



Australasian College  
for Emergency Medicine

# Policy on the Appointment and Remuneration of Community Members

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v7 COR498

February 2025

**[acem.org.au](http://acem.org.au)**

## Document Review

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Timeframe for review:	Every two (2) years, or earlier if required
Document authorisation:	ACEM Board
Document implementation:	General Manager, People, Culture and Experience
Document maintenance:	General Manager, People, Culture and Experience

## Revision History

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Version	Date	Pages revised / Brief Explanation of Revision
V1	Jun-2016	Approved by Board
V2	Jun-2017	Updated to reflect current AHPRA rates of remuneration. Approved by CEO
V3	May-2018	Updated to reflect current AHPRA rates of remuneration. Approved by CEO
V4	Aug-2018	Revisions throughout approved by the Board
V5	Dec-2019	Revision to section 2.4 regarding appointment generally to one entity
V6	Oct-2021	Contemporary revisions, with specific attention to sections 3.2, 3.3 regarding remuneration for tasks outside of scheduled entity meetings and alteration of Community <i>Representative</i> to Community <i>Member</i>
V7	Feb-2025	Revisions to more specifically define types of community members

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## 1. Purpose and background

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The expectation that specialist medical colleges obtain input from external community groups is well understood and appreciated. The appointment of Community Members to College entities is one way the College ensures valuable external perspectives are incorporated. This policy outlines the different types of Community Members and procedures for the selection, appointment, and remuneration of Community Members who formally participate in College activities.

This policy does not apply to individuals appointed to the ACEM Board under clauses 8.1.7 and 8.1.8 of the Constitution, nor to individuals who are not medical practitioners but are appointed to ACEM entities as nominees or representatives of a healthcare-related craft group or organisation.

For clarity, trainees enrolled in any College training programs (at Fellowship or Associateship level) or Specialist International Medical Graduates (SIMGs) working toward Fellowship eligibility are not considered "external" and are therefore ineligible for appointment as a Community Member on the Council of Advocacy, Practice and Partnerships (CAPP), the Council of Education (COE), or any other ACEM entity. These individuals are not subject to this policy. Community Members nominated by recognised community representative organisations (e.g., Consumer Health Forum) are subject to this policy.

## 2. Appointment

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The appointment of Community Members is handled with care, recognising the College's commitment to appropriate representation.

### 21 Role for a Community Member

The need or desire for a Community Member on any College entity must be determined and sanctioned by the appropriate governing body. For CAPP and COE, this is the ACEM Board. The inclusion of a Community Member becomes effective only after revisions to the entity's Terms of Reference or Charters have been approved.

**Where** sanctioned, the inclusion of a Community Member does not take effect until the necessary revisions to the entity's Terms of Reference, or, in the case of CAPP and COE, through their respective Charter, and/or any applicable regulations have been approved by the relevant governing body. The inclusion of a Community Member is set out in the *Council of Education Charter* (COR269) and College regulations, while College regulations enable the appointment of a Community Member to CAPP.

### 22 Categories for Community Membership

In order to ensure ACEM remains informed and connected to the communities it serves, the following categories of Community Members exist:

#### **221** Health Consumers

Health consumers are individuals with lived experience in the health system, providing valuable insights into patient care. Their involvement ensures that ACEM's policies and practices are informed by the perspectives of patients and their families, leading to more patient-centred care practices.

#### **222** Technical Experts

Technical experts possess specialised knowledge in areas such as change management, finance, or medical administration. Their expertise ensures that the College's decisions are informed by a comprehensive understanding of complex operational and administrative issues.

#### **223** Aboriginal, Torres Strait Islander and Māori Representatives

Aboriginal, Torres Strait Islander and Māori representatives are individuals who identify as Aboriginal, Torres Strait Islander or Māori and have connections to their communities. Their role ensures that ACEM remains responsive to the needs and cultural context of Aboriginal, Torres Strait Islander and Māori people, fostering respectful and informed healthcare practices within those communities.

## 23 Position Description

A position description that clearly outlines the requirements of the Community Member role, the key attributes required for appointment and the College's expectations of the individual appointed has been approved by the Board (PD117).

At the absolute discretion of a governing body, a Position Description specific to a particular entity might be approved by a governing body where such a need is identified.

## 24 Recruitment

Recruitment must follow principles of merit-based selection, equal employment opportunity, and confidentiality. Depending on the entity, recruitment may involve recognised external organisations. The interview panel typically includes members of the College, the entity Chair, and College staff.

Pre-appointment screening includes qualification verification, reference checks, and police checks.

## 25 Appointment

Appointments are made by recommendation to the relevant governing body. Community Members are subject to the same policies, such as those on term of office, code of conduct, confidentiality, and conflict of interest.

Community Members are supported and remunerated in line with College policy, using the same rates as the Australian Health Practitioner Regulation Agency (Ahpra) for Board members. Remuneration is linked to any updated Ahpra rates and is adjusted for Community Members based in Aotearoa New Zealand.

# 3. Remuneration

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Community members are supported and remunerated in line with College policy, using the same rates as the Australian Health Practitioner Regulation Agency (Ahpra) for Board members. Remuneration is linked to any updated Ahpra rates and is adjusted for Community Members based in Aotearoa New Zealand.

## 3.1 Rate of Remuneration

The rate of payment is equivalent to Ahpra's daily sitting fee for national board meetings. Shorter meetings are remunerated at 50% of the daily fee. Out-of-session matters and travel time are not remunerated.

Community Members may be remunerated for additional work (e.g., document development) with the approval of the Chief Executive Officer, provided the fees are commercially reasonable.

## 3.2 Conditions of Payment of Remuneration

The following general principles apply to remuneration of Community Members appointed to COE, CAPP and/or other entity(ies):

- The maximum payment in respect of any one day shall be the daily fee.
- Formal meetings of shorter than four (4) hours duration shall be remunerated at 50% of the applicable Ahpra daily sitting fee.
- All necessary preparation time is incorporated into the daily sitting fee or portion payable thereof.
- No remuneration is payable for time incurred in attending to out of session matters such as e-voting.
- No remuneration is payable for time incurred in travelling to attend a meeting.

- An appropriately completed invoice must be submitted to the College before remuneration will be processed.

It is recognised that the role of a Community Member(s) on some College entities may involve additional activities in addition to that associated with scheduled meetings of the entity(ies). For example, a Community Member may be required to participate in out of session voting in relation to activities of the entity as a matter of course. To accommodate such requirements, approval for payment of an amount equivalent to the daily fee for payment to Community Members up to twice annually (once every six-month period) in recognition of time spent on such activity(ies) may be made. The amount to be approved will be determined through consultation between the Chair and Deputy Chair of the entity and the relevant Executive Director and will reflect the amount of time considered to be required for such activity.

Approval of amounts in excess of this will require the approval of the College Chief Executive Officer.

### 33 Payments in Addition to the Daily Fee

It is recognised that, on occasions, individuals appointed as Community Members to College entities may be called upon to perform technical or professional services over and above their appointed role, either as part of, or in addition to their appointment. In such circumstances, upon approval of the Chief Executive Officer, the individual may be entitled to payment for these services, subject to the fees being commercially reasonable and invoiced in the required manner. Such work may include, for example, the development of documents (e.g., policies, guidelines) that require significant commitment on a 'one-off' basis.

## 4. Associated Documents

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- Policy on College Entities (COR334)
- Travel and College Expenditure Guidelines (CF193)
- Australian Health Practitioner Regulation Agency *Remuneration Rates Schedule of Fees for Board, Committee and Panel Members*
- Community Members – Position Description (PD117)



**Australasian College for Emergency Medicine**

34 Jeffcott Street  
West Melbourne VIC 3003  
Australia  
+61 3 9320 0444  
[admin@acem.org.au](mailto:admin@acem.org.au)

**[acem.org.au](http://acem.org.au)**