



ACT Health

General Practitioner Remuneration Policy and Procedure

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Purpose

ACT Health Directorate (ACTHD) values the expertise of GPs. General Practice is an integral part of the ACT health system and as such the active participation of GPs in the development, refinement and implementation of ACTHD strategies is considered very important.

With approximately one-third of all ACT hospital presentations coming from southern New South Wales, ACTHD acknowledges the importance of seeking representation from both local and regional GPs, and their representative organisations.

ACTHD engages with a number of organisations that represent general practice, for example South Eastern Primary Health Network (Coordinaire), ACT Primary Health Network (Capital Health Network), Australian Medical Association (ACT) or AMA ACT, Royal Australian College of General Practitioners (RACGP) and Canberra Afterhours Locum Medical Service (CALMS). ACTHD regularly requests the involvement of GPs representing these organisations, as well as individual GPs providing independent advice.

ACTHD acknowledges that GPs be remunerated appropriately for their time when participating in ACT Health Directorate non-clinical activities where direct GP input is sought.

This remuneration benchmark will ensure the consistent remuneration of GPs, whether they are representing an organisation or acting independently.

Principles underpinning this policy include:

- Payment for GP representation should not act as a disincentive to effective collaboration between ACTHD and general practice and more specifically, ACTHD engaging with GPs, and
- Both parties should agree an approximation of the expected total time for participating GPs in advance, before the activity commences.

Scope

This procedure applies to all ACTHD staff who are involved in the management of meetings, working groups, and employee selection panels which partner with GPs. This policy relates to the hourly remuneration for GPs when attending ACTHD non-clinical activities.

This may include GPs attending ACTHD activities as a representative of an organisation for example Coordinaire, CHN, RACGP, the AMA ACT or CALMS (except in the circumstances outlined below). GPs may also attend ACTHD non-clinical activities independently, i.e. in their own right and not as a representative of an organisation. Examples of relevant applications may include when specific GPs are invited to speak at events, or requested to participate in and join meetings to provide their expertise from a primary care perspective.

The rate applies to activities irrespective of whether they are in-hours or out-of-hours.

The payment is per hour of time spent at the ACTHD activity, but can be paid in pro-rata half hour increments as need arises.

This policy does not apply:

- In relation to remuneration for the provision of clinical services or clinical education. In this case, remuneration would be a matter for direct negotiation between the area of clinical operation and the general practitioner;
- When the activity is within the core business of the external organisation and the organisation has already covered remuneration, and
- Attendance at the ACTHD GP Policy Forum.

This procedure applies equally to an in-person meeting or an online meeting.

Roles and Responsibilities

Position	Responsibility
ACT Health Directorate	<p>It is the responsibility of each Division/Branch to ensure that this policy is uniformly implemented. Responsibility for the costs of GP participation rests with the Division/Branch responsible for the activity.</p> <p>Policy, Partnerships and Programs Division is responsible for receiving feedback regarding the effectiveness of this policy.</p>
General Practitioner	<p>It is the responsibility of the participating GP to provide for their own tax, superannuation and insurance arrangements, and to provide an invoice to the secretariat responsible for the ACTHD activity within 30 days of the activity taking place, so that the GP remuneration can be provided.</p>

Procedures and Requirements

1. Within one week of the meeting occurring, the GP is provided with:
 - A copy of the General Practitioner Remuneration Policy
 - A copy of the General Practitioner Remuneration Procedure

- A partially filled invoice template (The invoice must have the ACTHD contact/coder name to assist ACT Shared Services to direct the invoice to the correct place/person to process. This will ensure that the invoice has the correct information to complete the processing in a timely manner.)
2. At the meeting, the ACTHD event organiser or secretariat will record the attendance of the GP.
 3. Within 30 days of the meeting occurring, the GP will submit an invoice (using the template sent to them) to the ACTHD event organiser.
 4. Within 5 days of receiving the invoice, the ACTHD event organiser (including the Delegate) will progress the invoice to either:
 - a. [Invoice with ABN] apinvoice@act.gov.au. A supplier's registration is to be completed online (See References and Related Documents 'Oracle supplier request') if not already registered in the system, or
 - b. [Invoice without ABN] apsupport@act.gov.au. This will require an 'Accounts Payable Invoice Cover Sheet', located on the Shared Services Finance intranet site. It will also be necessary to submit a 'PAYG payment summary – withholding' or 'A Statement of Supplier without quoting ABN'. (See References and Related Documents for relevant links).
 5. Remuneration schedule:
 - GPs are to be reimbursed at the hourly rate of \$160 plus GST, or pro-rata in half hourly increments, when attending ACT Health Directorate non-clinical activities.
 - GPs should notify if they are registered for GST and this can be verified by the ACTHD event organiser through an ABN look-up system (See References and Related Documents for relevant link).
 - Invoices are processed each pay cycle so a GP should expect to receive payment 2-4 weeks after sending in their invoice.
 - GPs should be made aware that if they submit an invoice without an ABN, their remuneration will be taxed at a rate of 47%.
 6. It is important that records associated with General Practitioner Remuneration are collectively gathered within a shared reporting mechanism. It is the responsibility of each Division/Branch to provide the relevant Cost Centre Code on the Accounts Payable Invoice Cover Sheet and to ensure the Project Code of 29568 is utilised correctly on the Accounts Payable Invoice Cover Sheet. The cost centre should be that of the ACTHD unit or project engaging the GP.

The ACTHD will review this procedure every two years in consultation with key stakeholders.

Additional Notes

1. Receiving remuneration

It is the GP's choice to receive remuneration. Some may choose not to.

2. When the representative is an apology

If the representative is an apology to the meeting, they should not receive remuneration.

3. Work undertaken for a meeting out of session and travel costs.

When the GP undertakes work out-of-session in preparation for the meeting, including (but not limited to) research and constituent consultation, they do not receive additional remuneration. This out-of-session work is part of the GP's role as a committee member. Travel costs including travel time are similarly not included.

4. When a meeting is cancelled or re-located and the representative is not adequately informed

Where a GP arrives at a meeting to discover that the meeting is not being held as organised, or when a meeting is cancelled or postponed with less than 24 hours' notice, the GP will be reimbursed as if the meeting was held.

Records Management

It is the responsibility of each Division/Branch to ensure appropriate records are generated from the requirements of this policy. Each Division/Branch is responsible for the filing and storing of these records in accordance with the *Territory Records Act 2002*.

Implementation

Changes to the policy and procedure will be communicated to the GP Policy Advisor and/or Director of the Academic Unit of General Practice for providing to staff as appropriate. Peak GP representative bodies will also be advised of changes.

Evaluation

Intended outcome Measures	Method	Responsibility
The outcome of this policy is achieved when:	How will this be measured?	Who is responsible for evaluation?
There is a sufficient level of GP participation in non-clinical activities, which is supported by adequate remuneration	This policy will be reviewed by the ACTHD every two years in consultation with key stakeholders	Policy, Partnerships and Programs Division and Office of the Academic Unit of General Practice

References and Related Documents

- *Financial Management Act 1996*
- ACTHD Fraud Management Framework, Control Plan and Policy
- ACTHD Director-General's Financial Instructions
- [Oracle Supplier Request \(act.gov.au\)](https://www.act.gov.au)
- [Statement by a supplier not quoting an ABN | Australian Taxation Office \(ato.gov.au\)](https://www.ato.gov.au)
- [PAYG payment summary withholding where ABN not quoted](#)
- [HealthHQ - AP Invoice Cover Sheet.pdf - All Documents \(sharepoint.com\)](#)

Definitions

Term	Definition
Activities:	'Activities' refer to all non-clinical ACTHD events that GPs may be asked to participate in. These may include meetings, committees, forums and workshops where direct GP input is sought.
Core Business:	Activities relating to GP engagement which are funded through an existing ACTHD service funding agreement or from a non-ACTHD source.

Version Control

Version	Date	Comments
1	May 2021	General Practitioner Reimbursement Policy
2	July 2023	Incorporated the procedure

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