

Payment of Expenses and the Provision of Facilities to Board Members Policy

Recommendation:

That:

- (1) the draft policy for the payment of expenses and the provision of facilities to Board members and the Chairperson be referred to member Councils for their comment for a period of 42 days.
- (2) the draft policy and comments from member councils be referred to a future meeting of the Board for consideration and adoption of the policy as amended (if required).

It is a requirement that the Joint Organisation adopt an expenses and facilities policy, refer the fact sheet as **Attachment 2** Joint Organisation Implementation Guidance 2.6 Page 25.

The policy is to be developed in consultation with member Councils. The policy must comply with the Office of Local Government's Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW; refer <https://www.olg.nsw.gov.au/strengthening-local-government/supporting-and-advising-councils/directory-of-policy-advice/councillor-expenses-and-facilities>

Board member expenses and facilities

All joint organisations must, in consultation with their member councils, adopt a policy For payment of expenses and the provision of facilities to board members who are voting representatives and the chairperson (an expenses and facilities policy).

Expenses may only be paid, and facilities provided, in accordance with each joint organisation's expenses and facilities policy.

Adopting an expenses and facilities policy

Joint organisations must adopt an expenses and facilities policy as soon as possible. Expenses may only be paid and facilities provided to board members who are voting representatives and the chairperson in accordance with the policy adopted by the joint organisation.

Joint organisations are required to consult with their member councils on the content of their expenses and facilities policy.

As with councils' expenses and facilities policies, joint organisations' policies must comply with the OLG's *Guidelines for the payment of expenses and the provision of facilities for mayors and councillors in NSW*, which is available OLG website.

Relationship between joint organisations' and member councils' expenses and facilities Policies

Joint organisations' expenses and facilities policies should be designed to complement and supplement the expenses and facilities policies of member councils.

Because membership of the board of a joint organisation arises from board members' role as mayor (or in the case of alternate or additional voting representatives, as the deputy mayor or councillor of a member council) the exercise of their functions as board members in effect forms part of the exercise of their functions as mayor, deputy mayor or councillor of a member council.

This means that many of the expenses incurred by board members (e.g. travel expenses incurred to attend board meetings) may be recoverable under member councils' expenses and facilities policies.

Joint organisations' expenses and facilities policies should be framed with this in mind.

They should be designed to cover any needs associated with the exercise by board members and chairpersons of their joint organisation functions that are not otherwise covered under their member councils' expenses and facilities policies.

Expenses and facilities policies of joint organisations and their member councils should also contain provisions to prevent 'double dipping'.

It should be clear that board members are not entitled to make a claim under a joint organisation's expenses and facilities policy where the claim has been covered under a member council's policy and vice versa.

A draft Policy follows for referral to member Councils for consideration.

Funding for Board Member Expenses and Facilities will be provided for in future budgets.

ORANA JOINT ORGANISATION
Payment of Expenses and Provision of Facilities Policy

Preamble

The JO 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) 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) - \$150 (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.

(iv) 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).

(b) Travel Expenses

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

Expenses for use of a private motor vehicle to be based on the relevant kilometre rate in the staff award.

(ii) Attendance at meetings representing the JO in capacity of Chairperson of a JO Committee.

Expenses for use of a private motor vehicle to be based on the relevant kilometre rate in the staff award.

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.

(iii) 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 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 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 Council. Any Council dissatisfied with the determination can request the matter be submitted to Council for consideration.