

### Submitting Invoices and getting paid 2019/2020

#### Payment terms

By participating in the *Safety in Practice* initiative, you will receive from Waitemata or Auckland DHB: A financial contribution of **\$5,400.00 excl GST** to cover staff time (this amount will be paid by the DHB as a single amount as set out below, provided that all of the requirements are met throughout the year.)

Please note if these deliverables are not met we may withhold any or all of this payment under this agreement, a breakdown of payment per activity as required in this agreement is detailed in Table 1 below.

**Table 1 Payment breakdown for activity**

Description	Price	Volume
Attendance to Learning session	\$1,125 excl GST per session	4 per year
Complete audit data submitted monthly	\$90 excl GST per submission	10 submissions per year
<b>Total for the year</b>	<b>\$5,400 excl GST</b>	

Invoices should be submitted and paid according to the schedule below:

**Table 2 Invoice Schedule 19-20**

Payment period	Invoice Amount	Submission Date	Payment condition 1	Payment condition 2
July 2019 – June 2020	\$5,400 excl. GST	30th June 2020	<p><b>FIRST YEAR TEAMS:</b> Attendance to Learning session 1 – Quality Improvement Skills Workshop (Usually in August/September).</p> <p><b>ALL TEAMS:</b> Attendance to Learning session 2 (Usually in November)  Attendance to Learning session 3 (Usually in March)  Attendance to Learning session 4 (Usually in June)</p>	<p>Audit data received for: August – submitted in September September – submitted in October October – submitted in November November – submitted in December December - submitted in January January - submitted in February February - submitted in March March - submitted in April April - submitted in May May - submitted in June</p>

Teams must submit invoices using the 'SiP invoice template' which can be downloaded from the SiP website. All invoices must be correctly completed with the correct amount per period as shown in the schedule above. In submitting the invoice you are confirming you have completed all requirements as outlined above in order to receive payment. The DHB reserves the right to withhold some or all payment if deliverables have not been met. See

Table 1 for payment breakdown. I.e. if you do not attend a learning session we will withhold \$1,125 from you.

**Where to send your invoice:**

**Email:** [providerinvoices@health.govt.nz](mailto:providerinvoices@health.govt.nz)

**Cc:** [info@safetyinpractice.co.nz](mailto:info@safetyinpractice.co.nz)

**Post:** Provider Payments  
Ministry of Health  
Private Bag 1942  
Dunedin  
9054

**Help?**

Any queries please contact [info@safetyinpractice.co.nz](mailto:info@safetyinpractice.co.nz)