

Guideline

Decision making and expense claims for Consultants

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1 Purpose

The purpose of this Guideline is to ensure Seqwater Consultants understand their obligations in relation to the exercise of any authority. The Guideline also ensures Consultants are aware of appropriate claims for expenses.

2 Scope

This Guideline applies to all Consultants (including contractors) working for or on behalf of Seqwater, unless otherwise stated.

3 Definitions

Term	Definitions
Approve	The act of making a decision of whether to exercise a power or function.
Consultant	For the purposes of this Guideline a consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high-level specialist or professional advice to assist decision-making by management.
Endorse	The act of expressing support for the approval of the exercise of a power or function.

4 Decision making authority

Seqwater's Delegations and Authorisations Manual [MAN-00076](#) (Manual) sets out the decision-making powers and functions at Seqwater. The powers and functions in the Manual outline the delegated authority to do certain acts within the ordinary course of business, and outline who is authorised to act generally in transactions of a particular kind.

The Manual specifically provides that Consultants do not have any delegated authority to exercise any powers or functions on behalf of Seqwater, unless granted by the CEO (or otherwise as specifically outlined in the contractual arrangement between Seqwater and the Consultant). For further guidance on delegations or authorisations refer to the Manual.

Consultants provide advice to Seqwater to facilitate decision-making but should not be responsible for exercising a power or function of Seqwater (i.e., Consultants are not responsible for implementing decisions).

Prior to engaging a Consultant there should be a clear division of responsibilities and decision-making authority between Seqwater and the Consultant. The Seqwater employee(s) nominated to work alongside a Consultant should be available and present where any powers or functions are exercised.

If a decision is made without delegated authority (i.e., the Consultant exercises the power or function) Seqwater may not be able to rely on or enforce the decision. Alternately, Seqwater may be bound by the decision in its dealings with a person who has acted in reliance on the person's apparent authority.

Consultants must ensure they do not Endorse or Approve any decision to exercise a power or function on behalf of Seqwater, where such power has not been delegated to the Consultant. This will help

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prevent Seqwater from liability for dealings Consultants Approve or Endorse which are in breach of their authority.

Note: Seqwater may be jointly liable for decisions made by the Consultant where it either Endorses / Approves the acts of the Consultant (this includes any subsequent acts) provided they were acts capable of being done by Seqwater at the time. Seqwater is ultimately responsible for successful completion of projects and Seqwater employees are responsible for ensuring Seqwater's interests are protected.

5 Expense claims

5.1 Entitlement

The following information is to be used by Consultants as a guide when calculating or claiming expenses.

Consultants are entitled to the reimbursement for expenses incurred as:

- a. Calculated in accordance with any accepted schedules of rates (or quoted price); or
- b. For eligible claims, at the sole discretion of Seqwater.

Any Consultant requested changes to confirmed flights, hire car bookings, accommodation etc. for personal reasons are the responsibility of, and are to be paid by, the Consultant.

5.2 Documentary evidence

Before any eligible expense may be reimbursed, the Consultant must produce documentary evidence of the expenditure, such as receipts and tax invoices (including itemised statement). For expenses not included in any schedule of rates (or quoted price), prior approval in writing must be obtained from Seqwater prior to incurring and no mark up (or administration charge) is to be levied against any expenses.

5.3 Transport (public, taxi / ride sharing and hire cars)

The cost of public transport, taxi / ride sharing and hire cars (including fuel and road tolls) will not be reimbursed except where Seqwater has specifically requested the Consultant to make an out-of-scope journey or those costs have been included and accepted as part of any schedule of rates (quoted price).

All cases of car hire are to be for the lowest rate / most economical vehicle that meets the business needs of Seqwater unless agreed with Seqwater in writing beforehand.

Any and all insurance costs and claims for hire cars are the responsibility of the Consultant.

5.4 Use of private motor vehicle

Claims for private motor vehicle use (including any road tolls) will not be accepted except where Seqwater has specifically requested the Consultant to make an out-of-scope journey or these costs have been included and accepted as part of any schedule of rates (or quoted price).

All calculations and claims for mileage are to reflect the rates as set out by the Australian Tax Office. .

Note that the Consultant must demonstrate to Seqwater's satisfaction that any vehicle utilised for undertaking any aspect of work for Seqwater is covered under a comprehensive motor vehicle insurance policy.

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5.5 Valet parking

Valet parking will not be reimbursed in any circumstances.

5.6 Air travel

Claims for air travel will not be accepted except where Seqwater has specifically requested out-of-scope works requiring a journey or the cost has been included and accepted as part of any schedule of rates (or quoted price) and in circumstances where neither videoconferencing or teleconferencing are suitable.

In all cases Consultants undertaking air travel are to travel at the lowest economy class fare meeting the business needs of Seqwater.

Personal excess baggage will not be reimbursed. Excess baggage carried at the request of Seqwater will be reimbursed if agreed and validated.

5.7 Accommodation

Claims for accommodation will not be accepted except where Seqwater has specifically requested out-of-scope works requiring overnight accommodation or the cost has been included and accepted as part of any schedule of rates (or quoted price).

Consultants will be reimbursed for accommodation that is generally consistent with the calculations set out for reasonable travel expenses amounts as set out in the Queensland Government Domestic Travelling and Relieving Expenses Document available at <https://www.forgov.qld.gov.au/documents/directive/0911/domestic-travelling-and-relieving-expenses>.

5.8 Meal expenses

Claims for meals will not be accepted except where Seqwater has specifically requested out-of-scope works requiring overnight accommodation or the cost has been included and accepted as part of any schedule of rates (or quoted price).

All calculations and claims for meals to reflect the rates as set out in the Queensland Government Domestic Travelling and Relieving Expenses Document available at <https://www.forgov.qld.gov.au/documents/directive/0911/domestic-travelling-and-relieving-expenses>.

Alcohol expenses are not reimbursable.

5.9 Personal protective equipment (PPE)

Claims for PPE will not be accepted except in unusual circumstances i.e., an office-based Consultant is unexpectedly required to perform or oversee site-based works.

As some sites/offices have limited stores of PPE, those supplies should be used wherever possible to minimise any expense to Seqwater. The costs of same may be back charged to the Consultant.

5.10 Other expenses not covered

Seqwater does not pay for private telephone calls, alcohol, mini-bar bills, laundry, in-house movies or other auxiliary costs. Any expenses incurred for these costs remain the responsibility of the Consultant and must be paid for by the Consultant.

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