



REPRESENTATION POLICY AND PROCEDURE

NAME OF POLICY	Representation Policy
VERSION	4.0
EFFECTIVE DATE	Feb 2020
APPROVED BY	EIS Health Limited Board
DATE LAST REVIEWED	May 2020
SCHEDULED REVIEW DATE	Feb 2022

EIS Health Ltd.

Purpose

The purpose of this policy is to provide guidance on the approach to the appointment, review, reporting and remuneration for:

- Staff and non-staff representation on internal EIS committees and working groups;
- Staff and non-staff representing EIS Health Limited (EIS) on committees established and operated by organisations external to EIS.

Scope

This policy applies to the appointment of EIS representatives. It includes EIS employees, directors and external representatives to internal committees and working groups and where EIS has been invited and agrees to nominate a representative, to be appointed as a member of an external body. It includes external members of evaluation panels established by EIS.

Policy Statement

EIS recognises the importance of obtaining stakeholder input on EIS internal committees and working groups to ensure that the interests of stakeholders in the region are considered.

EIS also recognises that it is important for EIS to be well represented on external committees and attendance at a range of meetings, including consultations, to ensure that EIS provides input on specific topics and facilitates communication and collaboration between organisations. This assists us to fulfil our organisational purpose of improving and transforming healthcare.

Principles

In determining how the organisation should be best represented, the following needs to be considered:

- The CEO will determine whether a Director or an external representative is the most appropriate representative in situations where this option is available. This will largely depend upon the level of policy development and decision making involved and the potential impact and influence on EIS priorities and direction. Should the CEO consider that a Director might be a good representative this recommendation will be sent to the Board for approval.
- Representative appointments will be guided by several factors, including, but not limited to:
 - geographical region
 - area of interest
 - skills and subject matter expertise
 - culturally appropriate appointments and diversity considerations
 - compliance with all other relevant EIS Health Ltd policies and procedures

- Should a potential representative be approached by an external organisation to represent EIS on a committee or other body, the appointment must be approved by the relevant General Manager.
- Nominations for external representatives and internal committees may be sought from EIS member organisations.
- The appointment of representatives to EIS internal committees and working groups established by EIS will be at the discretion of the relevant General Manager.
- The appointment of representatives to interview panels in the recruitment of EIS staff will be at the discretion of the employing manager with guidance from the GM Corporate Services – this procedure is further expanded upon in *HR Aboriginal Recruitment and Retention Policy & Procedure* and in *HR Recruitment Policy and Procedure*¹.
- The appointment of external representatives to evaluation panels as part of a procurement process will follow the policies and procedures set out in the *GOVE Procurement and Contracting Policy* and *GOVE Procurement & Contract Management Manual*.

Reporting

The requirements set out below are the minimum requirements that a representative appointed by EIS Health must meet in order to obtain remuneration for any representation activities undertaken on behalf of EIS Health.

Internal Committees

For representation on EIS committees and working groups, there are no reporting requirements other than the minutes of the meeting which are available via SharePoint.

External Committees

For representation at meetings organised by external bodies, issues of significant interest to EIS should be included in a report to be submitted following each meeting as follows:

- Employee representatives should enter information into our CRM (SalesForce).
- Non-staff representatives should use the External Meeting Report template which can be attached to the External Representatives Claim Form and submitted to the Member Support and Engagement Team. Summaries of these reports will be provided to the Board, Clinical and Community Councils and EIS Health's planning team.

Remuneration Policy

EIS does not pay for attendance at, or for the chairing of CPD events.

EIS also does not pay if attendance is part of the person's employment. Local Health District and NGO representatives are not remunerated for attendance at EIS meetings if they are attending as part of their job.

Non-staff representatives who do not receive payment from their employer for attendance, **may** be paid an hourly rate for attendance at meetings, calculated to the nearest half hour to a maximum of four hours. This rate may vary from time to time as approved by the Executive Management team of EIS Health Ltd and published in the current Representation Procedure (Appendix 1).

¹ This policy and procedure is in draft form at Feb 2020

An additional fee may be paid (at EIS discretion) for reading, travel time and preparation and submission of a report. In addition, EIS may reimburse reasonable expenses associated with travel and subsistence where appropriate.

Additional remuneration may be payable for pre-reading as part of each incidence of representation. Payments for pre-reading must be limited to a maximum of 1 hour of work. Payment for pre-reading is at the discretion of the relevant GM.

Remuneration Procedure

External representatives may receive remuneration by one of the following methods:

- Remuneration as an employee through SAGE ESS (This is restricted to Board Directors and to external representatives on Board Subcommittees only.)
- Via the submission of an invoice with a valid ABN (this may or may not include GST depending on the volume of revenue that the representative puts through their ABN.)
- Via the submission of an External Representative Claim Form. The requirements and accompanying documents relating to this method are very strict. It is wholly the responsibility of the program officer responsible for the representative to ensure that all compliant documents are completed and received by EIS finance – **See Appendix 2.**

Reimbursement of reasonable expenses will only be processed upon production of a valid tax compliant invoice/receipt.

Representation Register

All representatives are recorded in the EIS accounting system, NAV Business Central, with the exception of those Board Directors who receive payment through PAYG (these are recorded in SAGE ESS. All representatives will have a specific code in NAV in order to easily reported.

The GM responsible for each committee on which representatives sit must maintain the following information:

- A list of current external committees on which EIS Health Limited is represented together with names of the representatives; and
- A list of current internal committees and working parties together with the names of the representatives.

Support for representatives

EIS will provide all representatives with:

- All available information regarding the committee or meeting for which the representative is nominated; and
- EIS' Expectations of Representatives (Appendix 1)

Policy document control

Documents related to this policy

External meeting report template

External representatives claim form

FIN Refunds Procedure

GOVE Conflict of Interest Policy

GOVE Conflict of Interest Procedure

GOVE Privacy Policy and Procedure

GOVE Procurement and Contracting Policy

GOVE Related Party Transaction Policy

GOVE Theft, Fraud and Corruption Prevention Policy

HR Code of Conduct

OPER Parking Procedure

Policy review and version tracking

Review	Date approved	Approved by	Next review due
1.0	16/9/2016	EIS Health Board	September 2017
2.0	October 2017	EIS Health Board	October 2018
3.0	May 2019	EIS Health Board	May 2020

APPENDIX 1

Expectations of EIS Health Limited Representatives

All representatives appointed to committees established and operated by EIS Health Limited or appointed as an EIS representative to a committee or working group established and operated by organisations external to EIS Health Limited are required to conduct themselves at all times in accordance with the following principles:

- Provide their expertise and commitment when representing EIS and or Central and Eastern Sydney PHN
- Act ethically, with honesty and integrity in the best interests of EIS at all times.
- Attend a majority of meetings; to promote continuity, or where attendance is not possible, submit an apology.
- Prepare for each meeting by reading and considering the agenda items, papers circulated and other relevant documents before the meeting.
- Provide a written report of the significant issues of interest using the External Meeting Report template.
- Remain informed of EIS Board Key Messages and CESPHN Strategic Plan.
- Participate fully and frankly in deliberations and discussions; to encourage a diversity of opinion.
- Make decisions fairly, impartially and promptly, considering all available information.
- Not harass, bully or discriminate against colleagues, members of the public and/or employees of EIS Health Limited.
- Not improperly influence other committee members.
- Declare any actual or potential conflicts of interest (see below) and note this in their written report.
- Maintain and respect confidential discussions as appropriate.

Conflicts of interest

Representatives have a responsibility to declare any actual or potential conflicts of interest and ensure they do not affect the activities or decisions of the committee. Conflict of interest may be regarded as:

- Real – the representative is in a position to be influenced by their personal interests in the carrying out of their duties.
- Perceived – the representative appears to be influenced by their personal interests in the carrying out of their duties.
- Potential – the representative is in a position where they may be influenced in the future by their personal interests in the carrying out of their duties.

It is expected that representatives will:

- Openly declare any matters of private interest and record any issues with the potential for conflict or perceived conflict to ensure they are transparent and capable of review.
- Where appropriate, disqualify themselves from discussions and decisions where a conflict of interest occurs.

- Not allow personal or financial interests, or the interests of any associated person, to conflict with the interests of Central and Eastern Sydney PHN.
- Where conflicts of interest do arise, ensure they are managed in the public interest and advise how any conflict of interest was managed.

Current Rate

The current hourly rate for representation is \$130. The rate may vary from time to time as approved by the Executive Management team of EIS Health Ltd. Any rate change will be published in the latest version of this policy.

APPENDIX 2

How external representative should make claims

External representatives may claim for reimbursement of their time in accordance with the policy, when they have carried out one of the following activities:

- Attended an EIS internal committee or working groups; and or
- Attended meetings organized by external bodies, on behalf of EIS

There are several ways of claiming a reimbursement:

- Board members and external representatives to Board subcommittees
 - Submit a claim in the form of a Tax Invoice, to cover their attendance, at the hourly rate, as specified in Appendix 1 of this Policy, or
 - Submit a claim via email for reimbursement through payroll
- Other representatives who have an ABN
 - Submit an invoice that they have generated themselves, or
 - Submit a claim using the form 'Tax Invoice Claim Form – ABN' (link to be added when finalised)
- Representatives acting in a private capacity who do not have an ABN
 - Submit a claim using the form 'Representative claim form – no ABN' (link to be added when finalised)

Claim form details

All fields must be completed

EIS liaison confirmation

The EIS staff member who arranged for the act of representation must review the form and confirm that the activity took place, prior to this being entered into NAV by the Program Officer.

GST

Where a representative is issuing a tax invoice (either generated themselves or using the 'Tax Invoice Claim Form – ABN', they must indicate whether or not they are GST exempt.

Withholding tax exempt

EIS must legally withhold 46.5% withholding tax when making payments for activities which are not invoiced through an ABN, except where a representative is undertaking this activity for one of the following reasons:

- made in the course or furtherance of an activity done as a private recreational pursuit or hobby, or
- wholly of a private or domestic nature

If the above criteria are met, then the representative is eligible to complete the ATO form 'Statement by a Supplier' from and EIS does not have to withhold any tax. In order to not withhold tax this form must accompany every single claim made by an individual. It cannot be used to govern a period or multiple activities.

A link to this form is contained within the 'Representative claim form – no ABN'.

If this form is not completed then EIS will withhold 46.5% tax from any reimbursement for representation from non-ABN representatives.

[Link to Representative Claim Form No ABN – Excel Version](#)

[Link to Representative Claim Form No ABN – PDF Version](#)

[Link to Tax Invoice With ABN – Excel Version](#)

[Link to Tax Invoice With ABN – PDV Version](#)

