

## Document control table

Business area:	Insight, Performance and Digital Services - Community Participation
Document distribution:	

### 1. Policy purpose

NWMPHN engages members of the community (community participants) and health care professionals to achieve our goals and strategic objectives.

This policy articulates NWMPHN's intent to remunerate our key stakeholders for providing professional advice or expertise and their time.

### 2. Policy statement

NWMPHN views the participation of key stakeholders in its policy, strategy and program development as essential to its success. In recognition of the value placed upon such involvement by stakeholders, NWMPHN will remunerate stakeholders for their time and expertise.

The remuneration provided is not intended to completely compensate participants for lost earnings.

Stakeholders engaged by NWMPHN to participate in Committees and provide out of session advice if/when required will be remunerated for their time in both instances

### 3. Scope

The stakeholder classification for this policy is as follows:

- Community participants;
- Health Care Professionals (including General Practitioners, Allied Health Professionals, Nurses – usually non-salaried); and
- Other health professionals or community members from small organisations.

**Out of Scope:** The reimbursement rate within this policy is not applicable for Councils. Reimbursement rates for council members are found within their Terms of Reference (G011 Terms of Reference 2016-17 Community Advisory Council and G012 Terms of Reference 2016-17 Clinical Council).

### 4. Definitions

Term	Definition
<b>MPCN</b>	Melbourne Primary Care Network, trading as North Western Melbourne Primary Health Network (NWMPHN)

# Stakeholder Reimbursement Policy



<b>NWMPHN</b>	North Western Melbourne Primary Health Network operated by Melbourne Primary Care Network (MPCN)
<b>Community participant</b>	A community member who is working with MPCN in any capacity. This can refer to once-off or ongoing work. A community participant can be someone who uses, or may potentially use, health services including their family and carers
<b>Stakeholder</b>	A person, group, organisation or member who affects or can be affected by NWMPHN's actions
<b>Health Care Professionals</b>	A healthcare professional is a person associated with either specialty or a discipline and who is qualified and allowed by regulatory bodies to provide a healthcare service to individuals

## 5. Policy details

The following fee structure shall apply for both weekdays and weekends and will be reviewed in line with the policy review dates by Executive Management. The review shall include the appropriateness of the hourly rate and category of participant.

<b>Category (GP/Specialist and other Health Professionals)</b>	<b>\$/Hr</b> (excl. GST) and part there of increments of 30mins	<b>Daily Rate</b> (excl. GST)
Meeting sitting fees (including tender review panel meetings)	\$145	\$1160
Delivering a presentation/facilitating an event/participation on discussion panel		
Consultation (at the discretion of the Project Manager or Director)		
Reviewing Documents (including reading/preparation time for presentations and reviewing tender documents)	\$80	\$640

\* Daily rate applies after eight (8) hours.

<b>Category (Community participants)</b>	<b>\$/Hr</b> (excl. GST) and part there of increments of 30mins	<b>Daily Rate</b> (excl. GST)
Tender review panel meetings	\$145	\$1160
Reviewing tender documents	\$80	\$640

# Stakeholder Reimbursement Policy

Other meeting sitting fees (i.e. excluding tender review panel meetings)	\$75	\$600
Delivering a presentation/facilitating an event/participation on discussion panel	\$75	\$600
Consultation e.g. receiving feedback/advice/focus groups/workshops Consider the number of people involved, their level of influence on the decision and the commitment required when deciding the hourly and daily rate.	\$60 (at the discretion of the Project Manager or Director)	\$480 (at the discretion of the Project Manager or Director)
Reviewing documents (including reading/preparation time for presentations) For reviewing tender documents see above.	\$40 (at the discretion of the Project Manager or Director)	\$320 (at the discretion of the Project Manager or Director)

\* Daily rate applies after eight (8) hours.

As an acknowledgement of their time and the value of their contribution, NWMPHN may offer the following:

- Reimbursement for parking and other travel expenses (not included in section 6.2); and/or,
- Gift or Visa gift card (**Note:** A Visa gift card may be used when some community participants decline payments via bank deposit as it may affect their other sources of income). A Gift may also be offered when stakeholders who do not wish to be paid but are willing to offer services. Please use the Fee structures above when purchasing Gifts or Visa gift cards. Please refer to our [Fraud and Corruption Control Framework](#) and [Fraud and Corruption Control Policy](#) for further information).

## 5.1. Motor Vehicle and other related expenses

NWMPHN may reimburse stakeholders for mileage incurred travelling from their place of work or residence to the location of the meeting and return at the rate prescribed by the ATO. NWMPHN may also reimburse any fees for parking and any other expenses incurred for participation and attendance. Reimbursement for travelling to and from a meeting or presentations will be considered on a case-by-case basis and must be approved by the Director (based on Delegations of Authority).

Where required and appropriate, NWMPHN may provide taxi reimbursement to those stakeholders who are not able to secure other means of transportation.

## 5.2. Meals

In the case where meetings run over lunch or after 6.30pm, NWMPHN will provide meals for all attendees of the meeting, in lieu of providing a meal allowance.

## 5.3. Processing of Payments

### Direct transfer

If the stakeholder has an ABN (i.e. in the case of a self-employed health care professional or consumer representative) they are to provide a valid tax invoice to NWMPHN which includes their name, ABN, date, address, invoice number, brief description of activity undertaken and time taken to complete, fee (including GST), email and bank account details. The invoice is to be forwarded to the finance officer for processing.

Where a stakeholder does not have an ABN, the program staff member will provide them with an [invoice template](#) and a [Statement by Supplier](#) form to complete. Upon completion, both forms are to be forwarded to the finance officer for processing. Please note that GST is not applicable to stakeholders without an ABN.

### Visa gift card

Please refer to the [Work Instruction](#) for ordering physical or digital Visa gift cards. Key points to note:

#### *Physical Visa Gift Cards*

- Often preferred by people with limited IT skills or internet/computer access.
- The community participant's postal address is required when ordering.
- The cost of purchasing and/or posting the cards can be up to \$6.95 per card.
- Physical cards need to be activated (by the recipient) before the activation end date (located on the card). Funds on the card need to be spent before the card expiry date (also located on the card). Please inform community participants of this when discussing this option with them.

#### *Digital Visa Gift Cards*

- The community participant's name and email address are required when ordering.
- Each digital card costs \$3.95.
- If community participants want to use their card for in-store purchases, they will need to download an app on their phone to do this.

GST is not applicable when ordering either physical or digital Visa gift cards.

## 6. Roles and responsibilities

Role	Responsibility
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# Stakeholder Reimbursement Policy



<b>Director, Finance</b>	Shall ensure the timely payment of remuneration claims by stakeholders
<b>Program Support Officers/ Program Officers/ Managers/Directors/Executive</b>	Will ensure stakeholders engaged in their program areas are done so in line with the Stakeholder Engagement Framework. For community participants, they will ensure engagement is also in line with the Community Participation Policy and Community Participation Procedures
<b>All stakeholders</b>	Will be expected to conform to the Code of Conduct