



AUSTRALIAN DENTAL ASSOCIATION VICTORIAN BRANCH INC.

BRANCH POLICY STATEMENT 2.2

BENEFITS, REIMBURSEMENTS AND REMUNERATION FOR BRANCH OFFICERS

1. BENEFITS

- 1.1 The President shall receive appropriate communication support, which may include a mobile phone, laptop computer (for home use if not otherwise available) and wireless internet account. Where communication equipment is used for other purposes as well, a pro-rata payment will be arranged.

Any member nominated by Council may also receive communication support. Where communication equipment is used for other purposes as well, a pro-rata payment will be arranged.

- 1.2 Reserve parking and a dedicated office for the President at the ADAVB office.
- 1.3 Waiving of registration fees for the President at any Branch function the President has official duties to perform.
- 1.4 President's Function - An annual lunch / dinner / cocktail party for all Councillors, the CEO and their partners or spouses. The Budget allocation is to be reviewed on an annual basis by Council on recommendation from the Finance, Risk and Audit Committee as part of the Budget approval process.
- 1.5 Presents – To recognise the President's term the following will be presented:
- at the June Council meeting
 - to the President, a humorous gift relevant to the past year, and
 - at the President's Function
 - to the President's partner/spouse

The maximum value of these gifts is to be reviewed on an annual basis by Council on recommendation from the Finance, Risk and Audit Committee as part of the Budget approval process.

(Refer to the Appendix 1 for current value)

1.6 Congress

- 1.6.1 Council shall determine for each Congress the appropriate delegation from the Branch.
- 1.6.2 Contributions to, or payment of, the registration fee, accommodation and, for interstate Congresses, airfare will be paid by the Branch.
- 1.6.3 A hospitality allowance will be made available to the President for Congresses held in Victoria. The maximum value of this will be reviewed by Council, as required, on recommendation from the Finance, Risk and Audit Committee as part of the Budget approval process.
(Refer to the Appendix 1 for current value)

1.7 **Other Meetings, Seminars or Forums**

From time to time Council may request a Councillor or Member to attend a meeting, seminar or forum on behalf of the Branch. Contributions to, or payment of, the registration fee, travel and other expenses associated with such events may be authorised by Council. The Councillor or Member is required to submit a written report of such an event.

- 1.8 Cabcharge cards or vouchers may be issued to members on official Branch business, when appropriate.

2. **REIMBURSEMENTS**

2.1 **Meetings**

2.1.1 Members of the Branch, other than the President, appointed to represent the Branch at meetings during normal practice hours (8.30 am – 5.30 pm), are eligible for reimbursement for time lost out of their practice, including travel time to the meeting.

2.1.2 Claims are to be made annually on a log sheet / claim form, provided by the Branch.

2.1.3 Reimbursement shall be based on an hourly rate with a maximum that can be claimed per day. Some adjustment may be made on a proportional basis to comply with Budget allocations.

2.1.4 A total Budget allocation shall be set.

2.1.5 The Budget allocation and hourly rates are to be reviewed on an annual basis by Council on recommendation from the Finance, Risk and Audit Committee as part of the Budget approval process.
(Refer to the Appendix 1 for current value).

2.2 **Council Meetings**

Councillors are entitled to be reimbursed for expenses incurred attending Council meetings that involve more than three hours driving and necessitate the use of accommodation. The travel per kilometre, and accommodation rate shall be reviewed on an annual basis by Council on recommendation of the Finance, Risk and Audit Committee as part of the Budget approval process.

2.3 **Group Meetings**

Councillors acting as President's Representatives are entitled to be reimbursed for expenses incurred attending Group meetings. This may include where there is more than three hours driving or equivalent travel and, the use of accommodation. The Branch will reimburse the Group for President's Representatives attendance at Group meetings.

The travel per kilometre, and accommodation rate shall be reviewed on an annual basis by Council on recommendation of the Finance, Risk and Audit Committee as part of the Budget approval process.

- 2.4 Entertainment costs incurred by the President relating to promotion of the ADAVB will be reimbursed by the Branch.

2.5 **ICT Allowance**

Councillors may be entitled to an annual allowance to offset information and communications technology expenses incurred by virtue of their work on behalf of the Branch (see Appendix 1 for current amount).

3. **REMUNERATION**

- 3.1 The President shall be remunerated with such remuneration to be flexible in nature and able to be claimed as a regular stipend or used for other support services as requested by the President.
- 3.2 Such remuneration is to be reviewed on an annual basis by Council on recommendation of the Finance, Risk and Audit Committee as part of the Budget approval process. (Refer to the Appendix 1 for current value).
- 3.3 In exceptional circumstances Members are eligible for a remuneration/reimbursement on the recommendation of the CEO or President and subject to approval of the Finance, Risk and Audit Committee. Such circumstances may include where a Member is called upon to stand in for the President or CEO and/or take time off their practice/place of employment for such purposes.

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| Branch Policy Statement Number | 1.7 |
| Adopted by Council | 21 June 2010 |
| Reviewed by Constitution and Policy Committee | 17 March 2016 12 April 2018 21 February 2019 15 February 2024 |
| Amended by Council | 20 December 2004 3 September 2007 11 May 2009 20 July 2009 1 July 2010 16 March 2015 21 March 2016 20 February 2017 20 March 2017 7 May 2018 18 June 2018 29 April 2019 24 February 2020 22 February 2021 22 February 2022 23 March 2023 |
| Relevant Rules | |
| Relevant By-Laws | |
| See also | Historical Policy Reference: 147/03, 186/03, 122/07, 59/09. |

Appendix 1 - Benefits, Reimbursements and Remuneration for Branch Officers

BENEFITS, REIMBURSEMENTS AND REMUNERATION FOR BRANCH OFFICERS

| Clause | Description | Amount | Date Last Amended |
|--------|---|---|--|
| 1.5 | President's humorous gift | Up to \$232 | March 2023 (previously \$224) |
| | President's Partner /Spouse | Up to \$232 | March 2023 (previously \$224) |
| 1.6.3 | President's hospitality allowance | Up to \$3170 | March 2023 (previously \$3060) |
| 2.1.4 | Reimbursement hourly rate | \$163* | March 2023 (previously \$157) |
| | Reimbursement maximum per day | \$978 | March 2023 (previously \$942) |
| 2.1.5 | Reimbursement budget allocation | \$21,100 | March 2023 (previously \$20,400) |
| 2.3 | Reimbursement for car travel calculated using the cents per business kilometre method, determined by the Australian Taxation Office | 78 cents per kilometre (2022/23 FY) - As per ATO | 18.07.2022 previous rate 72 cents per kilometre |
| 2.3 | Accommodation – Regional Areas Accommodation – Capital Cities | \$163 - \$204 \$245 - \$285 | previously rate \$160-200 per night and \$240-\$280 per night 2018 |
| 2.5 | Councillor IT allowance | \$315 | March 2023 (previously \$306) |
| 3.1 | President's remuneration including Superannuation Guarantee | \$61,039.67 | March 2023 (previous \$58,975.53) |

*This amount is GST exclusive.