

**COASTCITYCOUNTRY TRAINING**

**RENUMERATION POLICY**

**OPERATIONAL POLICY NO. 8.0**



**Allowances and Reimbursement of Expenses  
For Directors, Local Training Group Members and Engaged Contractors**

**1. Remuneration for Medical Educators, Local Training Group Members and Board Directors**

1.1 CoastCityCountry policy for the remuneration of Board Directors', Local Training Group Members', Medical Educators, Consumers and Engaged Contractors' will be as follows:

- (a) That a variable session rate (applied pro rata) will apply to GPs contracted to deliver medical education services to CoastCityCountry who would otherwise be working in their medical consultation services role when they are involved in CoastCityCountry service, other than Local Training Group Meetings. These rates will differ according to market forces in each LTG and must be approved first by the LTG and confirmed by the CCC Board.
- (b) A payment of \$255.00 will be provided to Board approved members of Local Training Groups (including consumers) for each Local Training Group (LTG) meeting when working on CoastCityCountry business. For LTG meetings less than two hours in duration this payment will be paid on a pro rata basis.
- (c) That a pre-GST hourly rate of \$120.00 per hour (pro rata) applies to all Board Directors irrespective of practice classification or career role.
- (d) That remuneration be restricted to a maximum of 8 hours in any one day/evening (this being inclusive of any paid travel time).
- (e) That claims for remuneration may include travel time where total travel relating to any activity exceeds one hour up to a maximum of 6 hours per return trip, unless otherwise directed by the Board of Coast City Country Training.
- (f) That unless otherwise negotiated at (a) travel time will be remunerated at \$75.00 per hour.

- (g) That the CoastCityCountry Board will review Board Director, Contracted Medical Education and Local Training Group Member remuneration rates, associated minimum and maximum remunerated time allowances, and the remuneration rates for contracted/employed people who are engaged to provide specialist or other services, at least once per annum.
- (h) That remuneration claims will be checked for consistency with policy by the Finance Officer prior to preparing payments for signature. In the event of any uncertainty regarding a claim before cheques are prepared, the matter will be referred to the CEO for consideration. Should the CEO require Board advice, the claim will be referred to the Board for advice. Should a Board policy decision be required to clarify a claim, a policy proposal (without reference to any specific claim) will be prepared by the CEO with advice from the Board executive team, for the Board's determination.
- (i) That remuneration claims must be lodged within three months of the work/service being undertaken/actioned, and within two weeks of the end of the financial year. Claims lodged outside of these timelines may not be met.
- (j) That all claims must be lodged in the form of a tax invoice complying with the requirements of the ATO. CoastCityCountry staff will generate invoices where claimants have signed RCTI and notification of ABN forms. All invoices must quote the applicable claimant's ABN. If an ABN is not supplied, CoastCityCountry will withhold the ATO required percentage of the claim (currently 48.5%).
- (k) That all claims for remuneration must be consistent with these policies and will be paid only when the work/services undertaken had been pre-approved by the CoastCityCountry Board. Where attendance at meetings or other activities is funded through existing budgets approved by the Board and are clearly stipulated, pre-approval is considered to have been granted. Pre-approval is also assumed for formally appointed CoastCityCountry representatives. Remuneration related to one off activities or meetings will be pre-approved by the Board or Board executive team.
- (l) That in the event of a dispute regarding remuneration claim, the matter will be referred to the CoastCityCountry Board whose decision will be final and binding.

## **2. Travel Allowances and Reimbursement of Expenses Policy**

2.1 CoastCityCountry policy for the reimbursement/payment of approved CoastCityCountry related travel expenses will be as follows:

- (a) That individuals attending events on behalf of CoastCityCountry (that are approved by the Board), and who require air travel, will have their air travel arranged by CoastCityCountry to ensure competitive fares; that if approved to be organised by other parties the reimbursement will only be to the level of the cheapest fare available to CoastCityCountry at the time; that frequent flyer points will be credited to the individual utilising the airfare if desired.
- (b) That CoastCityCountry undertakes to provide financial support to distant representatives invited by CoastCityCountry to attend CoastCityCountry forums, where funding allows; that the Board reserves the right to withdraw this support on the basis of budgetary constraints provided one months notice is provided to the traveller.
- (c) That reimbursement is available to offset approved mileage undertaken in personal vehicles for travel greater than a 180 km return trip (or 90 km one way trip) will be paid at the ATO rate applicable to the engine capacity of the vehicle used; that mileage over longer distances will only be reimbursed up to the equivalent value of the cheapest air fare available to CoastCityCountry from that location at the time of travel.
- (d) That reimbursement of hire car expenses will be fully paid provided the travel is approved by the Board including approval for the type of vehicle used, and receipts are provided.
- (e) That taxi/train/bus/tram/ferry fares for approved travel will be reimbursed at cost for appropriate and reasonable use thereof. Appropriately recorded receipts will be required for taxi travel, and a written statement stating the journey, reason and costs for each other claim where receipts are not practicably possible, signed by the claimant are required. (Such travel to/from: airports; accommodation; and meetings at locations that are in excess of 300 kilometres distance (one way) from the traveller's residential home and relate to participation in Board approved activities will be deemed to have Board approval.

## **3. Meal and Accommodation Allowances and Reimbursement of Expenses Policy**

3.1 CoastCityCountry policy for the reimbursement/payment of approved CoastCityCountry related meal and accommodation expenses will be as follows:

- (a) That overnight accommodation will be reimbursed to a maximum of: \$110 per night for Australian rural and provincial areas; \$150 per night at Sydney, Melbourne, and Canberra; and \$130.00 for Adelaide, Brisbane, Darwin, Hobart, and Perth. Should accommodation costs be overtly seasonally higher due to particular events in a city where accommodation is required, the Chair and the Treasurer of the Board may co-approve a higher maximum rate.
- (b) That evening meal reimbursement is limited to \$50; that breakfast and lunch rates are limited to \$25 each; that any alcohol needs to be included in these values; that meal rates are not cumulative; that receipts/invoices/credit card vouchers are required for reimbursement of these claims.
- (c) That meal reimbursements are not available if meals are provided at meetings.

#### **4. Claims Lodgement Procedures Policy**

4.1 CoastCityCountry policy for lodging reimbursement claims for Consortia related meal and accommodation expenses be as follows:

- (a) That in the first instance claims will be reviewed by the Finance Officer and in the event of any uncertainty regarding a claim, it will be referred to the CEO for consideration. Should the CEO require Board advice, the claim will be referred to the Board for advice. Should a Board policy decision be required to clarify a claim, a policy proposal (without reference to any specific claim) will be prepared by the CEO with advice from Board executive team, for the Board's determination.
- (b) That reimbursement claims must be lodged within three months of the cost being incurred (and within 2 weeks of the end of the financial year.) Claims lodged outside this time may not be met.
- (c) That claims must be submitted on the approved form (or attached to time sheets) and accompanied by proof of payment for audit purposes. This can include Credit card vouches or summaries. The exception to this requirement is reimbursements associated with Board Meetings and the CEO's expenses. Board Meeting-related expenses will be confirmed by the Finance Officer and included in RCTIs following each approved meeting, The CEO's expenses will be submitted attached to a CCC Payment Cover Sheet.
- (d) That in the event of a dispute regarding a reimbursement claim, the matter will be referred to the CoastCityCountry Board whose decision will be final and binding.