

POLICY STATEMENT

Aim

This Policy has been developed and adopted by the Authority to guide the decision making process of the Board when reviewing the allowance payable to the Chairperson of the Board for his/her services during a financial year. This Policy is designed to ensure consistency and certainty in the review process from year to year.

Allowance

An allowance is payable to the Chairperson on an annual basis for the services he/she provides to the Authority during a financial year. The quantum of the allowance should reflect the level of expertise and services required from the Chairperson in discharging his/her duties of office. The allowance is payable in addition to any amounts paid to the Chairperson by way of reimbursement of expenses reasonably incurred in the exercise of his/her duties of office.

Determination of Allowance

The Board shall resolve on an annual basis as to the amount of the allowance payable to the Chairperson for his/her services in the current financial year (the relevant financial year).

The Chairperson is not entitled to be present for either the discussion or vote on such a resolution.

The issue of the Chairperson's allowance will be placed on the agenda of the first ordinary meeting of the Board after May 31st in each year. Where the Board resolves to adjust the Chairperson's allowance then such adjustment will operate retrospectively from 1 July of the relevant financial year.

Considerations in determining quantum of allowance

When determining the quantum of the Chairperson's allowance, the Board will have regard to the following factors:

1. the allowance paid to the Chairperson in the preceding financial year;
2. the most recent annual Consumer Price Index ("CPI for Adelaide") as published by the Australian Bureau of Statistics;
3. the likely increase (or decrease) in the level of services required from the Chairperson in the relevant financial year;
4. the likely increase (or decrease) in the level of expertise required from the Chairperson in the relevant financial year;
5. the Market rate for similar positions; and
6. any other factor the Board considers relevant.

The Board shall perform a Market Remuneration review at least every three years and within 6 months of the appointment or re-appointment of the Chairperson.

If the Board anticipates that there will be no substantial change in the level of services or expertise required from the Chairperson over the relevant financial year, then, unless there is some other reason to vary the Chairperson's allowance, the Board should resolve that the Chairperson's allowance will be the allowance paid in the preceding financial year increased only by CPI.

Grievance Procedure

If the Chairperson is dissatisfied with the decision of the Board in relation to any variation of (or decision not to vary) the Chairperson's allowance, then he/she may set out to the Board in writing the grounds upon which he/she considers that the allowance should be varied. The Board will consider the Chairperson's written submissions at its next ordinary meeting and in doing so, may seek independent advice. The Board may resolve to either affirm its original decision or to vary the allowance in light of the Chairperson's submissions. If the Board resolves to vary the Chairperson's allowance, the variation will apply retrospectively from 1 July of the relevant financial year.

Policy Review

This policy will be reviewed at least once every three years or if any significant new information, legislative, or organisational change warrants an amendment to this document.

Next Review Date:	June 2024	
Date of 1 st Adoption:	4 June 2007 – Report No 47/07	
Reviewed:	2 Jun 2008 – Board Report No.67/08 1 Jun 2009 - Board Report No.49/09 7 Jun 2010 – Board Report No. 41/10 6 Jun 2011 – Board Report No. 44/11 4 Jun 2012 – Board Report No. 38/12 5 Aug 2013 – Board Report No. 25/13 2 Jun 2014 – Board Report No. 23/14 6 Jun 2016 – Board Report No. 22/16 5 Jun 2017 – Board Report No. 20/17 6Aug 2018 – Board Report No. 20/18	
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