

# Reimbursement Information

## Carer Representation Program



### Participation Payment and Reimbursement for Reading Time

A participation payment is made in recognition of your contribution to the work of the committee. Participation payments are made according to the following conditions:

- A **\$30 hourly rate** is based on an hour by hour basis (or part thereof). The hourly rate above applies from the commencement of the meeting to its completion. *Travel time is not included.*
- In addition to any meeting/participation time paid, if additional reading/document review time is required for the committee, Carers WA will reimburse at a **\$30 hourly rate** for up to one hour per meeting without verification. Reading/review time does NOT include reading of agenda and minutes of meetings. You are required to document on the form what the reading/preparation/review time was in relation to. For reading or review time exceeding one hour, the Committee Chairperson must provide PRIOR approval to the Carer Representative (this may be verbal or by email) and either before or after the approval is granted, the Chair is to print and sign their name on the Payment Claim Form in order for the reading time to be paid. If the Committee Chairperson does not sign the Claim Form, Carers WA cannot pay more than one hour of reading time.
- Carers WA must approve the participation of the Carer Representative on the committee before a Participation Feedback and Payment Claim Form is submitted by the Carer Representative.
- Carer Representatives have the right to accept or decline payment for their participation. If payment is claimed, all forms must be sent in to Carers WA no later than 2 weeks after the meeting date, otherwise payment is not guaranteed.
- If you are having difficulty completing and returning forms, please call the Carer Representation Advisor to complete the form. The Carer Representative's signature can be collected at a later time.
- As part of the accountability and debriefing processes, it is required that Carer Representatives complete feedback forms after each meeting. This is also an opportunity to raise any issues you have about your participation and identify if you want or need any further support. Your feedback form alerts Carers WA to emerging carer issues for possible advocacy.

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**Important Note:** Payments for Participation and reading time are regarded as income for taxation purposes and may affect benefits if you are receiving a pension or allowance. It is your responsibility to check how this affects you and to receive independent advice. You may contact the Department of Human Services for more information regarding Centrelink benefits.

### Travel Reimbursement

Travel reimbursements are made according to the following conditions:

- The use of public transport is encouraged wherever possible. Travel to meetings on public transport will be reimbursed. Tickets must be retained and provided at the time of submitting a reimbursement claim.
- Mileage will be paid for travel to the meeting venue from the Representative's home or place of work, and return.
- Mileage rates will be paid at the cents per kilometre rate set out by the Australian Taxation Office (MVE 2018/1) as per below:

Engine Capacity	Rate per kilometre
All vehicles designed to carry a load of less than one tonne and fewer than nine passengers (except a motor cycle or similar vehicle).	68 cents

- Parking fees incurred during meeting attendance will be reimbursed. Tickets must be retained and provided at the time of submitting a reimbursement claim.
- Taxi fares will not normally be reimbursed except in special circumstances and by prior arrangement with Carers WA Carer Representation Program staff.
- Regional or remote representatives (those on committees which are outside the North, South or East Metropolitan Health Service boundaries) or those who live > 100km round trip from home to meeting venue will need to clear this with the Carer Representation Advisor prior to submitting a claim.

### Claiming reimbursement of expenses

To claim reimbursement for participation and travel, complete the following process:

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- Complete a Participation Feedback and Payment Claim Form; and send to Carers WA within 2 weeks of the meeting for which you are claiming the payment.
- If you are claiming up to 1 hour of reading time, you have the following options for submitting the Participation Feedback and Payment Claim Form to claim payment:
  - Complete the interactive pdf version online and send directly to Carers WA by pressing the SUBMIT button;
  - Download the Microsoft Word or PDF versions from the website, complete it digitally and send to Carers WA via email;
  - Print the Microsoft Word version, complete the form by hand and send to Carers WA by post.
- If you are claiming for more than 1 hour of reading time, complete the Microsoft Word version digitally or by hand, and take the Payment Claim Form to your meeting and have the Chairperson sign it at the meeting. Then scan and email or send via post to Carers WA to claim payment.
- Receipts / tax invoices, public transport and parking tickets must be sent digitally or hard copy.

***Important Note:*** Carers WA are required to submit financial reports to the WA Department of Health and Mental Health Commission at the end of June and December each year. If your committee meetings fall within 2 weeks of these dates, please submit your claims immediately. If you cannot submit claims for any reason, please contact the Carer Representation Advisor to make alternative arrangements. Claims not submitted within two weeks of June 30 will not be paid.

### **Other costs associated with representation**

Carers WA will provide support to assist endorsed Carer Representatives in their roles. Such support may include web access, photocopying and accessing other Carer Representatives and Carers WA programs for the purposes of broader consultation.

### **For further details and enquiries please contact:**

Carer Representation Advisor on 1300 277 377  
or [carer.representation@carerswa.asn.au](mailto:carer.representation@carerswa.asn.au)