

# Board Selection Committee Travel & Business Expenses Policy

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## Aim

The aim of the Policy is to ensure that expenses reasonably incurred by members of the Board Selection Committee (BSC) in attending to their duties on behalf of TasWater are properly defined, recorded and reimbursed.

## Compliance Obligations

- *Financial Management and Audit Act 1990 (Tas)*
- *Water and Sewerage Corporation Act 2012 (Tas)*

## Definitions

Wherever this Policy refers to any approval by the BSC Chair, this approval will be provided by the Board Chair when the claimant is the BSC Chair.

## Policy

### Sitting fees

A BSC member is entitled to a fee for attendance at BSC meetings (including interviews). The fees shall be as follows:

Half day attendance	\$ 207.54
Full day attendance	\$ 415.09

The sitting fee shall be escalated annually in line with the Australian CPI increase as at the end of the December quarter, with effect from the following 1 March.

### Travel

Travel arrangements will be made to minimise travel and incidental expenses to TasWater, having regard to individual privacy, health and safety, cost, accessibility, travel time, personal and administrative effort, and resource use.

When private travel is undertaken incidental to, or as an extension of, BSC-related travel, then the BSC member shall either reimburse TasWater 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 BSC Chair (or the Board Chair, where the BSC Chair is the claimant) must approve the arrangements in advance, including any intention to seek reimbursement of appropriate expenses. 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.

### Motor Vehicle Travel

BSC members use their private vehicles entirely at their own risk. BSC members must ensure that:

- their vehicle is registered and insured (at least for third party accident claims).
- that the appropriate Road Rules are observed, and
- traffic and general road legislative requirements are met.

If a BSC member's vehicle is involved in an accident or otherwise damaged while being used on official travel (with no fault on the part of the BSC member) then the BSC Chair may consider an application for reimbursement up to the value of the BSC member's insurance excess. No reimbursement will be considered if the BSC member's vehicle is not insured.

BSC members will be paid a per-kilometre motor vehicle allowance in Tasmania, at the applicable rate set by TasWater from time to time, for travel by private vehicle outside their home town.

### **Accommodation and Meals**

BSC members will make their own arrangements if they require accommodation while on BSC business.

The standard of accommodation for BSC members on BSC business is to be no higher than the standard organised by the BSC member's council (or the Crown) for other meetings, unless safety or other reasonable factors dictate in the circumstances.

BSC members are entitled to claim reimbursement of reasonable meal costs while on BSC business when these are not otherwise provided by TasWater.

### **Payments for telephone, parking and incidental expenses**

BSC members are entitled to reasonable reimbursement of additional expenses incurred for telephone, parking, and other incidental expenses while attending to BSC business.

Appropriate receipts and tax invoices must be retained so that TasWater can claim GST and other tax deductions.

### **Air travel**

To be eligible for reimbursement, the BSC Chair must approve all air travel for BSC members before it is booked.

Bookings for air travel must conform with TasWater's policy regarding business travel and associated expenses.

### **Claims**

Claims for reimbursement of expenses must be submitted to the company secretary on the required form, accompanied by appropriate receipts, tax invoices or other supporting documents. For convenience, these can be submitted in hard copy or via email.

Claims will be approved by the BSC Chair or the Board Chair (where the claimant is the BSC Chair) before payment is made.

For the avoidance of doubt, any claims for reimbursement by the Board Chair in connection with his or her role on the BSC will be considered and approved by the Audit and Risk Committee Chair, consistent with the Board Chair's other claims for expense reimbursement.

## Associated Documents

- TASCHT02 Board Selection Committee Charter
- TASCDS01 Owners' Representatives Code of Conduct
- TASCHT01 Owners' Representative Charter
- TASPOL52 TasWater Constitution
- THRPOL19 Business Travel & Associated Expenses Policy

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