

## ANZIC-RC Consumer and Community Connection Committee (CONNECT) Remuneration Guidelines

### Introduction:

Financial recognition for your consumer contribution is acknowledged by health consumer organisations across Australia. Referred to as *remuneration*, this can take the form of sitting fees for committee membership or hourly rate dependent on the level of participation.

While it is acknowledged that remuneration is important, it is not compulsory, legally required or expected. It is made at the discretion of study management committees and should be based on the level of engagement requested. It is also not compulsory for consumers to accept offers of remuneration; this decision can be made based on your own personal circumstances. Remuneration is different to reimbursement of out-of-pocket expenses.

It is the position of the ANZIC-RC board that:

- From 1<sup>st</sup> Jan 2023, all new grant applications where the ANZIC-RC is the lead organisation will require provision for reimbursement of out of pocket expenses for consumers to participate in study activities. Where engagement will be extensive, at a higher level or to continue for the duration of study, remuneration for time is expected to be included in the application based on the table below
- For all external requests for engagement with the ANZIC-RC Consumer and Community Connection Committee (CONNECT), it is expected that all out of pocket expenses to consumers to participate in study activities are covered by the study management committee. Where engagement is to be extensive and at a higher level or to continue for the duration of study, remuneration for time is expected to be included in the application based on the table below.
- Where no funding exists for remuneration of higher-level activities, the level of engagement expected should be considered

The ANZIC-RC CONNECT acknowledges the pivotal role of consumer involvement in intensive care research and improvement in healthcare. As consumers will dedicate their valued time and expertise to engage with CONNECT, this document was developed to outline the remuneration guidelines.

### Remuneration:

Remuneration may be provided where funding is available. It can be in the form of payment or a gift card/voucher and a range of options will be provided. There is no obligation to accept the remuneration offered and consumers should consider their own financial situation and seek advice prior to accepting and any possible impact on tax or Centrelink



payments. Payment can be made to consumers if they agree to the terms set out by the university to act as a volunteer.

Monash University defines a volunteer as an individual who does not work under a contractual obligation for remuneration. The volunteer will not be an employee or independent contractor of Monash University or the ANZIC-RC CONNECT. An honorarium will be offered by the University according to the study budget as a gesture of appreciation for your involvement. Paperwork will be provided with information about the honorarium. Please refer to Table 1 for current payment rates for consumer engagement according to activity and as developed by Monash Partners.

For more information, please contact the ANZIC-RC CONNECT Liaison.

When considering remuneration, researchers are encouraged to use the Consumer Involvement Cost Calculator (available at: <https://involvementtoolkit.clinicaltrialsalliance.org.au/toolkit/>).

### **Reimbursement guidelines:**

Consumers are eligible for the reimbursement of all out-of-pocket expenses.

The following reimbursement guidelines were adapted based on the Monash Partners Payment, Reimbursement and Recognition Guidelines for Consumer and Community Involvement Activity (available at: <https://monashpartners.org.au/wp-content/uploads/2025/02/Payment-Reimbursement-and-Recognition-Guidelines-3.pdf>).

Out-of-pocket expenses include:

#### **1. Meals and travel**

- Meals for onsite activities longer than two hours if not provided.
- Public or private transport costs.
  - Claims for the use of private cars should be calculated in accordance with the Australian Taxation Office “Motor vehicle expense calculation” policy as a sole trader in cents per kilometre. This rate is set at 85 cents per kilometre for 2023-2024 income year and is reviewed annually.
- Parking expenses
- Accommodation

#### **2. Home office expenses**

- Internet costs (if establishing)
- Printing expenses

#### **3. Other**

- Training costs
- Other costs by negotiation such as child care or carer stand-in.



**Table 1: Remuneration based on Level of Engagement**

The table below has been adapted based on the following documents:

- Monash Partners Payment, Reimbursement and Recognition Guidelines for Consumer and Community Involvement Activity (available at: <https://monashpartners.org.au/wp-content/uploads/2025/02/Payment-Reimbursement-and-Recognition-Guidelines-3.pdf>)
- 2024 VCCC Alliance cost model for consumer sitting fees and hourly rate remuneration (available at: <https://vcccalliance.org.au/assets/about-vccc/Consumer-engagement/Documents/2023/2024-VCCC-Alliance-Cost-Model-v2.pdf>). This table guides the reimbursement process for the CONNECT.

| Level of engagement   | Activity   | Payment   | Method of payment                                |
|---|--|---|--|
| <b>Informing</b>  | Member of the CONNECT registry, receives communications and may participate as an audience member on a voluntary basis.  | \$0<br>Any out of pocket expenses reimbursed  |  |
| <b>Consulting*</b>  | Participates in consultation activities such as focus groups, supports communication and program development.  | \$45/hour   | Paid as a voucher or as a volunteer contribution |
| <b>Involving</b>  | Panel member at CCAC events, reviews research, training and communications.  | \$50/hour   | Paid as a voucher or as a volunteer contribution |
| <b>Partnership</b>  | Standing member of a project committee, represents consumer perspectives on committees and/or panels, involved in project governance.  | <i>Committee chair:</i><br>\$60/hour<br><br><i>Committee member:</i><br>\$50/hour   | Paid as a voucher or as a volunteer contribution |
| <b>Consumer-led*</b>  | <ul style="list-style-type: none"> <li>• CCAC governance, strategic advice provider and consumer engagement evaluator, drives consumer-led processes.</li> <li>• Advocacy, leadership, evaluation and continuous improvement of consumer engagement practice.</li> <li>• Drive a program of consumer-led consultation processes</li> </ul> | <i>Committee chair:</i><br>\$284 (≥ 4 hours)<br>\$142 (< 4 hours)<br><br><i>Committee member:</i><br>\$244 (≥ 4 hours)<br>\$122 (< 4 hours) | Cash or vouchers or as a volunteer contribution  |
| <i>*Payment increases in alignment with the VCCC Alliance cost model for consumer sitting fees and hourly remuneration (Consulting payment increase by \$5, Consumer-led: Committee chair payment increase by \$8 (≥4 hours) and \$4 (&lt;4 hours), committee chair payment increases by \$6 (≥4 hours) and \$3 (&lt;4 hours)).</i> |  |   |  |

