

Remuneration for Subject Matter Experts

Scope

This policy applies to external participants on panels, advisory groups, councils and committees.

Definitions

Council or Committee: a group of internal and external stakeholders convened to provide advice, expertise or knowledge.

Advisory Group: a group of external subject matter experts and/or representatives who provide high level guidance, advice, oversight or support to CHN programs or projects.

Subject Matter Expert: is an individual who is an authority in a particular area or topic based on their formal education and/or work experiences.

Representative: a person appointed to represent an organisation, company or government agency on a panel, advisory group, council or committee.

Panels, advisory groups, councils or committees

CHN regularly convenes panels, advisory groups, councils or committees to provide the organisation with expertise, knowledge, advice or guidance in relation to strategy, programs or projects. These groups have diverse membership made up of employees, representatives and subject matter experts. Panels, advisory groups, councils and committees can be ad hoc, short term or permanent.

When convening a panel, advisory group or committee, consideration should be given to ensuring the panel is culturally representative of the ACT community CHN serves.

Roles

Panels, advisory groups, councils or committees may be convened to:

- ensure compliance with funding contracts and the constitution.
- provide ongoing advice or feedback to the board and senior management in relation to members' perspectives or points of view.
- assess responses to procurement activities and recommend preferred providers.
- provide oversight and guidance for programs or projects.
- support the development, planning and/or implementation of new programs or services to be commissioned by CHN.

Remuneration for subject matter experts

The board has resolved that subject matter experts sitting on panels, advisory groups, councils and committees are to be remunerated at a rate that is set annually.

Remuneration is paid on an hourly basis for each full hour (pro-rata for each part hour) for meeting attendance. Subject matter experts on procurement assessment panels will receive an additional payment equivalent to the meeting time payment to compensate for preparation and reading time required for the assessment.

Remuneration for representatives

Panel, advisory group, council or committee members who are representatives are not eligible for remuneration.

Payment

Panel, advisory group, council or committee members seeking remuneration will complete a Claim for Payment Form which will be provided by the employee providing secretariat services to the group.

Remuneration 2021-22

Remuneration rates for 2021-22 are set at \$150.00 per hour pro-rata rate for each part hour (to the nearest 15 minutes).

Review History

Authorised: 28/11/2021	Authorised by: CEO	
Review date:	Reviewed by:	Next Review
		June 2022