



Stakeholder Engagement Remuneration Policy

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Sites where policy or procedure applies	All branches, services and programs	
Target audience	All workforce	
Description	Sets out the policy relating to Stakeholder Engagement Remuneration	
Replaces Existing Policy or Procedure?	Previous version (version 4)	
Related Legislation, Australian Standards, Policy, other NCPHN Documents, Professional Guidelines, Codes of Practice or Ethics:		

North Coast Primary Health Network Stakeholder Engagement Remuneration Policy

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1. Introduction

The vision of Healthy North Coast Ltd trading as North Coast Primary Health Network ('NCPHN') is *Better Health for North Coast Communities*. This vision can only be achieved by building strong relationships that support the participation of both the community and health professionals.¹

Generation, diffusion and application of local knowledge is central to bringing about change - and the work of Primary Health Networks. This means finding ways and methods that are inclusive, and creating opportunities for all to participate in the generation of solutions. The engagement of community and clinicians is paramount to the process of generating local knowledge and bringing about change.²

Through actively involving communities and health professionals, NCPHN can work towards better health, to understand the region's challenges and opportunities, and build partnerships that promote and support:

- Better, more equitable access to health services and information;
- Prevention and better management of chronic disease; and
- Improving the quality of primary health care in the region.³

There are many ways in which NCPHN engages with both the community and clinicians. Some of these ways are formal, some informal and some occasional or ad-hoc. Engagement can also take place at different levels and at different places along the spectrum, whether it is to keep stakeholders informed, ask to consult with them to seek information and advice, or working together in a partnership to bring about change.

For the purposes of this policy, the term "stakeholder" refers to a person, group, organisation, or member who affects or can be affected by NCPHN actions.

2. Principles

The principles that underpin this Policy are:

- (1) A recognition that most stakeholders choose to participate in meetings as a service to their community and region.
- (2) A recognition that stakeholders should not be 'out-of-pocket' for expenses incurred as a result of their participation in NCPHN processes.
- (3) The amount paid to a stakeholder for providing their professional advice or expertise is not intended to wholly compensate for loss of income/earnings incurred as a result of their participation in NCPHN processes.
- (4) If a stakeholder is participating in a salaried capacity, then NCPHN will not provide further remuneration.

¹ NCPHN Community and Clinician Engagement Framework.

² Ibid.

³ Ibid.

3. Scope

NCPHN will provide remuneration to stakeholders who are not participating in a salaried capacity and:

1. Participate in the HealthPathways Program as a Workgroup Member or Clinical Editor; or
2. Are a member of the Northern NSW Clinical Council or Mid North Coast Clinical Council and attend a meeting; or
3. Are invited to participate in another NCPHN process to provide professional advice or expertise; or
4. Do not meet conditions 1-3 but require reimbursement for out-of-pocket expenses (for example, motor vehicle/meals) incurred as a result of their participation in NCPHN processes

3.1 HealthPathways Program

HealthPathways is a web-based information portal developed for clinicians in a local region. The Pathway development process may engage stakeholders to review, document and reform local clinical referral practices in a facilitated and supported way.

Those participating in the HealthPathways program as a Workgroup Member or Clinical Editor are eligible for remuneration, if they are not participating in a salaried capacity, as below:

Role	Duties	Payment (excl. GST)
Workgroup Member	Attendance at majority of meetings	\$300 per completed pathway
Clinical Editor	Modify or develop pathways and more generally support and shape the pathway development from a clinical perspective	\$85 per hour

Payment to Workgroup Members will be made once they have provided their payment details and signed a Recipient Created Tax Invoice (RCTI) Agreement. Payment is also dependent on the attendance sheet being signed at each meeting.

Payment to Clinical Editors will be made once NCPHN receives a valid Tax Invoice.

Advice must be sought from the Director of System and Service Integration Northern NSW or Director of System and Service Integration Mid North Coast, depending on the origin of the query, if there is any doubt about eligibility to receive remuneration.

3.2 Clinical Councils

Clinical Council members are eligible for meeting attendance payments as outlined below:

Payment type	Payment (excl. GST)
Clinical Council meeting*	\$135
Clinical Council half day workshop**	\$345
Clinical Council full day workshop***	\$805

* < 4 hours

** > 4 hours and < 8 hours

*** > 8 hours

Clinical Council Chairs will be paid for time spent supporting approved clinical council activities at a rate of \$115 per hour up to a maximum of \$5,000 per annum.

Payment to Clinical Council members will be made once they have provided their payment details and signed an RCTI Agreement. Payment is also dependent on the attendance sheet being signed at each meeting.

3.3 Invitation to participate in other processes

If an individual is invited to provide NCPHN with other professional advice or expertise, then the individual will be paid an hourly rate, a half day rate or full day rate, as outlined below:

Category	Hourly Rate (excl. GST)	Half Day Rate* (excl. GST)	Full Day Rate** (excl. GST)
General Medical Practitioner/Specialist	\$115	\$345	\$805
Registered Allied Health Professional	\$65	\$195	\$455
Registered Nurse	\$65	\$195	\$455
Registered Pharmacist	\$65	\$195	\$455
Consumer and Other Representatives	\$35	\$105	\$245

*Half day rate applies for after 4 hours

**Full day rate applies after 8 hours

The hours and rates relate to meeting duration only - no fees are to be paid for meeting preparation time or travel time.

3.4 Out-of-pocket reimbursement

Reimbursement for out-of-pocket expenses such as travel and meals, in addition to other reasonable and necessary expenses for participation and attendance are decided on by a case-by-case basis. All stakeholders entitled to this payment can elect for their payment to be allocated towards the NCPHN benevolent fund.

Motor Vehicle Expense Reimbursement: This is calculated based on mileage incurred in travelling from the participant's usual place of work or residence to the location of the meeting and return at the rate prescribed by the Australian Taxation Office.

Meals Expense Reimbursement: In the case where meetings run over lunch or are held after 6.30pm, NCPHN will provide adequate sustenance in lieu of providing a meals allowance.

To claim out-of-pocket expenses a Stakeholder Engagement Remuneration Expense Claim Form must be provided to NCPHN.

4. Responsibilities

4.1 Attendees

Where required, a valid Tax Invoice provided by stakeholders must include:

- Australian Business Number (ABN) of supplier
- The words "TAX INVOICE"
- 'Healthy North Coast Ltd' as name of the customer
- Name and address of supplier
- Date of issue

- Description of supplied items
- Quantity or volume
- The price for the supply
- Total amount payable
- A statement that the total amount includes GST; or separately, the amount charged for the supply, the amount of GST and the total amount payable.

4.2 NCPHN Staff

Clinical Council Secretariat and HealthPathways Project Officers hosting relevant meetings will ensure:

- Attendees have a valid RCTI agreement in place
- Attendees sign an attendance sheet
- Attendees participating remotely are noted as present on the attendance sheet
- NCPHN Finance Team are provided with the relevant documentation and evidence to compensate attendees

HealthPathways Project Officers verifying Clinical Editorial work will ensure that the:

- Hours claimed are reasonable
- Tax Invoice is valid, and if not, corrected by the Clinical Editor
- Tax Invoice is forwarded to NCPHN Finance Team for processing

NCPHN staff hosting a meeting where they wish to invite attendees for the purpose of providing professional advice or expertise, will, before inviting them to attend:

- Complete a Stakeholder Engagement Remuneration Approval Form
- Seek the signature of a member of the Executive and approved by Director of Corporate Services (for budgetary purposes)

NCPHN staff hosting meetings, if required and relevant, will ensure:

- Attendees complete a Stakeholder Remuneration Expense Claim Form
- NCPHN Finance Team are provided with the relevant documentation and evidence to compensate attendees correctly

5. Supporting Documentation

- Stakeholder Remuneration Expense Claim Form
- Stakeholder Engagement Remuneration Approval Form
- A Guide to Reimbursing Consumer and Other Representatives
- RCTI Agreement

END OF POLICY