

G-08

OCA Member Expense Reimbursement

DOCUMENT CONTROL

Policy No: G-08	Approved by: Outback Communities Authority	Version: 3
Contact person: B. Honan	Date approved: 4 April 2012	Status: Current
Contact number: 8648 5972	Next review date: March 2013	Objective ID: A1346381

REVISION RECORD

Date	Version	Revision description
4 April 2012	3	Reviewed and approved policy.
10 March 2011	2	Endorsed policy.
February 2011	1	Reviewed policy OCA Expense Remuneration.
3 August 2010	1	The OCA adopted the existing OACDT policies until they are reviewed for adoption by the OCA.

OCA Member Expense Reimbursement
Adopted: 4 April 2012

1. ADOPTION

This policy was adopted by the Outback Communities Authority (the "OCA") on 4 April 2012.

2. TITLE

OCA Member Expense Reimbursement.

3. POLICY STATEMENT

The OCA members can receive remuneration for expenses incurred, whilst undertaking OCA business in accordance with the Commissioner for Public Employment, Commissioner's Standard 3.2.

4. PURPOSE

The intent of this policy is to:

- Clearly explain the process for OCA members to receive expenses incurred whilst engaged in OCA business.
- Ensure that reimbursement amounts are clearly understood.

5. SCOPE

This policy applies to serving OCA members.

6. POLICY DETAILS

If an OCA member incurs an expense whilst undertaking OCA business or a learning and development program authorised by the General Manager, they can expect to receive reimbursement. Reimbursement for OCA members is in line with the Commissioner for Public Employment, Commissioner's Standard 3.2, Responsive and Safe Employment Conditions - Remuneration – Allowances and Reimbursements and also applies to OCA personnel. The Commissioner's Standards are updated in approximately December of each year, after which OCA members will be informed as soon as is practicable. Specific details from Commissioner's Standard 3.2 can be viewed at the following website address:

http://intra.sa.gov.au/Policies/cpe/docs/Standard_3-2.pdf

OCA members are to notify the OCA General Manager of their intention to undertake business on behalf of the OCA.

Travel reimbursement for actual costs incurred for attending to OCA business, or a learning and development program can include, but are not limited to:

- meal costs;
- accommodation costs;
- incidental costs; and
- airflight costs.

If an OCA member has used their personal car whilst attending to OCA business or a learning and development program, reimbursement is available. The reimbursement is calculated per kilometer of distance travelled and is in line with the Commissioner for Public Employment, Commissioner's Standard 3.2, Responsive and Safe Employment Conditions - Remuneration – Allowances and Reimbursements.

Reimbursement can only be considered if the appropriate agency claim form is submitted, including as much information as is necessary to satisfy the approving General Manager.

ANNUAL BUDGET ALLOCATION

There will be an allocation specific to travelling expenses for OCA members in each approved OCA budget. This allocation will be monitored and reported appropriately along with operational financial information.

Where possible, proof of expenditure will form supporting documentation. If expenditure incurred is higher than stipulated in the Commissioner's Standard, supporting documentation is a requirement.

If possible, prior notification to the General Manager of expenses which exceed Standard 3.2 is required.

OCA member reimbursement forms are to be approved by the OCA General Manager.

7. OTHER RELEVANT DOCUMENTS

This document is to be read in conjunction with:

- OCA Member Code of Conduct Policy – G-01
- OCA Member Conflict of Interest – G-07
- Commissioner's Standard 3.2.

8. AVAILABILITY OF THE POLICY

Members of the public may inspect a copy of the policy, without charge, at the offices of the OCA during office hours, and may obtain a copy for a fee fixed by the OCA. The policy is also available from the OCA's website: www.oca.sa.gov.au

9. REVIEW OF THE POLICY

This policy and all OCA policies will be reviewed on an annual basis.

The next scheduled review is due to occur in March 2013.

10. OCA CONTACT PERSON

Mrs B Honan, Business Services Manager. Telephone: (08) 8648 5972