

Approved by: CEO
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Version: 1.2

Volunteer Representative Remuneration Policy

Policy 7.19.

STAKEHOLDER RELATIONSHIPS

1. Background

Wentworth Healthcare Ltd (WHL) will often seek input, advice and assistance from consumers and others to achieve its vision. It is recognised there is a need to appropriately cover incurred or anticipated out-of-pocket expenses for volunteer consumers and other volunteer representatives when performing activities with/for WHL.

2. Purpose

This policy has been developed to provide guidelines for WHL for determining when payment to Volunteer Representatives may be appropriate and what amount may be appropriate.

3. Scope/Application

This Policy applies to all Volunteers engaged by Wentworth Healthcare as outlined.

This Policy does not apply to any Training or conference attendance that volunteers may participate in as part of their activities with Wentworth Healthcare.

This Policy applies to all staff of Wentworth Healthcare who are involved in supporting the engagement and ongoing management of key Volunteers participating in Wentworth Healthcare Committees, Working Groups and/or Program Advisory functions.

This Policy replaces all previous versions of the Policy previously numbered 5.1.3 effective from 1 July 2021.

4. Policy Statement and Principles

Payment to Volunteers

- It is recognised that Volunteer Representatives may incur some out-of-pocket expenses as a result of their participation in *Nominated Activity(s)* for WHL. Payments made to Volunteer Representatives are designed to cover any incurred or anticipated out-of-pocket expenses including, but not limited to, travel, meals, stationery, telephone and postage.
- Volunteer Representatives, when undertaking approved activities on behalf of WHL, are not considered employees of the entity and payment is not made as remuneration or as a consequence of employment. WHL has no obligation to pay superannuation under the Superannuation Guarantee Administration Act 1992.

- WHL is not under any legal obligation to make payments to Volunteer Representatives and does so at its own discretion in accordance with this policy, as amended from time to time.
- All activities involving Volunteer Representatives must be approved prior to committing to the proposed activities by submitting a "Request to Engage Form" which must be approved in accordance with the Delegations of Authority Policy (1.07).
- WHL will notify Volunteer Representatives prior to an activity being undertaken if a payment will be made to cover any incurred or anticipated out-of-pocket expenses for the activities and the amount of the payment to be made.
- Where specific tools, resources or facilities are required for an activity involving Volunteer Representatives, WHL will be responsible for arrangement of such and payment of associated costs.
- Where WHL determines that a payment will be made to a Volunteer Representative, the payment will be made to the individual via their nominated bank account.
- Volunteer Representatives may elect, at their absolute discretion, to forego any payment which would otherwise be made, in the spirit of volunteerism

5. Roles and Responsibilities

CEO and Executive Managers

Approving *B: Other Payments* highlighted in Appendix One, and for approving Requests to Engage in accordance with the Delegations of Authority Policy (1.07).

The CEO is delegated to adjust the rates in Appendix One.

Managers and Senior Managers

Approving Requests to Engage in accordance with the Delegations of Authority Policy (1.07) and as outlined in the Request to Engage and Related Parties Procedure (7.11.2).

Senior Managers are delegated to approve *B: Other Payments* highlighted in Appendix One, in consultation with the Stakeholder Governance and Relationships Manager

Staff

Staff are responsible for ensuring all Requests to Engage are drafted, and Payments made, in accordance with this Policy and associated procedures.

Stakeholder Governance Team

The Stakeholder Governance Team are responsible for supporting the implementation of governance arrangements with the engagement of Stakeholders, and for guiding Managers and Staff.

The ***Accounts Team*** are responsible for the storage of original Request to Engage Documentation (to assist with audit requirements) and processing of invoices and payments

6. Definitions

Nominated Activity includes some or all of the following,

- Participating in an individual or focus group interview for a research project
- Participating in a one-off consultation
- Being required to give information and opinion drawing on their life experience and/or the experience of others in a similar situation
- Being required to read material prior to a meeting or consult with other consumers or representatives about a particular subject
- Sitting on a committee, steering or reference group of Volunteer Representatives or with providers and presenting a particular perspective
- Being required to attend meetings and compulsory training, act as a delegate for a group to the health service
- Participating in a health representative group
- Being involved in other health service planning, evaluation or governance meetings.
- Preparation and/or review of documents.

7. References and Other Documents

- 1.07 Delegations of Authority Policy
- 7.11.2 Request to Engage Procedure
- 7.11.2.1 Request to Engage Form (Template)
- 7.11.02.02. Related Parties Definition
- 1.09 Conflicts of Interest and Related Party Transactions Policy
- 7.20 Healthcare Provider Representative & Advisor Remuneration Policy
- 6.01.01. Tax Invoice Requirements
- 6.01.02. Payment Procedure Checklist

8. Further Assistance

Further assistance can be provided by the Stakeholder Governance and Relationships Manager

9. Revisions made to this Policy

Date	Major, Minor or Editorial Revision	Description of Revision	Author
<i>Date of revision/new policy</i>	<i>Refer to Definitions in the Policy Development and Review Policy for definitions of major, minor and editorial amendments.</i>	<i>Outline the main changes made to the policy. For New Policies, please state 'New Policy'</i>	
<i>February 2021</i>	<i>Minor</i>	<i>FARM Approved including CEO delegation to change rates</i>	<i>Mark Bruhn</i>
<i>April 2021</i>	<i>Editorial</i>	<i>Transferred to new template</i>	<i>Saskia Creed</i>
<i>July 2021</i>	<i>Editorial</i>	<i>Completed new template with amendments reflecting new RTE Procedure</i>	<i>Mark Bruhn</i>
<i>August 2021</i>	<i>Minor</i>	<i>Approval by CEO with minor changes</i>	<i>Mark Bruhn</i>

Appendix One

A: Standard Reimbursement Payment

At its sole discretion, WHL may pay Volunteer Representatives as follows:

For	Amount
To cover incurred or anticipated out-of pocket expenses for each meeting attendance and reasonable activities incidental to that meeting.	\$60

B: Other Payments

WHL may consider that additional payment may be warranted (e.g. long distance car travel, meetings of longer than typical duration), and in its discretion an amount of up to \$200 to cover out-of-pocket expenses for each meeting attendance and the activities incidental to that meeting may be paid.

WHL may require activities to be undertaken for which a meeting attendance is not required. In this event, WHL may seek Volunteer Representatives to perform these activities for which payment may or may not be made. Should WHL determine that payment will be made, the payment will be an amount not exceeding \$200 per activity to cover incurred or anticipated out-of-pocket expenses for the activity(s).