

Allowances and Reimbursement of Expenses Policy

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Related Documents	FRAC Authority Charter v2.0		
Applicable Legislation	Local Government Act 1999; ICAC Act 2012		

1. Introduction

The payment of sitting fees, reimbursement of expenses, and the provision of any other benefits to Board and Committee Members, will be accountable and transparent. This policy identifies the types of payments that can be approved by the Executive Officer.

2. Purpose

The purpose of this policy is to ensure all Board and Committee Members receive payments and reimbursement of expenses incurred in performing or discharging official functions and duties as determined and approved by the Authority.

Definitions

Eligible Journey	Means a journey (in either direction) between the principal place of residence, or a place of work, of a member of the Authority, and the place of a prescribed meeting.
Prescribed Meeting	In relation to a member of the Authority, means a meeting of the Authority or Committee of the Authority, or an informal gathering, discussion, workshop, briefing, stakeholder meeting, training course or similar activity which is directly or closely related to the performance or discharge of the roles or duties of the member.

Policy Statement

This policy is underpinned by the following principles:

- The Board is accountable to constituent Councils and communities for the use of public monies.
- Board Members should not be out-of-pocket as a result of performing and discharging their approved official functions and duties.
- Reimbursement of any expenses not covered by this policy must first be approved by resolution of the Authority Board.

Members are entitled to receive reimbursement of expenses actually and necessarily incurred in performing or discharging official functions and duties, including:

- Travelling within the Council area to or from a prescribed meeting.

- Care of a dependant or a child of the Member as a consequence of the Member's attendance at a prescribed meeting.

The Board may resolve, on a discretionary basis, to reimburse Members for a range of additional expenses incurred in performing or discharging official functions and duties such as reimbursement for travel outside the Council area or to attend functions in addition to Board meetings.

These discretionary expenses can only be reimbursed with specific Board approval either by establishing a formal policy, or alternatively by the Board approving each claim for reimbursement on a case by case basis by resolution.

This policy sets out the types of approved expenses that may be reimbursed. These may include, but are not limited to:

- Travel expenses incurred as a consequence of the Member's attendance at a function or activity on the business of the Authority.
- Expenses for the care incurred by the Member as a consequence of the Member's attendance at a function or activity on the business of the Authority for a child or dependent of the Member requiring full-time care.
- Expenses incurred by the Member as a consequence of attendance at an approved conference, seminar, training course or other similar activity which is directly related to the roles and duties of the Authority.

Meeting Attendance

Independent Board Members receive a sitting fee as determined by constituent Councils.

Independent Members of the Audit & Risk Management Committee receive a sitting fee in accordance with the Committee Terms of Reference.

All Board Members will be reimbursed for expenses incurred in performing or discharging official functions and duties as determined by the Authority in accordance with Clause 3.8.2 of the Authority Charter.

Independent Board Members and Independent Audit & Risk Management Committee Members will also be reimbursed for travel expenses related to attendance at prescribed meetings up to a maximum of 100km each way.

Travel

Where other communication tools, such as teleconferencing and videoconferencing, are ineffective, and there is a demonstrated business need for the travel:

- Reimbursement will be restricted to the shortest or most practicable route.
- Members should travel in groups wherever possible.
- Travel by private motor vehicle will be reimbursed at the rate per kilometre prescribed for the purposes of calculating deductions for car expenses using the current year ATO Cents Per Kilometre method.
- Car parking fees will be reimbursed upon the provision of receipts where they are a consequence of a Board Member attending a function or activity on the approved business of the Authority.
- Travel by taxi, bus, plane or other means of public transport will be reimbursed on the basis of being expenses where they are incurred as a consequence of the Member's attendance at a function or activity on the business of the Authority.

Air Travel

Necessity of air travel should only be considered where other communications tools such as teleconferencing and videoconferencing are unavailable. The Member must be satisfied that there is a demonstrated business need for the travel, and that prior approval has been provided in writing from the Authority.

Claims for Reimbursement

Prior to expenditure being undertaken, consideration must be given to any potential reimbursement restrictions such as budget allocation for travel, the production of relevant documentation and receipts.

Reimbursement of expenses will only be paid to Members upon presentation of the required forms and receipts to the Executive Officer.

Claims for reimbursement should be submitted for payment as soon as practicable and must be submitted by 31 August each year for any payments related to the previous financial year.

Other Reimbursements

Any additional reimbursements or support not detailed in this policy will require the specific approval of the Board prior to any payments being made, benefits received, or support being provided.

3. Implementation

The Authority Executive Officer has the authority to implement this policy.

4. Availability of this Policy

This Policy will be available on the Fleurieu Aquatic Centre website.

5. Review

This Policy shall be reviewed by the Authority triennially.

Document History

Version	Document	Action	Date
1.0	Approved version	FRAC Authority endorsement	29 April 2016
2.0	Revised version	FRAC Authority endorsement	18 May 2018
3.0	Revised version	FRAC Authority endorsement	25 March 2022