



## **Institute of Waste Management of Southern Africa**

### **POLICY ON REMUNERATION OF PROFESSIONAL TIME & COSTS**

- 1) This policy is for all projects to be done on behalf of IWMSA Head Office, IWMSA Council, IWMSA Branch, or any such bodies reporting to IWMSA Head Office, IWMSA Council or a IWMSA Branch.**
- 2) “IWMSA” means “Institute of Waste Management of Southern Africa” or any such legal amendments.**
- 3) All projects will be identified and approved by IWMSA Head Office, IWMSA Council and/ or the IWMSA Branch (whoever is responsible for the account – singularly or collectively) prior to the commencement of the project, and must benefit the members of the IWMSA.**
- 4) “Approval” shall be by 50% + 1 vote at a meeting with a quorum present.**
- 5) All projects to be done for a Branch require the Branch to notify Council within 1 week of such agreed remuneration (for information only).**
- 6) “Costs” shall mean all direct costs and also extend to cover all costs of disbursements and travel.**
- 7) “Professional time” should be deemed as time spent on performing approved projects for the IWMSA in official capacity.**
- 8) No remuneration for time, including travel time, would be made for general IWMSA meetings e.g. Branch and council meetings, unless otherwise agreed to in the remuneration package.**
- 9) Once approval has been granted the following process will be followed unless so otherwise agreed to in the remuneration package:**
  - a) A monthly invoice accompanied with a time sheet and report will be submitted to Head Office, Council or the Branch for payment, unless otherwise agreed to in the remuneration package.)**
  - b) The IWMSA will not be responsible for the payment of any SARS taxes or any other statutory (or other) such levies. This will be solely the responsibility of the payee, unless otherwise agreed to in the remuneration package.**
- 10) This policy will come into effect from 26 March 2010 and shall supersede all previous such policies in its entirety.**