will be reimbursed.