



## **SOUTH WESTERN SYDNEY AREA HEALTH SERVICE**

### **Policy on the Reimbursement of Consumer, Carer and Community Representatives**

It is proposed that this policy be endorsed as an interim policy and reviewed upon the development of a South Western Sydney structure for community participation.

#### **PURPOSE:**

To provide direction to health service managers on the reimbursement of community, consumer and carer representatives for out of pocket expenses.

#### **DEFINITIONS:**

A consumer, community or carer representative is a person who is not employed by SWSAHS but recognised as representing a community of interest and invited by SWSAHS to attend or be involved in participatory processes. A representative can be involved in a range of participatory processes; for example, advisory and planning processes, committee processes, workshops, forums, training and education.

#### **POLICY:**

It is recognised that consumer, community and carer representatives may incur expenses through their involvement in SWSAHS consultation and participation processes. Consumers, carers or community representatives involved in consultation and participation processes should be provided with the option of claiming their out of pocket expenses.

Arrangements can be made to reduce these expenses, such as, providing transport to meetings in a SWSAHS vehicle, access to telephone, fax and photocopying facilities.

Where representatives incur out of pocket expenses, they will be encouraged to keep a receipt or record of these expenses and complete a claim for reimbursement form (attached). The representative needs to seek approval from the appropriate manager for reimbursements prior to incurring an expense.

Out of pocket expenses may include (for example):

- Mileage reimbursement for the use of their vehicle
- Reimbursement of taxi and public transport fares
- Parking costs
- Child care costs
- Substitute carer costs
- Conference and workshop registration fees
- Travel costs to attend approved training/ conferences/ workshops

Prior to offering reimbursements, contact needs to be made with the Manager, Community Participation to discuss the consultation or participation process. Completed reimbursement claims should be sent to the Manager, Community Participation for approval and processing.

**PROCEDURE:**

The attached Consumer, Carer or Community Representative Claim for Reimbursement Form should be used to make a claim.

The appropriate space on the form for department number and approval needs to be completed by an authorised staff member.

In addition, you will need to get representatives who are completing a claim for the first time to fill out a Statement by Supplier form (form 3346) for the Australian Taxation Office. These forms relate to GST ie “Reason for not quoting an ABN to an enterprise” and thus negate the need to provide an ABN to the Area. The forms are available on the tax office web site: [www.ato.gov.au](http://www.ato.gov.au) under “Forms”.

The mileage rates for reimbursement are listed on the form. The rate is in accordance with the NSW Health Department Circular 2002/74 (6 August 2002) Section Four – Motor Vehicles.

Currently the rates of reimbursement are:

<u>Engine Capacity</u>	<u>Rate per kilometre</u>
1600cc and over	31.4 cents
Under 1600cc	26.3 cents

Once a claim form has been completed, it should be forwarded to Manager, Community Participation, along with the Statement by a Supplier form if this is a first-time claim.

Consumers, carers and community members who are regular representatives within SWSAHS can have reimbursements paid directly to their bank accounts through electronic transfer if they wish to provide these details. If the representative wishes to have this form of payment, the bank details need only be supplied on the first-time claim and future claims will be electronically paid.