



Eastern Waste Management Authority

Trading as

East Waste

***Reimbursement of Expenses Policy
for the Chair of the Board***

Adopted: May 2013

This Policy has been developed and adopted by the Eastern Waste Management Authority to ensure that the reimbursement of expenses to the Chair of the Board is accountable, transparent and is consistent with relevant legislation

Introduction

The Eastern Waste Management Authority (the Authority) has adopted a Chair Remuneration Policy. The Policy states:

“The remuneration is payable in addition to any amounts paid to the Chair by way of reimbursement of expenses reasonably incurred in the exercise of his/her duties of office in accordance with the Authority’s Reimbursement of Expenses Policy.”

The Reimbursement of Expenses Policy sets out the particular types of expenses to be reimbursed without specific approval of the Board, and the process for the Chair to obtain reimbursement of those expenses.

This principles and processes detailed in this Policy are based on the relevant sections of the Local Government Act as applicable to council members.

The Authority will ensure that the reimbursement of expenses is accountable, transparent, and is consistent with all relevant legislation.

The Chair of the Board should not be ‘out-of-pocket’ as a result of performing and discharging his/her official functions and duties.

Directors are not entitled to reimbursement of expenses.

Reimbursement of expenses applicable to council members under the Local Government Act

Section 77(1)(a) of the Local Government Act provides that all council members are entitled to receive reimbursement for expenses of the kind prescribed in performing or discharging official functions and duties.

Regulation 5 prescribes as expenses that will be reimbursed:

- travelling expenses actually and necessarily incurred by the member in travelling to and from a prescribed meeting if the journey is an eligible journey and the journey is by the shortest or most practicable route;
- expenses for the care of a child of the member, or a dependant of the member requiring full-time care, actually and necessarily incurred by a member as a consequence of their attendance at a prescribed meeting.

In addition, section 77(1)(b) of the Act provides that a council may approve the reimbursement of certain prescribed expenses incurred by a member either on an individual basis or under a policy adopted by a council.

Regulation 6 sets out the types of expenses that may be reimbursed under Section 77(1)(b) :

- phone, fax or other telecommunication device costs attributed to the business of the Authority
- travel expenses in relation to a member's attendance at a function or activity on the business of the council other than travel to prescribed meetings;
- expenses for the care of a child of the member, or a dependent requiring full time care, incurred by a member as a consequence of the member's attendance at a function or activity on the business of the council other than prescribed meetings;
- expenses associated with the attendance at conferences, training, seminars or other similar activity directly or closely related to the performance or discharge of the roles or duties of a member.

Section 77(1)(b) of the Act enables a council to establish a policy to determine which of these expenses incurred by a member in performing or discharging official functions and duties may be reimbursed.

This legislative context provides the basis for the Reimbursement of Expenses Policy for the Chair of the Board.

Reimbursements due to the Chair

Travel

The Chair is entitled to receive reimbursement for travelling costs in order to attend prescribed meetings, or incurred in travelling to a function or activity on the business of the Authority.

Where the Chair travels by private motor vehicle, the rate of reimbursement is as prescribed in section 28.25 of the *Income Tax Assessment Act 1997*.

Travel by taxi, bus or other means of public transport is reimbursed on the basis of expenses 'actually and necessarily incurred'.

Travel by air, approved by the Authority, will be economy class for domestic travel and business class for international travel.

Dependent Care

The Chair is entitled to receive reimbursement of expenses for child and dependent care as a result of attendance at a prescribed meeting or as a consequence of the Chair's attendance at a function or activity on the business of the Authority.

Expenses may be reimbursed for the care of:

- A child of the Chair, or
- A dependant of the Chair requiring full time care

Child/dependent care expenses are not reimbursed if the care is provided by a relative of the Chair who ordinarily resides with the Chair.

Conferences/Seminars/Training

The Chair is entitled to be reimbursed expenses incurred as a consequence of the Chair's attendance at a conference, seminar, training course or other similar activity that is directly or closely related to the performance or discharge of the roles or duties of the Chair. Expenses will only be reimbursed for attendance at conferences, seminars, etc which have been approved by the Authority. The following types of expenses will be reimbursed:

- airfares
- registration fees
- accommodation
- meals
- taxi fares
- car parking
- incidentals (up to a daily maximum of \$20/day)

Communication devices

The Chair is entitled to be reimbursed expenses incurred in the use of a telephone, internet, or other communication device in relation to the business of the Authority.

Insurance

Clause 10.13 of the Charter allows the Authority to "*insure against any risk*". The Chair is covered under the following Authority insurance policies on a 24 hour basis, while discharging their duties including attendance at meetings of external bodies as the Authority's representative:

- Personal Accident Insurance
- Public/Professional Indemnity
- Personal Effects Property Cover
- Corporate Travel

Meals and Refreshments

A meal and drinks will be provided where appropriate while attending meetings of the Authority.

Claims for Reimbursement

Travel Expenses

The Chair is required to provide details of kilometres travelled and/or evidence of personal expenses incurred to support all reimbursements claimed.

Dependent Care Expenses

Receipts must be attached to the request for reimbursement which detail the date of service, duration of service, cost of service, name and address of child care provider and (if available) the ABN of the service provider.

All claims for reimbursement must be submitted to the General Manager on the forms provided for this purpose.

Register of Benefits

The General Manager will maintain a record of any expenses reimbursed to the Chair of the Board.

Governance

The Policy will be reviewed every two years by the Board. However the Board has the discretion to review the Policy at any time to take into account any significant new information, legislative, or organisational change which may warrant an amendment to this document.

A review of the Policy will be conducted in consultation with the Constituent Councils.

Copies of the Policy are available from the East Waste website www.eastwaste.com.au or the Authority's office at 1 Temple Court Ottoway SA5013.

This Policy was approved by the Board at its meeting on 2 May 2013

Review history

Nil