

## Directors' Expenses Policy

### OBJECTIVE

The aim of the Policy is to properly define record and reimburse expenses reasonably incurred by Directors in the conduct of the affairs of Dulverton Waste Management (DWM).

### LEGISLATION

Financial Management and Audit Act 1990 (Tas)

### RELATED POLICIES AND DOCUMENTS

Directors Code of Conduct Policy  
Director's letter of appointment

### DEFINITIONS

Directors - refers to DWM elected Board & Chairman.

### POLICY STATEMENT

This policy outlines Directors' entitlement to reimbursement of travel, accommodation and general business expenses, and related procedures.

#### **1 Travel - General**

Travel arrangements will be made to minimise travel and incidental expenses to DWM, having regard to individual privacy, OH&S, employment requirements, cost, accessibility, travel time, personal & administrative effort, and resource use.

When private travel is undertaken incidental to, or as an extension of, Corporation travel, then the Director shall either reimburse DWM for all private expenses incurred (including increased travel and accommodation costs due to deviations and extensions to travel), or personally meet those expenses at the time they are incurred. Where official business is to be undertaken to coincide with private travel, the Chairman must approve the arrangements in advance, including any intention to seek reimbursement of appropriate expenses. In the instance where the Chairman requires approval, the reimbursement is to be approved by the Board. These arrangements are necessary to clarify the status of the travel in case of any possible claim for workers compensation or other insurance or benefits.

## **2 Air Travel**

Except for approved OH&S, maternity or disability reasons, air travel shall be 'Economy Class' on the 'best fare' on the day of travel offered by the licensed airlines Qantas, Jet star, Virgin Blue (and as appropriate REX). However, the Chairman may approve 'Business Class' for any component of international travel. 'Best fare' on the day does not require Directors to adopt indirect routes or inconvenient travel times. Every effort must be made to arrange early bookings so as to take advantage of cheaper fares.

Directors are encouraged to make their own air travel arrangements to fit their personal circumstances. However, where a group of Directors is flying together, DWM can make the arrangements on request.

Any travel upgrades and lounge memberships are the Director's personal expense and will not be reimbursed by the Corporation. However, the Directors may retain any frequent flyer points for personal use.

Air travel for partners will be at the Directors' expense unless otherwise approved by the Chairman. The Chairman may approve such travel if it is considered reasonable and within the interests and for the betterment of DWM.

## **3 Motor Vehicle Travel**

Directors use their private vehicles entirely at their own risk. Directors must register and insure (at least for 3rd party accident claims) their vehicle and always observe appropriate Road Rules and meet any traffic and general road legislative requirements.

If a Director's vehicle is involved in an accident or otherwise damaged while being used on official travel (with no fault on the Director) then the Chairman may consider an application for reimbursement up to the value of the insurance excess.

Directors who are normally a Tasmanian resident will be paid a per-kilometre motor vehicle allowance (at the applicable rate set by the Australian Taxation Office from time to time) for travel by private vehicle outside their home town.

## **4 Accommodation & Meals**

DWM will book accommodation on behalf of Directors attending Board meetings, Committee meetings or similar 'group' meetings. Directors requiring accommodation while on other Corporation business are encouraged to make their own arrangements. However the DWM can advise of corporate account details within Tasmania.

The standard of accommodation for Directors on DWM business is to be no higher than the standard organised by DWM for Board and other meetings, unless safety or other reasonable factors dictate in the circumstances.

The Chairman may authorise the reimbursement of payment for accommodation and meals for partners if it is considered to be reasonable and in the best interests and for the betterment of DWM

Directors are entitled to claim reimbursement of reasonable meal costs while on Corporation business.

## **5 Quarterly Payment for Telephone, Office, IT & Incidental Expenses**

To improve the efficiency of expense reimbursement, a payment will be made to directors quarterly in arrears as contribution towards fixed costs associated with telephone, internet and IT facilities and related consumables. The amount payable will be determined by the Board from time to time and quarterly payments will commence from 1 July 2013.

The amount of the quarterly reimbursement payment reflects an estimate of the expected costs incurred by Directors, and will be adjusted annually by the CPI (All Groups) Australia on 1 July each year, in conjunction with any remuneration adjustments.

If additional expenses of this nature are incurred that total more than a twelve-month average of the quarterly payment, they will be reimbursed provided they can be supported by appropriate documentation.

## **6 Professional Development**

Where approval has been given by the Chairman, Directors are entitled to reimbursement of reasonable costs to undertake professional development related to their role with DWM. DWM will allocate a budget amount each year for this purpose.

## **7 Claims**

Claims for reimbursement of expenses (other than the quarterly payment for IT and incidental office expenses) must be submitted to DWM's Finance & Administration Officer, accompanied by appropriate receipts, tax invoices or other supporting documents.

For convenience, these can be submitted in hard copy or electronically.

## **REVIEW**

This policy will be reviewed every 4 years or as required by the Board.

| <b>REFERENCE</b>      |              |                     |                |
|-----------------------|--------------|---------------------|----------------|
| <b>APPROVED BY:</b>   | DWM Board    | <b>MINUTE NO:</b>   | 4 of 2013      |
| <b>APPROVAL DATE:</b> | 18 June 2013 | <b>REVIEW DATE:</b> | September 2017 |