

Engagement Rates Schedule & Payment Procedure

Purpose

EMPHN's rates and payment process for work undertaken by subject matter experts in health and community advocacy are outlined here to:

- Ensure fair and consistent payment to the providers, stakeholders and community members who engage with us
- Attract new and diverse participants to work with us

Setting up an engagement

All stakeholder engagements are overseen by the Communication and Engagement Team.

When an EMPHN team wants to set up a stakeholder engagement, they must work with the Comms and Engagement Team to determine the scope of the engagement, considering:

- What is required from the engagement: outputs, engagement type (i.e. survey, consultation, document review)
- The time commitment required of participants
- Method of engagement (i.e. online, face-to-face, telephone)
- Accessibility requirements of participants
- Pre-engagement requirements (i.e. required papers, briefing documents, administrative paperwork)
- Support/post-engagement debriefing
- Internal support required to manage the activity

Payment

Payment is processed by FINANCE after the stakeholder has completed the activity. Participation is confirmed via the Engagement Register.

Use this table to ascertain what information/documents participants need to provide FINANCE to be paid for each engagement.

TAX STATUS	REQUIRED DOCUMENTATION FROM PARTICIPANTS
Participant has an ABN and is registered for GST	An invoice OR <ul style="list-style-type: none">• A completed RCTI Agreement (one time only)• A completed RCTI Form after each engagement
Participant has an ABN but is NOT registered for GST	An invoice
Participant DOES NOT have an ABN	A completed Statement by Supplier Form (one time only) PLUS

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(Where engagement payment is over \$75)	An invoice
Participant DOES NOT have an ABN (Where engagement payment is \$75 or less, payment is made via gift card*)	An email address (to enable gift card to be sent electronically)

*Gift cards options are available for the recipient to choose. Gift cards are sent via email. EMPHN staff member sends the completed and approved Gift Card Request Form to Finance for distribution to participants via email.

RATES SCHEDULE

Engagement type	Hourly rate (ex GST)
Clinical Council Meetings (2 hour minimum)	\$155
Clinical Council Engagements	\$155
Community Advisory Committee Meetings (2 hour minimum)	\$85
Community Advisory Committee Engagements	\$85
Wisecrowd	\$75

Terms

- Clinical Council and Community Advisory meetings are paid for a minimum of 2 hours
- Payment for remote engagements is calculated by rounding up to the closest 15-minute block (e.g. someone billing for 1 hour and 10 minutes is paid for 1 hour and 15 minutes)
- Payment for in-person engagements (other than CC and CAC meetings) is made for a minimum of 1 hour and calculated by rounding up to the closest 15-minute block

Other Engagement types	Hourly rate (ex GST)
Procurement panel	\$145
Community panel	\$75
Online survey	\$75
Document review	\$75

Terms

- Payment for remote engagements is calculated by rounding up to the closest 15-minute block (e.g. someone billing for 1 hour and 10 minutes is paid for 1 hour and 15 minutes)
- Payment for in-person engagements is made for a minimum of 1 hour and calculated by rounding up to the closest 15-minute block

NOTE: Engagement that requires payments to clinics must recommend the amount or proportion of the payment to go to the individual (who, for example, sat on the panel or reviewed the tender).

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Examples of Engagement

The rates schedule has been developed to maximise engagement, acknowledge participation and deliver value for money. EMPHN staff (with approval from the Communications and Engagement Team) can determine engagement reimbursement amounts based on activities shorter than 1 hour – in line with the engagement rates schedule.

For example:

Type	Time commitment	Anticipated reimbursement amount
Online survey	20 mins	\$45
Consultations	30 mins	\$50
Short document review	30 mins	\$50

Rates review

The Board reviews payment rates for the Clinical Council and the Community Advisory Council annually at the beginning of each year. All other rates are set by the Executive Director, Communication and Engagement, and reviewed annually.

EMPHN staff designing engagements outside the scope of this procedure must get approval from the ED, Communication and Engagement.