

# BOARD MEMBER EXPENSES AND FACILITIES



## Summary

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.

## Adoption of 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 Office of Local Government's (OLG) *Guidelines for the payment of expenses and the provision of facilities for mayors and councillors in NSW*.

These are available on the 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.

## Office of Local Government

### For more Information

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