

ALLOWANCES PAYABLE for Board members, Councillors and Committee Chairs Policy and Procedure

Purpose and Scope

This policy provides information in relation to the en

2.3.4.2 Payment

Claims for payment of the out-of-pocket allowance should be submitted annually prior to the end of the financial year on the Out of Pocket Allowance Request Form for Board Members, Councillors and Committee Chairs.

2.3.5 Members of Council Allowance

2.3.5.1 Out-of-Pocket Expenses

An allowance of up to AUD\$398 per annum (1x) is available to cover out of pocket expenses, such as secretarial assistance, telephone, postage, freight, stationery, etc. incurred in the performance of the required duties.

2.3.5.2 Payment

Claims for payment of the out-of-pocket allowance should be submitted annually prior to the end of the financial year on the Out of Pocket Allowance Request Form for Board Members, Councillors and Committee Chairs.

2.3.6 Chairs of Specific Committees Allowance

2.3.6.1 Out-of-Pocket Expenses

An allowance of up to AUD\$1,194 per annum (3x) is available to cover out of pocket expenses, such as secretarial assistance, telephone, postage, freight, stationery, etc. incurred in the performance of the required duties, for Chairs of the College Committees and Working Groups.

Chairs of abovenamed committees who are Members of Council, but who are not Board Members, are able to claim an additional allowance of up to AUD\$398 per annum (1x) to acknowledge out of pocket expenses associated with their duties as both Members of Council and Chairs of Committees.

Chairs of Committees who are Board Members are able to claim an allowance for out of pocket expenses only up to the amount available to the relevant Board Member position.

2.3.6.2 Payment

Claims for payment of the out-of-pocket allowance should be submitted annually prior to the end of the financial year on the Out of Pocket Allowance Request Form for Members of Council and Committee Chairs.

