



Expenses and Facilities Policy

Version 2 – 10 April 2025

Controlled Document Information

Authorisation Details

Policy Name	Expenses & Facilities Policy
Responsible Officer	Director Hunter JO (Executive Officer)
Review timeframe	4 yearly (within 12 months of local government elections)
Next Scheduled Review	April 2029
Authorisation	Hunter JO Board
Authorisation Date	10 th April 2025

Related Document Information

Relation Legislation	Local Government Act 1993 Local Government (General) Amendment (Joint Organisations) Regulation 2018 (CI 397M)
Related Policies / Procedures	N/A

Definitions

Term / Abbreviation	Definition

Consultation

Consulted with:	General Managers Advisory Committee (28 March 2025)
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Version History

Version No.	Date Changed	Modified by	Details and Comments
1	28/6/2018	Joe James (CEO)	N/A
2	10/4/2025	Steve Wilson (Executive Officer)	N/A

Preamble

This policy has been developed in accordance with the requirement for joint organisations to make, in consultation with their member councils, a policy for payment of expenses and the provision of facilities to board members who are voting representatives on the Joint Organisation Board.

The policy complies with the Office of Local Government's Guidelines for the payment of expenses and the provision of facilities for mayors and councillors in NSW and is designed to complement and supplement the expenses and facilities policies of Member Councils.

Provisions

1. EXPENSES

- (a) Conferences, Seminars and other Board approved activities, including additional ancillary activities and events involving the Board, committees and working groups:

The Joint Organisation will only fund costs associated with attendance by Board Members at conferences, seminars and other activities when:

- such attendance has received the prior approval of the Board;
- the costs cannot be met by the Board Member's council; and
- funding is allocated in the joint organisation budget.

Subject to the above, costs that can be met by the Joint Organisation include:

- (i) Conference / Seminar Registration fees including costs associated with official luncheons, dinners and tours relevant to the conference.
- (ii) Accommodation costs including breakfast, lunch and dinner unless such costs are included in any activity registration fee.
- (iii) Reasonable land line telephone costs during the duration of a Conference / Seminar / other approved activity.
- (iv) Accommodation, where necessary, for the night before or after a Conference / Seminar or other approved activity.

Accommodation, conference, seminar and other approved activities bookings / registrations will be made by the Joint Organisation and in the name of the Joint Organisation. Payments will be made by corporate credit card or direct deposit.

Costs not met by the Joint Organisation during attendance at Conferences, Seminars and other Board approved activities, including additional ancillary activities and events involving the Board, committees and working groups:

- (i) **Mini bar expenses and other, one-off personal purchases.**
- (ii) **Costs of additional accommodation expenses associated with the attendance of a spouse/partner at a Conference / Seminar / other activity.**
- (iii) **Purchase of alcohol will be at the individual's expense; or where incurred by the Hunter JO will be invoiced back to the relevant member council(s) and stakeholder participants.**

(b) Travel Expenses

- (i) Board Members must cover their own costs for accommodation and travel to and from meetings of the Joint Organisation Board and its Committees.
- (ii) Board Members must cover their own travel costs to a Conference / Seminar or other approved activity unless approved by the Board.
- (iii) Board approved travel by air to a conference, seminar and other approved activity will be booked and paid for by the Joint Organisation and will be by economy class.

2. FACILITIES

(a) Voting Members

Voting Members of the Board of the Joint Organisation are to receive the benefit of the following Joint Organisation facilities:

- (i) Meals and refreshments associated with Joint Organisation Committee / Special Committee Board meetings and workshops, committee and working parties.
- (ii) Meeting facilities for Joint Organisation Committee / Special Committee Board meetings and workshops, committee and working parties.
- (iii) Photocopying facilities at the Joint Organisation's offices for official purposes.
- (iv) Meals, refreshments and meeting facilities provided by other Hunter JO member councils in the course of hosting Joint Organisation Board meetings and workshops, committee and working parties.

Costs not to be met

- (i) **Costs incurred by the Joint Organisation in coordinating delivery of additional or ancillary activities and events involving the Board, committees and working groups. In these circumstances the costs of the activity will be proportionally invoiced back to member council and stakeholder participants.**

(b) Chairperson

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

- (i) Word processing and Administrative support provided by the Chief Executive Officer Hunter JO necessary to support the Chair's functions.
- (ii) Assistance with functions, organisation, meetings and the like for official purposes.

(c) In addition to those facilities provided to the Members, a Deputy Chairperson (if appointed) is to receive the benefits of the Chairperson when acting in the office of Joint Organisation Chairperson

3. EXPENDITURE COVERED BY A MEMBER COUNCIL EXPENSES AND FACILITIES POLICY

The Hunter Joint Organisation Expenses and Facilities Policy does not cover items already addressed by a Member Council Expenses and Facilities Policy. No double payment of claims (either at a council or Joint Organisation level) should be sought or will be made.

4. DISPUTE RESOLUTION

The Chairperson, the Deputy Chairperson (if one is appointed and when a claim is made by the Chairperson) and the Executive Officer will be responsible for determining whether any claims in relation to the Policy are reasonable and within the guidelines set. Any Board Member dissatisfied with a determination received can request the matter be submitted to the Joint Organisation Board for consideration.

5. NON-VOTING MEMBERS

The Hunter Joint Organisation Expenses and Facilities Policy will apply to non-voting members of the Board as if they are voting members.