

Approved by: CEO
Approval date: March 2021
Date for Review: March 2022
Review frequency: Annually
Version: 1.0

Healthcare Provider Representative & Advisor Remuneration Policy

Policy 7.20.

STAKEHOLDER RELATIONSHIPS

1. Background

Wentworth Healthcare Limited (WHL) will often seek input advice and assistance from Primary Healthcare professionals and others to achieve its vision. It is recognised there is a need to appropriately reimburse private practitioners for their time when attending related meetings, conducting work on behalf of the WHL, or providing advice.

2. Purpose

This Policy has been developed to set payment rates and guide the application of payments to Primary Healthcare Professionals for their involvement in WHL activities. This excludes employment arrangements.

3. Scope/Application

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

This Policy replaces all previous versions of the Policy previously numbered 5.1.4 effective from 1 July 2021.

4. Policy Statement and Principles

- Representatives and Advisors will be paid for attendance at the approved *nominated activity* using the rates attached to this Policy as Appendix One.
- Representatives and Advisors may be eligible to claim for time spent conducting work on behalf of the WHL in addition to meeting attendance. The amount of time must be approved and agreed prior to undertaking the work.
- Representatives and Advisors may be reimbursed for out-of-pocket expenses and reasonable travel costs as approved by the CEO or Executive Manager prior to undertaking the work. The rate for vehicle kilometer usage is in accordance with the Australian Tax Office rates.
- Healthcare Professional Representatives and Advisors when undertaking approved work on behalf of WHL are not considered employees of the entity. WHL has no superannuation or PAYG tax responsibility for these payments. The Representative or Advisor is responsible for paying tax on his/her earnings from the Wentworth Healthcare.
- Payments may be made either to the individual or a nominated company on receipt

of a *correctly rendered tax invoice* (see 6.01.01. Tax Invoice Requirements). An ABN number must be provided.

- All activities involving Healthcare Professionals 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).
- Wentworth Healthcare does not remunerate any Public Health Professional, or an employee of another agency or company, who attends Wentworth Healthcare meetings on behalf of that organisation, or is being paid by another organisation for their participation
- A suitable report may be requested of meeting attendees when appropriate.

5. Roles and Responsibilities

CEO and Executive Managers

Approving out-of-pocket expenses and reasonable travel costs, 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).

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

- Attendance and participation in WHL advisory committees, steering or reference groups.
- Attendance and participation in other advisory committees, steering or reference groups on behalf of WHL.
- Participation in WHL interviews, focus groups or one-off consultations.
- Conducting consultations with other healthcare professionals on behalf of WHL.
- Attendance and related activities for workshops, conferences and/or meetings.

- Preparing and/or reviewing 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
- 7.19 Volunteer Representative 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 1 – Remuneration Rates

The following rates of remuneration are designed to reflect the costs associated with health professionals taking time from their practice or employment to be involved in WHL activities.

Payment for Representatives and Advisors for involvement in WHL activities:

Representative / Advisor category	Rate of pay (excludes GST)
GP Representative/Advisor	\$145 per hour
Allied Health Professionals (AHP) representative/Advisor	\$110 per hour (Approx. 75% of GP rate is used as a guide)
Other primary health care worker representative/Advisor (this includes Practice Nurses, Practice Managers and other health workers)	\$55 per hour (Approx. 50% of the AHP rate is used as a guide)