

Remuneration and Travel Policy

Responsible Officer:	Manager, Policy and Client Services
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Superseded Documents:	PHRN Remuneration and Travel Policy v2.0
Review:	To be reviewed in February 2013
Associated PHRN Documents	PHRN Remuneration and Travel Guidelines PHRN Committees Policy

Version	3.0
Authorisation	Authorised by Prof Brendon Kearney
Approval Date	3 February 2012
Effective Date	3 February 2012

1. Purpose

The Population Health Research Network (PHRN) Management Council recognises that travel of its members and those of its committees is an integral part of the success of a collaborative national data linkage network. As such, this policy provides for PHRN-related travel expenses to be covered for those individuals required to travel to, and stay overnight, in locations other than their usual place of work. These arrangements have been developed to ensure that individuals representing the PHRN do not incur expenses due to away work beyond that expected under normal circumstances.

2. Scope

The policy applies to researcher members and consumers/community members of the PHRN Management Council and its committees and members who are not nominees of an organisation.

3. Policy Statement

3.1 Travel Entitlements

- 3.1.1** The PHRN will cover the travel and accommodation costs for researcher members and consumer/community members of the Management Council, to attend Management Council meetings.
- 3.1.2** The PHRN will cover the travel and accommodation costs for consumer/community members of committees and members who are not nominees of an organisation, to attend Management Council committee meetings.

3.2 Remuneration

- 3.2.1 Consumer/Community members of PHRN Management Council and its committees and members who are not nominees of an organisation may receive a daily sitting fee, dependent on circumstances.

4. Associated Documents

- PHRN Remuneration and Travel Guidelines
- PHRN Committees Policy

5. Implementation

5.1 Roles & Responsibilities

5.1.1 PHRN Management Council

The PHRN Management Council is responsible for endorsing the PHRN Remuneration and Travel Policy and related procedures and guidelines and endorsing any amendments to these documents recommended as a result of any review.

5.1.2 PHRN Program Office for Data Linkage

The PHRN Program Office for Data Linkage will operate as the central coordinator for the submission and reimbursement of travel-related expenses and remuneration.

5.2 Support & Advice

The PHRN Program Office for Data Linkage will be the central contact point for support and advice relevant to this policy:

- Phone: (08) 6389 7300
- Email: phrn@ichr.uwa.edu.au
- Address: 105 Hay St Subiaco WA 6008

6. Review

Evaluation of this policy and related guidelines are to be undertaken by the PHRN on an annual basis.

7. Definitions

Committee means any committees formed by the PHRN Management Council, including working groups and advisory groups;

Consumer/community member means an individual appointed to a PHRN Management Council committee with expertise in consumer and community engagement;

Data user refers to a person who performs research using data provided in the course of a PHRN project. This includes investigators, analysts and others who work for a range of organisations including academic institutions and government organizations;

PHRN Funding Agreements means the agreements between the Commonwealth of Australia as represented by the Department of Innovation, Industry, Science and Research and the University of Western Australia regarding funding for implementing the Investment Plans for the research capability known as the Population Health Research Network, under the National Collaborative Research Infrastructure Strategy and the Education Investment Fund Super Science Initiative, respectively;

PHRN Infrastructure means the basic physical and organisational structures needed for the operation of the PHRN;

PHRN Management Council means the group established under the PHRN Funding Agreements to oversee the implementation of PHRN infrastructure in accordance with the PHRN NCRIS and PHRN EIF-SSI Investment Plans;

Researcher member means an individual appointed to the PHRN Management Council due to their knowledge of health data linkage systems and methods and the analysis linked datasets.

Appendix A: History

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Professor Brendon Kearney	11 September 2009	11 September 2009	First endorsed version
2.0	Professor Brendon Kearney	6 November 2010	6 November 2010	New format Sections 6, 7 and 8 added Updated to include remuneration for consumer/ community members on Management Council
3.0	Professor Brendon Kearney	3 February 2012	3 February 2012	Acknowledgement of PHRN EIF-SSI funding Minor changes to glossary