

Payment of expenses and sitting fees on MLA committees

1. Policy Statement

This policy outlines the circumstances under which travel and accommodation expenses will be paid for attendance at MLA committee meetings, and the circumstances under which a sitting fee will be paid to committee members, expert panel members and committee chairs.

2. Who does this policy apply to?

- All members of MLA committees, including Peak Industry Council or State Farm Organisation representatives
- Chairs of MLA committees
- Expert Panel Members invited to attend or participate
- This does not apply to committees or members of committees that are not convened by MLA, unless approved by MLA and referenced in the Terms of Reference for your committee.

3. Travel Expenses

Travel expenses refers to travel and accommodation in connection with the meeting. Travel and accommodation expenses that MLA will reimburse include:

- return economy airfares (booked as far in advance as possible)
- Mileage to and from your home to the meeting destination or your home airport
- Taxis/transfers between the destination airport and meeting venue, but not to and from your home airport
- Reasonable meal expenses
- Accommodation for one night per day of meetings, and for attendees travelling a long way or unable to book connecting flights in line with one night's accommodation per day of meetings, one additional night

Travel expenses are payable to all committee members including the chair and expert panel members. Flight and accommodation expenses should be selected at best available rates.

4. Sitting Fees

Sitting fees refers to payment of attendees for their time to participate in the meeting, separate to and in addition to Travel expenses. Sitting fees are payable to committee members, with set fees outlined as per the table below. Payment will be made to people invited to participate on a committee that has an ongoing role, or expected to meet regularly until its task is completed. The meeting must be initiated by MLA.

Sitting fees will be paid for participation at meeting days only. and will not be paid for travel days.

Sitting fees are not payable to government employees, peak industry council employees or corporate employees.

Committee Members with special expertise - Eligible sitting Fee		
Face to face meeting	Up to full day	\$500 per day ex GST
Videoconference or teleconference, participant actively engaged in the meeting	Not less than 4 hours	\$500 per day ex GST
Videoconference or teleconference, participant actively engaged in the meeting	Between 2 hours and 4 hours	\$250 per meeting ex GST
Videoconference or teleconference, participant actively engaged in the meeting	Less than two hours	\$125 per meeting ex GST
Expert panel member – Eligible sitting Fee		
Face to face meeting	Up to full day	\$1000 per day ex GST
Videoconference or teleconference, participant actively engaged in the meeting	Not less than 4 hours	\$1000 per day ex GST
Videoconference or teleconference, participant actively engaged in the meeting	Between 2 hours and 4 hours	\$500 per meeting ex GST
Videoconference or teleconference, participant actively engaged in the meeting	Less than two hours	\$250 per meeting ex GST
Committee chair – Eligible sitting Fee		
Face to face meeting	Up to full day	\$1500 per day ex GST
Videoconference or teleconference, participant actively engaged in the meeting	Not less than 4 hours	\$1500 per day ex GST
Videoconference or teleconference, participant actively engaged in the meeting	Between 2 hours and 4 hours	\$750 per meeting ex GST
Videoconference or teleconference, participant actively engaged in the meeting	Less than two hours	\$375 per meeting ex GST

5. Scope and making claims

Employees of Peak Councils are not eligible for sitting fees. Producer representatives from Peak Councils are eligible for reimbursement of expenses but these must be paid directly to the representatives, not via the Peak Council.

Expenses and the daily fee should be claimed using a business tax invoice unless the individual or business is not registered for GST. In such cases, the attached MLA form should be completed and submitted to the secretariat of your committee.

Any variation in the application of these guidelines should be done only in exceptional circumstances (for example, circumstances out of the individual's control where they have had a flight cancelled and/or incurred significant personal cost), following agreement with the General Manager of the business unit and Chief Financial Officer as the intention is to achieve company-wide consistency.

Approval			
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V1-0		February 2011	
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