



CCN Remuneration Policy

1 BACKGROUND

CCN (Canterbury Clinical Network) is a collaborative of health professionals, mana whenua, consumers, and cross sector partners working collaboratively to improve the health and wellbeing of our communities. We bring people together in forums to design equitable health services and collectively make decisions about how, when and where services are delivered. We use data on current and predicted trends, alongside real-world experiences from our providers and our community, to identify areas of inequitable access or outcomes and inform decisions.

We use a principles-based framework to ensure that people and their family/ whānau are at the centre of designing equitable health services in a genuine and purposeful partnership.

The work of the CCN is delivered through a number of clinically led groups that are responsible for exploring, identifying and recommending new and improved service delivery approaches to the Leadership Team (LT). The CCN structure includes the Leadership Team (LT), the Support Team (ST), the Programme Team, and the CCN work programme, which includes Workstreams (WS) Service Level Alliances (SLAs), Service Development Groups, work groups and Caucus or forums.

2 APPLICATION

Remuneration for participation across CCN groups is to recognise the commitment and contribution of members. This policy sets out the level of payments applicable. The rates outlined in this document are intended as a contribution to costs incurred.

Eligibility:

- 2.1 It is expected that employees of organisations such as Te Whatu Ora Waitaha, PHOs, NGOs or Community Providers will be remunerated for attending meetings within their standard salary package by their parent organisation.
- 2.2 People in salaried roles who are attending on their own behalf (i.e., are attending out of hours, or when their salary does not cover time spent out of the office or are attending a meeting not related to their normal paid work) will be offered payment.
- 2.3 Remuneration is offered according to the rates found in section 3 of this policy. The most cost-effective remuneration option shall be offered.
- 2.4 Where an attendee does not qualify for remuneration as per 2.1 above, their employer may qualify for payment where there is a business-related cost, for example, the need to employ a replacement to allow the salaried employee to attend the meeting. This will be agreed with the CCN Executive Director on a case-by-case basis.
- 2.5 Work done outside of meetings (i.e., preparation for the meeting such as reading papers) or work directed by the CCN group is not reimbursed, unless agreed with the CCN Executive Director in advance. Where it is agreed there will be remuneration for work done, additional hours may be invoiced or a contract for services may be considered.
- 2.6 Absences will not be remunerated.
- 2.7 There may be situations when the Executive Director will exercise discretion with respect to this policy to ensure that specific perspectives and/or skill sets are enabled to participate in CCN groups. When a discretionary payment has been approved the circumstances will be disclosed to the LT.

3 MEETING RATES & PAYMENT

Meeting rates are exclusive of GST and will be subject to GST or withholding tax at a rate of \$0.33 (declared) or \$0.48 (non-declared).

3.1 CCN LEADERSHIP TEAM

3.1.1 CCN Leadership Team Independent Chair:

The Independent Chair will receive payment monthly, at an annual rate agreed by the Executive Director Planning and Funding, Te Whatu Ora Waitaha and in consultation with the LT. The Independent Chair is entitled to receive remuneration for travel and other meeting related expenses as described below.

3.1.2 Leadership Team Members:

LT members that are not remunerated for attending within their standard salary package by their parent organisation will be offered the following meeting rates (MR) for attendance. This rate will include when LT members attending CCN group meetings as LT sponsor.

Perspective	MR per hour, up to 3 hours (excluding GST)	Over 3 hours
Leadership Team Member	\$165	\$500 (half day) \$1000 (full day)

3.2 SUPPORT TEAM

Support Team member attendance is not funded via CCN. Participation is considered part of their organisations' commitment to the CCN.

3.3 CCN WORK PROGRAMME

Payment is for participation in CCN groups across the work programme, including workstreams, service level collaboratives, service development groups, work groups, Caucus, taskforces and CCN co-design workshops.

For eligible members (as outlined in section 2), the following meeting rates apply as per the perspective brought to the meetings (as per the perspective recorded in the CCN Group's Terms of Reference).

Perspective	MR per hour, up to 3 hours (excluding GST)	Over 3 hours
Independent Chair of CCN Groups	\$165 <i>*As per meeting fee of up to two hours will be offered to recognise work in between meetings.</i>	\$500 (half day) \$1000 (full day)
Self-employed people who experience a business-associated opportunity cost	\$165	\$500 (half day) \$1000 (full day)
All other members (those without a business-associated cost)	\$65	\$200 (half day) \$400 (full day)

3.4 TIME SPENT TRAVELLING AND MILEAGE

3.4.1 Members will be paid for time spent travelling if they have to travel for more than **two hours** (return) to attend a CCN meeting. Mileage and travel time will be calculated using the most direct route on Google Maps.

3.4.2 The mileage rate is payable at current Inland Revenue standard rates.

3.5 CANCELLATION OF MEETINGS

Payment to members for cancellations may be approved by the CCN Executive Director where:

- The cancellation was unforeseeable;
- The member was unable to reschedule other work to take advantage of the time made available;
- The member suffered real loss of income as a result of the cancellation.

The affected member needs to make a case to the CCN Executive Director on each occasion.

3.6 PAYMENT METHODS

- 3.6.1 Payment is made by direct credit to a nominated bank account. The trigger for meeting remuneration payments will be via the completion of the CCN Attendance Sheet being submitted to the CCN Programme Office, by the facilitator.
- 3.6.2 Companies who are GST registered may invoice Pegasus Health (email to AP@ccn.health.nz) on a monthly basis, or, preferably, a Buyer Created Tax Invoice (BCTI) will be produced for them.
- 3.6.3 Non-GST registered attendees will be paid via a Payer-Generated Invoice, which is produced for them.
- 3.6.4 Individuals are responsible for maintaining their own records according to tax law requirements.
- 3.6.5 Payment is made on or around the 20th of the month following the invoice date or meeting date.

4 NEW MEMBER DOCUMENTATION

If eligible to be reimbursed for meeting attendance, new members are required to submit the following documentation to ensure timely payment (these can be obtained from group's facilitator).

- 4.1 The CCN Meeting Attendance Payment (MAP) form.
- 4.2 IR330C Tax Form.
- 4.3 If payment is to go to a Limited Liability Company, registered with the NZ Company Register, then an IR330C Tax form is not required.
- 4.4 If the payment is to go to an individual or a business that is not a Registered Company but is GST registered then an IR330C tax form is required. Withholding tax will be applied to your payment.

5 TERM OF THIS POLICY

Changes in remuneration policy must be communicated across the CCN work programme. The effective date of this policy is February 2023 and will be due for review in February 2024.