



POLICY ON PAYMENT OF EXPENSES AND PROVISION OF FACILITIES TO MEMBERS OF THE JOINT ORGANISATION

Date Policy Adopted: 5TH September 2018

PREAMBLE

The Joint Organisation Expenses and Facilities Policy is designed to cover any needs associated with the exercise by Board Members and the Chairperson of their joint organisation 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 Joint Organisation's expenses and facilities policy where a claim has been covered under a Member Council's Policy and vice versa.

1. EXPENSES

(a) Annual Remuneration to Chairperson

The joint Organisation will pay an annual remuneration to the Chairperson, payable on a monthly basis, and to be determined by the Board at a meeting prior to the election of the Chairperson.

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

Subject to JO Board approval, or approval by the Chairperson or Deputy Chairperson if there is insufficient time for JO Board approval.

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

(ii) Accommodation (country areas) - \$ 200 (per day)

Accommodation (capital city) - \$ 400 (per day)

Accommodation for the night before or after the conference where necessary.

(iii) Meal allowances (dinner and lunch) - \$100 per day

(iv) Reasonable telephone costs

(v) Delegates accompanied by spouse/partner.

- Equivalent of single accommodation cost to be met by the JO with additional accommodation cost to be met by delegate/spouse.
- All additional costs to be met by spouse/partner unless such is related to the official capacity of the delegates partner (eg conference dinner).

(c) Travel Expenses

(i) Members cover their own costs for accommodation and travel to and from meetings of the Board and its Committees.

- (ii) Expenses for use of a private motor vehicle to be based on the relevant kilometre rate in the Local Government Award.
- (iii) Attendance at meetings representing the JO in capacity of Chairperson of a JO Committee. 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.
- (iv) Conferences and Seminars.
 - Members using private vehicles to be reimbursed according to the relevant kilometre rate in the Local Government Award as was previously the case, where not already covered by the Member Council.
 - Subject to the total cost not exceeding the economy class airfare as applicable and appropriate.
 - Travel by air (when required) to be by economy class.

2. FACILITIES

(a) Members

The Board 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) Travel – provision of JO motor vehicle (when available) for travel to Conferences, Seminars, etc when on official JO business, where not already covered by a Member Council.
- (iii) 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.
- (iv) Photocopiers – provision of photocopying facilities at the JO's Office for official purposes.

(b) Chairperson

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

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

(c) Deputy Chairperson

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 Joint Organisation. Any person dissatisfied with the determination can request the matter be submitted to the Joint Organisation for consideration.

End of Draft Expenses and Facilities Policy