

1. Introduction

1.1 Purpose

To provide guidelines for the SAHMRI policy in relation to payment of sitting fees and reimbursement for the contribution of consumer and community members to advisory, reference and/or working groups established by the SAHMRI Consumer and Community Executive Committee.

1.2 Background

SAHMRI's aim is to address some of the most pressing and critical problems confronting the community's health and wellbeing through its research themes. SAHMRI, in partnership with Health Consumers Alliance of SA has developed a Consumer and Community Engagement Framework designed to inform the implementation of consumer and community engagement across all of the themes of the Institute. SAHMRI has established a Consumer and Community Partnership Committee to drive the Consumer and Community Engagement Framework. SAHMRI has identified that to successfully improve the health and wellbeing of our society through research, it will require engagement with consumer and community groups, health services, policy makers and the research community.

1.3 Policy Statement

For SAHMRI to achieve its aims and objectives in undertaking research, sound partnerships, collaboration and engagement with community groups and individuals are critical. We acknowledge and value the unique skills and expertise of those communities and individuals who will contribute and share their knowledge through participation on SAHMRI advisory structures. Therefore, the skills, expertise and knowledge brought to SAHMRI through these collaborations and partnerships must be supported with resources, including remuneration.

2 Definitions

N/A

3 Responsibilities

Responsibilities of the Consumer and Community Partnership Committee are detailed in the Committee **Terms of Reference** (DOC 0086).

4 Policy Guidelines

4.1 Eligibility Criteria for Remuneration

To be eligible to receive remuneration for expertise provided to SAHMRI's advisory structures, the person must be either: not in receipt of an income from employment; or; stand to lose income as a result of participation.

4.2 What Travel and out of pocket expenses will be covered?

The costs associated with members of advisory structures travelling to meetings will be paid for by SAHMRI, so members are not financially disadvantaged by their participation.

4.2.1 Travel

Travel arrangements will be negotiated with each member individually. The type of travel arranged (e.g. car, bus, plane or train) will depend on the availability of transport in the members' normal place of residence.

4.2.2 Petrol

Petrol allowance will be paid for those members who utilise their own vehicle to travel. The rate will be based on 81 cents per kilometre (or whatever rate is applicable for the engine size and as determined by the ATO at the time of the claim). Where there is an alternative and more cost effective form of transport such as airflight, and the person chooses to drive, then reimbursement will be paid up to the value of a return economy airfare from their normal place of residence.

4.2.3 Accommodation

SAHMRI's Research Office will book accommodation where necessary and the accommodation will be of a comfortable and reasonable standard. Accommodation will only be booked where an overnight stay is required due to unavailability of timely transport.

4.2.4 Meal Allowance

Meal allowance will only be paid where an overnight absence from the members' home is required to fulfil their obligations.

The rates of meal allowance which SAHMRI provides are based on SA Health's policy rates.

4.3 Sitting Fees

A per diem payment will be made to members of SAHMRI advisory structures. This payment will incorporate advisory members' preparation time for meetings.

A minimum of 2 hours sitting fee will be paid to members in the rare occurrence where a meeting may not be two hours in length.

The rates for per diem payments which SAHMRI pays will be in line with SA Health policy rates.

4.4 Other reimbursements

Members will be eligible to apply for other out of pocket expenses that occur as a result of participation on advisory structures.

These include:

- Car parking fees
- Public transports costs
- And other items by negotiation with the SAHMRI Consumer and Community Engagement Secretariat.

For further information and enquiries contact
SAHMRI Research Office
Phone: 08 8128 4001
Email: researchoffice@sahmri.com

5 Associated Documents

5.1 External

- Nil

5.2 Internal

- Consumer and Community Partnership Committee Terms of Reference (DOC 0086).
- SAHMRI Consumer and Community Engagement Co-Research Policy, Partnering with Consumers in Research (POL 0038)
- Consumer Engagement website <https://www.sahmri.org/consumer-community-engagement>
- [Consumer and Community Engagement Framework](#)