

Community Engagement Advisory Group Sitting Fee Payment Information



Congratulations on your appointment to a Goulburn Broken Catchment Management Authority, Community Engagement Advisory Group. We look forward to welcoming you and the contribution you will make to the success of natural resource management in the Goulburn Broken Catchment.

As an appointed Advisory Group member you are able to claim a sitting fee and applicable expenses for participation and attendance at meetings and other authorised engagement activities. Payment is in accordance with the CaLP Act 1994.

Claims are paid through accounts payable for your time and services. The GB CMA will generate an invoice based on substantiated and authorised claim information and remit payment to you as a service supplier.

Membership Capacity	Full Day (greater than 3 hours)	Half Day (up to 3 hours)
Chair	\$220*	\$110*
Member	\$191*	\$96*

* Stated Sitting Fee rate is exclusive of GST

Mileage Reimbursement	66 cents per eligible km (effective from 1 July 2015)
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Attached you will find information explaining the payment process and documentation you need to complete to be set up ready for payment. The setup is a once only process. Assistance can be provided by the Executive Officer/Convenor of the Advisory Group you have been appointed to or by contacting the GB CMA Accounts Payable department on 58 22 7700.

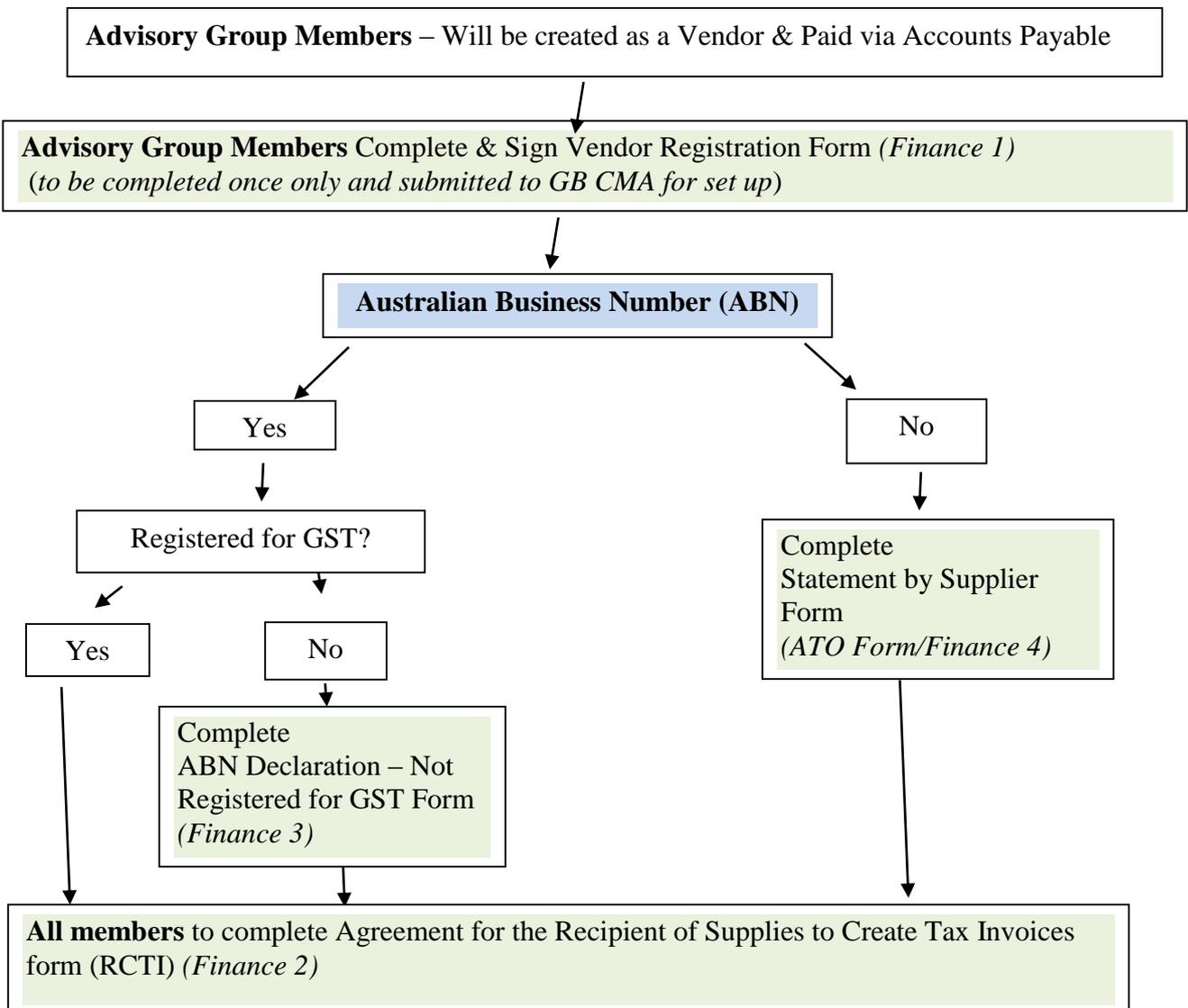
1. How Does the Payment Process Work?

As a Community Engagement Advisory Group Member you are providing a service to the GB CMA. To be paid for this service you receive a sitting fee and can be reimbursed for travel and other approved expenses that you incurred whilst providing the service. As a supplier of a service you are set up as a vendor in the GB CMA finance system.

You will need to complete a Vendor Registration Form, supply your ABN if you have one and nominate your GST status.

The process is explained in the following flow chart:

Community Engagement Advisory Group Representative Sitting Fee



Advisory Group Member Claim Form Persons eligible to claim reimbursement for attendance at meetings complete the Advisory Committee Member Claim form. Forms distributed by Group Convenor at each meeting for completion and collected on the day. (Note: New form to be completed for each meeting attended)(Finance 5)

2. Do all Advisory Group members receive sitting fee payments?

No. The Advisory Group must be an approved community engagement group in line with the GB CMA Community Engagement Advisory Group Charter (June 2015) which requires endorsement by the CEO for fees to be paid. If the member is a member representing another agency, department or organisation, not an independent community representative then they are not eligible for payment. Reimbursement of expenses should also be the responsibility of the body they are representing.

3. How do I find out my GST status?

If you have been issued with an ABN you will have been provided with a GST status. To check your status contact the Australian Tax Office (ATO) or look up on the ATO website. You will need your ABN to access this information.

4. How often will I need to provide this information?

Being set up as a vendor and providing your ABN and GST status is required to be completed only once. The Community Engagement Advisory Group Claim Form must be completed at the meeting (with relevant receipts to substantiate the claim attached) and submitted at the conclusion of the advisory group meeting.

5. When will I be paid?

The claim form is authorised and submitted to Finance within 14 days of the meeting date. It is the responsibility of the Executive Officer or Convenor to authorise the claim and submit the completed claims forms. Once checked that all information is provided you can expect that payment will be remitted electronically to your bank account within 30 days.

6. What If I change my status regarding GST or getting an ABN?

If you apply for an ABN or have any changes to your GST status please contact Kerry McFarlane, Accounts Payable Officer on 58 227700 or kerrym@gbcma.vic.gov.au

RELEVANT FORMS ARE ATTACHED



Vendor EFT Registration Form

Vendor Details

Vendor Name: _____

Postal Address: _____

Contact Name: _____

Email (for remittance): _____

Telephone Number: _____ Fax Number: _____

ABN: _____ Registered GST? Yes / No

If no ABN registered – complete Statement by Supplier form (ATO form/finance 4)

If not registered for GST – complete ABN Registered not registered for GST form (finance 3)
 If registered – complete RCTI form (finance 2)

Bank Details (for Payment via EFT)

The Vendor hereby **DIRECTS** the **Goulburn Broken Catchment Management Authority (GB CMA)** to make payments due to **nominated bank account** and confirms that such payment will constitute satisfaction of the **GB CMA's** obligations.

Trading Name _____

Account Name: _____

Bank Name: _____ Branch: _____

BSB: _____ - _____ Account Number: _____

Privacy Notification:
 The personal information requested on this form is being collected by GB CMA for vendor information.
 Information will be used solely by GB CMA for this purpose only.

Signature: _____

Name: _____

Title/Position: _____

Date: _____

Return completed form to: GB CMA

Office Use Only:
 Vendor Code: _____ Updated: _____ Operator: _____ Confirmed: _____

Agreement for the Recipient of Supplies to Create Tax Invoices



This agreement is made on the day of 2015

Between

..... (“the Supplier”)

and the

Goulburn Broken Catchment Management Authority (GBCMA) (“the Recipient”)

If this agreement is signed then GBCMA as the recipient of the supply will create the tax invoice or adjustment note. The tax invoice or adjustment note will be forwarded to the Supplier.

The Supplier and the Recipient agree that:

- (a) The Recipient can issue tax invoices in respect of supplies by the Supplier.
- (b) The Supplier will not issue tax invoices in respect of those supplies.
- (c) The Supplier acknowledges that it is registered for GST at the date of entering into this agreement and that it will notify the Recipient if it ceases to be registered.
- (d) The Recipient acknowledges that it is registered for GST at the date of entering into this agreement and it will notify the Supplier if it ceases to be registered or if it ceases to satisfy any of the requirements of the Australian Taxation Office Determination GSTR 2000/10 which is the determination related to “Goods and Service Tax: Recipient Created Tax Invoices”.

Signed for and on behalf of GBCMA

Signed by the Supplier

[ensure appropriate clause is used
e.g. Company Name]

.....
[Signature]

.....
[Signature]

.....
[Print name & title]

.....
[Print name & title]

.....
[ABN Number]



ABN declaration – Not registered for GST

Supplier Details

Supplier Name:

ABN Number

Postal Address:

City/Town

Contact Name:

Telephone
Number

Declaration:

The Supplier acknowledges that it is NOT registered for GST at the date of entering into this agreement and that it will notify the Goulburn Broken Catchment Management Authority if it becomes registered.

Name of authorised person
(if not the supplier)

Signature of supplier or
Authorised person

Date

Daytime Contact Telephone No

Office Use Only:
Vendor Code: Updated: Operator: Confirmed:

Advisory Group Member Claim Form



- Form to be completed by Claimant and provided to GB CMA Representative at the conclusion of each meeting.
- All claims to be submitted to GB CMA Representative within 14 days of meeting

TO BE COMPLETED EACH MEETING AND SUBMITTED WITH SUBSTANTIATION RECEIPTS ATTACHED

Name of Claimant: _____

Email: _____ Tel: _____

Meeting Details: _____ : Chair () Member ()

Date	Meeting A	Duration	Amount (Office Use)
.....

Travel Kms Reimbursement Rate: 66cents per Km
 Note: Where Kms may be claimed from other organisations, Total Kms Claimed is the portion applicable to the GB CMA only

Trip Details	Total Kms Travelled	Total Kms Claimed for GB CMA Payment	Amount (Office Use)
Vehicle Reg No: Journey: From.....To.....

Personal & Other Expense Reimbursement (appropriate Tax Invoice/s must accompany claim)
 Note: Where expenses are incurred outside of a formal meeting, these should be itemised below

Date	Details	Amount Claimed	Approved (Office Use)	Approved \$
.....
.....
.....

CLAIM TOTAL (Sitting Fee plus Kms and expenses)	(Office Use) Approved Claim Amt	
	Plus GST if applicable	
	Total Amt Payable	

I certify the expenses claimed are reasonable & were incurred whilst carrying out duties on behalf of the GB CMA Signature - Claimant Date/...../.....	The expenses are approved & payable under the endorsed Charter for Community Advisory Groups Signature -Group Executive Officer/Convenor Date/...../..... Signature - GBCMA Representative (with appropriate financial delegation) Date/...../.....
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Office Use Only Project Code: Vendor Code:	Processed Date:/...../..... Operator:
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Advisory Group Member Claim Form



- Form to be completed by Claimant and provided to GB CMA Representative at the conclusion of each meeting.
- All claims to be submitted to GB CMA Representative within 14 days of meeting

Name of Claimant:

Email: **Tel:**

Meeting Details: **Position Held:** Chair () Member ()

Date	Meeting Attended/Committee Name	Venue	Duration	Amount (Office Use)
.....

Travel Kms Reimbursement Rate: 66cents per Km

Note: Where Kms may be claimed from other organisations, Total Kms Claimed is the portion applicable to the GB CMA only

Trip Details	Total Kms Travelled	Total Kms Claimed for GB CMA Payment	Amount (Office Use)
Vehicle Reg No: Journey: From.....To.....

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