

Mid North Coast
Joint Organisation

mncjo



**POLICY: PAYMENT OF EXPENSES AND PROVISION OF FACILITIES
TO MEMBERS OF THE BOARD**

Date Policy Adopted: xxx

Date Due for Revision: xxx



Preamble

The Joint Organisation (JO) Expenses and Provision of Facilities Policy is designed to cover any needs associated with the exercise by Board Members and the Chairperson of their JO functions that are not otherwise covered under member Council's Expenses and Facilities policies.

Board Members and the Chairperson are not entitled to make a claim under a JO Expenses and Provision of Facilities Policy where a claim has been covered under a member Council's policy and vice versa.

1. EXPENSES

(a) Travel Expenses

Members cover their own costs for accommodation and travel to and from meetings of the Board and its Committees, but may claim these expenses from their own Council as these expenses are incurred in the course of undertaking Council business.

Expenses for use of a private motor vehicle will be based on the relevant kilometre rate in the Local Government Award or relevant member Council policy.

(b) Conferences, Seminars and Inspections – Reimbursement of Costs

Subject to JO approval or approval by the Chairperson if insufficient time for JO approval.

- (i) Registration: including official luncheons, dinners and tours relevant to the conference.
- (ii) Accommodation:

Meal allowances (dinner and lunch) -	\$ 100 (per day)
Accommodation (capital city) -	\$ 400 (per day)
Accommodation (country areas) -	\$ 200 (per day)
and reasonable telephone costs.	

- (iii) Accommodation for the night before or after the conference where necessary.

Expenses for representing the region will be considered by the Board if sufficient time allows or by the Chair where the request is made before the expense is incurred.

Expenses for use of a private motor vehicle will be based on the relevant kilometre rate in the Local Government Award or relevant member Council policy.

Travel by air (when required) to be by economy class.

The Chairperson needs the concurrence of the other voting Board members if insufficient time is available for the request to be approved in a formal Board meeting



(c) Payment of Carer's expenses

Provision will be made for the making of payments for reasonable requests for expenses associated with carer responsibilities.

2. FACILITIES

(a) Members

The Members are to receive the benefit of the following JO facilities:

- (i) Meeting Meals and Refreshments – provision of meals and refreshments associated with JO, Committee and Working Parties/Special Committee meetings.
- (ii) Meeting Rooms – Provision of meeting facilities for the purpose of JO, Committee and Working Parties/Special Committee meetings (and for meeting with constituents), where available.
- (iii) Photocopiers – provision of photocopying facilities at the JO's Office for official purposes.

(b) Chairperson

In addition to those facilities provided to the Members, the Chairperson is to receive the benefit of:

- (i) Secretarial Services – word processing and administrative support provided by the Executive Officer;
- (ii) Administrative Support – assistance with functions, organisation, meetings and the like for official purposes.

(c) Deputy Chairperson (if appointed)

In addition to those facilities provided to the Members, the Deputy Chairperson is to receive the benefits of the Chairperson when acting in the office of JO Chairperson.

(d) Arbitration of Claims

The Chairperson, (the Deputy Chairperson when the claim is made by the Chairperson) and the Executive Officer will be responsible for determining whether all claims are reasonable and within the guidelines as set by the policy adopted by the Organisation. Any member dissatisfied with the determination can request the matter be submitted to Council for consideration (e)Sitting Fees for Voting Members of the Board.

(e) Sitting Fees for Voting Members

A sitting fee will be made available, \$250 per meeting upon application, to the voting members of the Board (Mayors) or their delegates for attendance at MNCJO Board meetings. Application for payment of a sitting fee is to be made to the Executive Officer in writing, who will then process the application for payment. The Executive Officer will ensure that information on what sitting fees have been paid to voting members of the Board is reported to an MNCJO Board meeting annually.
