

Discussion Paper for SIRA payments and reimbursements to individuals Ver 5

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Background

SIRA is unique among resident's associations. Scotland Island is suburban, yet its community manages its own emergency water supply, its community hall, and plays a part in the provision of a community vehicle. It also has a high involvement in roads and drainage, wharves, traffic and the environment, to an extent far beyond what other nearby residents' associations experience. Some SIRA activities involve income and expense. For some tasks such as cleaning the Hall and taking water bookings, SIRA outsources these tasks to contractors for a fee. When members expend their own funds on a SIRA purchase, such as acquiring components to repair the water line, SIRA will reimburse the purchaser.

Over the years there has been payments made to serving committee members. This has been in the nature of reimbursements for specific expenditure (such as a purchase), reimbursement for estimates of expenditure (such as for phone, internet and stationery), payments for work performed (such as for water bookings), and payments of 'honoraria' (such as for Community Vehicle roster management).

This paper seeks to bring some consistency and transparency to the terms, processes and amounts that are paid to SIRA committee members and to ordinary members.

It is acknowledged that the management of SIRA has over the decades become more complex and the obligations upon its officers have become more onerous. It is arguable whether there is simply more to do, but within the last few years SIRA has implemented a new and interactive membership management system, worked closely with Council and others to improve outcomes for the Church Point Precinct, organised community forums for wharves and for island vehicles, communicated with Ausgrid and with Telstra to ensure reliable energy supply and NBN for island residents, introduced formal Reviewed Annual Reports, as well as an annual budget process. Future committees, with the mandate and support of the community, will bring the island a step closer to a new sewerage and water system on the island. They will ensure that CP parking fees remain reasonable and that development of the precinct will not see car spaces disappear. They will work with Council to ensure that the commuter wharf extensions are done effectively and on time. They will continue to apply for grants that help to regenerate bushland and improve walking tracks.

Summary of SIRA payments to Individuals

All roles have job descriptions in the appendices.

Existing Contractor Roles

These are payments made on invoice for services rendered.

Water Monitors

Monitors receive \$10 per booking plus 20% of water sales.

Water Line Maintenance

Performed by contractors who have an ABN and their own public liability cover. Charges are by the hour. The work is ordered and monitored by the Water Manager.

Accountant

Paid a set two days per month. This role is currently filled by a member of the SIRA committee and amounts to \$630 per month.

Hall Cleaning

Paid by the hour, but usually with little variation, about 1.5 hours per week. Work is monitored by the Hall Manager.

Existing 'Honoraria' payments

Hall Booking Officer

Currently receives \$300 per quarter.

PON Editor

Currently receives \$150 per quarter.

Proposed Contractor Roles

Membership and IT Manager

This role is currently within the portfolio of the Secretary. It is proposed that the extensive and time consuming work of the Membership and IT Manager be remunerated for 1 working day per month, and this be subject to review annually or as the committee thinks fit. It is proposed that the position go to tender.

Water Manager

This role has been unpaid, but it is proposed that SIRA allow a modest amount per month for this position. It is proposed that the position go to tender.

Grant and Project Co-ordinators

There are no formal guidelines for payments to those who are responsible for grant co-ordination for one-off grants or as an ongoing role. Duties of a grant co-ordinator may include identification of activities that may be eligible for grant funding, searching grant providers, drafting grant applications including obtaining quotes and negotiating with suppliers and volunteers, liaising with grant providers, co-ordinating works and activities that receive funding, and preparation of acquittal reports. It is proposed that Grant and Project Co-ordinators may have an allocation of fair payment built in to the project budget that is the subject of the grant application. The payment amount to the co-ordinator must be approved by the SIRA committee and that approval process must exclude the Co-ordinator. If the grant application is successful, the grant or project co-ordinator may receive the relevant amount subject to the usual controls and approval processes of SIRA.

Proposal Aim

It is proposed that committee members who shoulder the greatest responsibilities, perform a myriad of tasks and expend their own resources in the course of fulfilling their roles, may claim a fair reimbursement for their phone, internet, computer expenses, stationery and transport costs. Tasks and costs vary over time but the general proposal and the specific proposal to be presented to the next AGM are discussed in the following headers.

General proposal (to present to AGM in October 2018)

That office-bearers be eligible to claim a modest monthly amount as an 'Allowance for reimbursement of expenses'. The claimants do not need to present receipts, but they do need to keep reasonable records, they need to outline the broad list of tasks they have performed over the relevant month, and that list of tasks must correlate to the claim for reimbursement for that month.

It is the committee, excluding the claimant, who must by majority, approve the payment. They must be satisfied that the reimbursement is appropriate and not excessive for that month. If a claimant seeks more than the pre-approved amount for the month, they must provide specific receipts to match the claim. All payments to committee members shall be reported clearly and completely in the association's Independently Reviewed Annual Report. Refer to Appendix C for a Sample Reimbursement Claim.

Specific proposals for 2019

1. That the 'Allowance for reimbursement of expenses' be set as a maximum of \$100 per month for the President and the Secretary, and \$50 per month for the Treasurer. If another member of the committee has performed a similar range of tasks in a particular month, then provided they supply sufficient justification, they too are eligible for reimbursement in that month. The decision will rest with the committee excluding the claimant. If a non-Executive committee member seeks reimbursement more than twice in any financial year, then the decision to reimburse a third or subsequent time shall be made at a General Meeting.
2. That the new role of Membership and IT Manager be created. Remuneration is a maximum of one day's pay per month. Payment is on invoice and in arrears. The role is to be put to tender.

Appendix A – Brief role descriptions

President

Provides leadership and direction

Works closely with the executive and delegates as required to ensure that obligation and tasks are completed

Ensures that SIRA is compliant with its constitution and with NSW laws

Chairs SIRA Meetings and presents a President's Report

Acts as representative and spokesperson for SIRA

Ensures that the committee and community are consulted and informed of relevant issues

Oversees transitions and inducts new committee members

Vice-Presidents

Assists the President to perform his/her duties, especially in handling complaints

Shares tasks with the executive team to ensure obligations and commitments are met

Steps in for the President when required

Chairs or co-chairs at least one SIRA Subcommittee

Treasurer

Adheres to SIRA's Finance and Insurance charter

Oversees SIRA's accountant and ensures that SIRA's Accounting Controls and Procedures are followed

Chairs the SIRA Finance and Insurance Subcommittee

Ensures all financial reporting and tax obligations are met, including the Annual Report.

Produces and presents a monthly Treasurer's report

Accountant

Carries out all bookkeeping tasks, bank reconciliations, accounts payable and accounts receivable

Produces a set of monthly management accounts

Produces special and ad hoc reports on request

Prepares and lodges BAS report

Assists Treasurer with the Annual Report

Secretary

Receives and distributes incoming and outgoing communications

Answers members' queries or delegates the query to the appropriate committee member

Oversees the membership management function

Oversees SIRA's water agreements

Oversees IT and communications

Responsible for compliance with NSW laws and SIRA's constitution in relation to members, meetings, elections and other matters

Prepares and distributes meeting agendas

Takes minutes of committee meetings

Creates and publishes SIRA News bulletins

Membership and IT Manager

Maintains websites, newsletters, calendar of events, emails and social media

Maintains membership database

Assists Secretary with Water Agreements

Hall Booking Officer

Ensures the smooth running of the Scotland Island Community Hall, including overseeing cleaning and maintenance

Maintains calendar of events

Supports and communicates with hirers

Notifies Treasurer of Hall hire charges

Community Hall Manager

Work with the Hall Booking Manager to ensure smooth running of the Scotland Island Community Hall

Check the work of the Hall cleaning contractor

Recruit new cleaners when required

Ensure consumables are adequately stocked

At regular times, check Hall assets, and report Hall maintenance issues to Council. Check water tank level

Check safety equipment and ensure that safety precautions are observed, such as keeping Fire Exits clear

Ensure recycling goes out

Check Catherine Park conditions including grass mowing and bbqs

Be a contact point for Hall enquiries, Northern Beaches Council, the energy provider and others

Review Hall insurance cover

Water Monitors

Receives bookings for water and confirms membership

Allocates time slots

Liases with and educates water buyers to ensure smooth and safe supply of water

Raises invoices for water

Chases payments

Records transactions

Prepares reports and reconciliations

Monitor and report maintenance issues with water lines

Water Manager

Supports and trains water monitors

Assists in resolving disputes from water buyers

Monitors and organises the maintenance of lines and connections

Purchases replacement parts

Oversees contractors who clear vegetation around the lines

Appendix B – Detailed role descriptions

President

Provides leadership and direction for the organisation while keeping within the bounds of the association's rules and democratic processes

Ensures that SIRA is compliant with NSW laws and rules relating to incorporated associations.

Chairs SIRA Committee Meetings, General Meetings and the Annual General Meeting.

Liases with the Secretary and all committee members to prepare the agenda for meetings.

Presents a President's Report at SIRA meetings.

Liaises with and ensures SIRA is represented at meetings of organisations such as Northern Beaches Council and Ausgrid; ensures that minutes are circulated to the committee and community, as appropriate and in a timely manner.

Consults with the committee about and prepares correspondence and notices on behalf of SIRA with the Secretary

Updates the community about current issues via a variety of forums and with the support of the Secretary and Community Engagement and Communications Subcommittee.

Informs the Secretary of incoming mail to the President.

Ensures that responsibilities are transferred from previous office bearers to new office bearers after the Annual General Meeting

Provides an induction for new office bearers and committee members into their roles and responsibilities – including SIRA constitution, code of conduct, services provided and purchased by SIRA on behalf of the community etc.

Ensures management of ongoing contracts is handed over to new committee members / office holders and that parties to the contract are informed of new SIRA contacts

Ensures all committee members are chairing, co-chairing or involved with one or more subcommittees.

Signs contracts between SIRA and external organisations or entities, as authorised by the Committee

May be a signatory to SIRA bank accounts and on the request of the Treasurer approve transactions in a timely manner.

Ensures privacy of all personal information collected for the purpose of administering the affairs of SIRA and communicating with members.

Vice-Presidents

Assist the President to perform his/her duties, including handling complaints.

May sign contracts approved by the committee on behalf of SIRA

Chair meetings in the absence of the President

Perform other duties of the President in the President's absence.

Chair or co-chair at least one SIRA Subcommittee.

Liaise with outside organisations on behalf of SIRA and the community and represent SIRA at meetings of organisations such as Northern Beaches Council and Ausgrid.

Consult with the committee about and prepare correspondence, notices and updates on behalf of SIRA with the Secretary, Communications subcommittee and IT Manager.

Either or both Vice Presidents are signatories to the SIRA bank account and authorised to approve transactions.

Treasurer

Adheres to SIRA's Finance and Insurance charter

Follows SIRA's Accounting Controls and Procedures document

Chairs the SIRA Finance and Insurance Subcommittee.

Liaises with Independent Reviewer (Due to its size, SIRA is obliged to have its annual accounts 'Reviewed' by a suitably qualified Independent Reviewer rather than an Auditor).

Ensures all lodgements are made such as the annual A12 form, annual insurance declarations and the quarterly BAS

Co-ordinates and ensures completion of SIRA's Annual Report

Reviews insurance coverage annually or as required.

Ensures retained funds are invested safely, with good returns and ethically in accordance with the wishes of the membership

Produces a monthly Treasurer's report and presents that report at the committee meeting.

Makes available for inspection all records, books and other documents upon request.

Answers questions from committee and ordinary members regarding treasury.

Ensures privacy of all personal information collected for the purpose of administering the affairs of SIRA and communicating with members.

In partnership with the executive, liaises with Council regarding all matters financial.

Assists in the processes of applying for grant funding, progress reporting and project acquittal reporting.

Accountant

Adheres to the SIRA Finance and Insurance Charter.

Follows the SIRA Accounting Controls and Procedures document.

Carries out all bookkeeping tasks, bank reconciliations, accounts payable and accounts receivable.

Maintains asset register and depreciation.

Produces a set of monthly management accounts.

Prepares quarterly Business Activity Statements and associated GST reporting for Australian Taxation Office.

Reports quarterly to EasyLink for the Island Community Vehicle

Deals with banks and Paypal to ensure that signatories are maintained and correct, especially when new committees are formed.

Prepares ad hoc reports for committee members and sub-committees as requested

Ensures privacy of all personal information collected for the purpose of administering the affairs of SIRA and communicating with members.

Secretary

Collects and files copies of all mail and electronic mail; distributes to relevant SIRA committee members, sub-committees and service providers in a timely manner; gives any invoices and monies to Treasurer.

Answers members' questions and comments in consultation with President, SIRA Committee and sub-committees.

Prepares agenda for meetings in liaison with President and SIRA committee; records community requests and motions; publishes agenda and notice of committee meetings as SIRA News and on SI website.

Records all incoming and outgoing correspondence necessary to be reported at committee meetings; presents a Secretary's Report at committee meetings.

Takes minutes of committee meetings; distributes draft minutes to committee within a week of meetings; finalises minutes for approval at following committee meeting; posts draft and approved minutes on SI website.

Posts monthly Management Accounts and Treasurer's Reports on SI website.

Creates and publishes SIRA News bulletins in consultation with President and committee members; ensures relevant Northern Beaches Council, Ausgrid and any other community notices are published.

Liaises with sub-committees on behalf of SIRAC; updates and distributes sub-committee membership details to all sub-committee members.

Is a signatory to SIRA bank accounts and, on request of the Treasurer, approves transactions in a timely manner.

Ensures privacy of all personal information collected for the purpose of administering the affairs of SIRA and communicating with members.

Membership and IT Manager

Ensures content on the Scotland Island Community website is kept up-to-date and new and relevant content is added.

Maintains online calendar of events, in conjunction with the Hall Booking Manager.

Maintains website, updates Wordpress and plug-ins, trouble-shoots errors.

Trains and supports others in the use of the website including updating content and events.

Posts SIRA communications and meeting notices on the website and ensures the same are posted on the SIRA Facebook page.

Maintains email and website hosting account.

Creates and publishes SIRA News bulletins in consultation with President and committee members; ensures relevant Northern Beaches Council, Ausgrid and any other community notices are published.

Maintains membership database: updates member details, checks eligibility of and registers new members, manually renews memberships, sends invoices and receipts and files membership forms when necessary.

Manages the Wild Apricot and Avangate/123FormBuilder programs; liaises with the companies/consultants to trouble shoot any problems.

Forwards hard copy membership forms and invoices to members without email addresses.

Checks SIRA Main and SIRA Emergency Water bank accounts to identify membership payments.

Scans and electronically stores any hard copy membership documents.

Responds to queries from members regarding their membership, or using the portal.

Ensures privacy of all personal information collected for the purpose of administering the affairs of SIRA and communicating with members.

Checks all new Water Agreements, records date of Agreement in membership database and files Agreements.

Scans and electronically stores any hard copy Water Agreements.

Liaises with water monitors to ensure that only members with signed Water Agreements buy water.

Publishes notices to the community about emergency water and water lines on behalf of water monitors.

Notifies water monitors of any correspondence relating to emergency water.

Adheres to the SIRA Community Engagement and Communications Charter.

Follows the SIRA Communications Strategy document.

Ensures that the SIRA Facebook page is moderated.

Liaises with the Pittwater Offshore Newsletter editor so that relevant SIRA communications are included in the PON.

Assists members to use the SIRA membership portal.

Enables and organises access to and transfer of SIRA email accounts, programs, social media sites and documents for SIRA committee office holders and members.

Organises training and support for committee members in the use of all programs and social media SIRA uses to conduct its business, including Wild Apricot, WordPress and Facebook.

Hall Booking Officer

Ensures the smooth running of the Scotland Island Community Hall, in accordance with the SIRA Community Hall Service Charter, Community Hall Fees and Charges 2017 document and the Community Hall Information for Hirers 2017 document.

Maintains calendar of events on the Scotland Island Community website.

Is a contact point for Hall enquiries, Northern Beaches Council, the energy provider and any other issues that may arise.

Checks the Hall assets and equipment at regular times, and reports any loss or damage to SIRAC immediately.

Regularly checks if any repairs, maintenance or replacement of items are required and notifies SIRAC in a timely manner.

Checks the quality of cleaning carried out by the Cleaning Contractor, per the Cleaning Schedule, and approves invoices. Recruits new cleaner if required.

Liaises with the Hall Cleaner to ensure that consumables such as toilet paper and cleaning products are adequately stocked.

Checks around building and removes refuse and bottles left by users. Puts out and brings back in the two recycle bins when required.

Engages Contractor to clean high internal windows in main Hall space.

Checks Catherine Park barbecue cleanliness.

Records and reports meter readings supplied by Hall Cleaner.

Reports any issues to the SIRA Committee

Organises Hall meetings as required and keep record of minutes

Submits Community Hall Reports to SIRAC

Leads the SIRA Hall Management and Hire Subcommittee.

Reports on Community Hall issues and happenings at/for SIRA committee meetings and the SIRA Annual Report.

Community Hall Manager

Work with the Hall Booking Manager to ensure smooth running of the Scotland Island Community Hall

Check the quality of cleaning carried out by the Cleaning Contractor, per the Cleaning Schedule, and approve invoices. Recruit new cleaner if required. Note: Cleaners must carry their own business insurance and provide a current Certificate of Currency

Ensure that consumables, such as toilet paper and cleaning products are adequately stocked. Liaise with Hall Cleaner on items that require replacement. Note: Hirers are responsible for providing their own consumables

At regular times, check the Hall assets and equipment, and report any loss or damage to SIRAC. Equipment includes tables, chairs, refrigerator, microwave, kitchenware, sound system, remote control, cables, speakers, projector, projector remote and screen.

Note: There are 9 x new tables, 9 x old tables for outdoor use and approximately 90 x chairs (brown for outdoor use) in Storage

Be observant where repairs and maintenance are required. Building repairs are the responsibility of Council and contact should be made with Council's Customer Services Centre to inspect and rectify

Monitor level in water tank after functions have been held (red float device on side of tank)

Check that rear Fire Exit door is not obstructed to allow safe passage in an emergency

Check around building for refuse and bottles left by users/guests or children and remove. The Hall

has two recycle bins which may require putting out/bringing back after use.

Contractor to clean internal high windows in main Hall space. Cleaning of external windows is the responsibility of Council

Roof cleaning is the responsibility of Council and carried out on a fortnightly basis

Check condition of BBQ cleanliness. Cleaning is carried out by Council on a weekly/fortnightly basis

Catherine Park grass mowing is carried out on a 6 x weekly schedule, weather dependent. Special holidays i.e. Australia Day cricket may require a special request

Be a contact point for Hall enquiries (except bookings), Northern Beaches Council, the energy provider and any other issues that may arise

Review Hall Insurance cover prior to renewal and discuss with Hall Committee/SIRAC

Report any issues to the SIRA Committee

Attend Hall Committee meetings and prepare annual Hall Report to SIRAC

Water Monitors

Bookings:

Also refer "Emergency Water Guidelines"

All bookings are to be made ONLY through Monitor responsible for each line

Request name, property address, postal address, landline and/or mobile phone, email address and tank capacity (in litres) at time of booking

Ascertain whether owner or tenant - if tenant, name of agent or owner

Allocate booking according to amount required, location, time preferred and availability

Advise name, phone number and booking allocated to purchaser before and after at time of booking, if available

Request confirmation of booking 24 hours prior to allocated time

Assess line water pressure during day/night to maximise bookings in slow collection areas

During periods of drought reduce allocation of booking times to facilitate increased demand (group bookings” between neighbours) and allow for variance in water pressure in problem areas

Reiterate procedures each time a booking is made to eliminate unnecessary problems (i.e. disconnect fitting, turn off standpipe valve and open main line valve after booking)

All metered water must be accounted for during booking period

Readings should be received within 24 hours of booking

Lost water should be individually assessed by Monitor and requires notation on monthly statement

Maintain Register of Users as a record for future bookings and communications

Maintenance:

Periodically check your line to observe any changes and keep an eye on trouble spots!!

i.e. reset main valves/open standpipes/disconnect fittings/any breaks/damage, etc.

Scheduled maintenance to all lines occurs every 6 – 8 weeks i.e. vegetation, standpipes

Maintenance person is Matt Lakeman: 0404 876 685

Reports of any breaks/leaks or problems should go through Monitor only and Emergency Water Co-ordinator advised to schedule repairs

Repairs will be carried out as soon as practicable, once inspection has been completed and materials purchased, where necessary

Residents with a non-complying connection to the main line should be disconnected and advised that a complying fitting will be required for next booking

Only repairs to the main line are permitted from the Emergency Water maintenance fund

Individual connections to standpipes must comply and are the responsibility of residents

Payments:

Also refer “Emergency Water Guidelines”

Record to be kept for all bookings and retained at the end of the period as a record of transactions (Financial Year Diary recommended)

Record start and finish meter readings for water usage during allocated days

Reconcile individual readings/usage and calculate payment. An explanation must be recorded where discrepancies occur in readings and/or payments

Payments should be received from purchasers within seven days after receipt of water

Reminders should be sent within seven days and reiterate details of payment requirements and offer no extensions. A list of purchasers who cause payment problems to be recorded

Overdue payments/non-payments require advance payment and/or booking should not be accepted until full payment is received. A late fee of \$10.00 is to be charged

Contact Agent/Owner when tenants leave without paying their account

Payments can be made by direct transfer (see bank details), cheque (payable to Scotland Island Residents Association) or cash (directly to Monitor by prior arrangement)

If requested, issue a receipt giving details of name, address, purchase date, litres and amount. Note method of payment

Monthly water should be reconciled and cheques/cash banked into the Scotland Island Residents Association Emergency Water account within seven days at end of each month

A monthly reconciliation report is to be provided with the following details:

Emergency Water Supply Line No.

Month of reconciliation

Meter readings for period

Total litres used, less lost

Total amount received

Commission deducted 20%

Number of booking fees included

Total to reconcile with bank/cheque/cash receipts

Discrepancies to be noted and reconciliation balanced

Once the reconciliation has been drafted, the Monitor must send it by email to the Treasurer and to the Water Manager. The Water Manager shall have the opportunity to review it and to advise the Monitor of any corrections to be made or actions to be followed up.

Monitor to issue an invoice, with ABN number, to the Treasurer, S.I.R.A. for payment of commission and bookings fees and shall CC their invoice to the Water Co-ordinator. Invoice to itemise gross takings, less 20% commission, plus number of booking/late fees to give total due for the month. If the Monitor owes SIRA for any amount, such as fees previously overpaid, or invoices for Hall hire, SIRA is entitled to withhold the appropriate amount from the Monitor's payment.

After the Water Manager has checked the reconciliations and the Monitor's invoices, they shall advise the Treasurer.

[Water Manager](#)

Supporting and training water monitors

Assist in resolving disputes between water monitors and water buyers, and ensuring that all disputes are notified to the Committee immediately

Assisting water monitors with monthly reconciliations if required

Checking water monitor invoices

Bringing the three reconciliations together into a summary reconciliation once per month

Monitoring and organising the maintenance of lines and connections

Purchasing replacement parts. Purchases are likely to include pipes, joins, clips and various supplies from plumbing stores, as well as hardware such as star pickets that help to support and protect lines.

Distinguishing between main line maintenance and private line maintenance as water buyers are responsible for the maintenance of their own private section of line and connections

Invoicing water buyers for parts and maintenance of private sections of water lines and connections – or giving the Treasurer sufficient information for them to raise the invoice to the water buyer

Scheduling and liaising with contractors who clear vegetation around the lines, and approving their invoices

Appendix C – Sample Reimbursement Claim

Claimants do not need to provide receipts for claims up to their pre-approved monthly limit. Claims over their limit must be substantiated with receipts.

Claim format;

I declare that I have incurred expenditure during the month associated with my duties on the SIRA committee as follows, but not limited to:

Making and receiving a number of phone calls

Use of internet and computer

Travel to meetings, including at Council Offices in Mona Vale, SIRA committee meeting, Roads and Drainage sub-committee meeting

Appendix D – Tender Process for Paid roles within SIRA

As noted in the document there are some existing paid roles within SIRA and a proposal for an additional paid role; Membership and IT Manager. Each role must be put to tender at least once every three years, or when the role is left vacant.

Appendix E – Version history

Significant changes between versions;

Version 1 to 2: Addition of 'Grant and Project Co-ordinators' as an example of historic and future fee paid roles within the organisation.

Version 2 to 3: Job descriptions updated with input from committee.

Version 3 to 4: Add summarised job descriptions. Remove dollar amounts and replace with 'modest amount', change title of paper by removing 'office-bearer' term, re-arrange paid job summaries according to existing/proposed/contractor categories.

Version 4 to 5: Sharon's amendments, including indenting, listing of Accountant's monthly payment, removal of Water Manager upper limit amount, removing references to 'time', putting amounts for monthly reimbursement back in.

This document is available online here <https://www.edocr.com/v/zpvkarzx/sira/Discussion-Paper-for-Reimbursements-and-payments-S>

