
FAR NORTH WEST JOINT ORGANISATION

POLICY: PAYMENT OF EXPENSES AND PROVISION OF FACILITIES POLICIES

ADOPTED: 23 OCTOBER 2018

PREAMBLE

The Far North West 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.

PURPOSE AND CONTEXT OF THE POLICY:

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 kilometer 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 kilometer 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 kilometer 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.