



# **GENERAL MANAGER'S EXPENSES AND FACILITIES POLICY**

Adopted by Council 12 July 2023  
(Resolution No 2023/117)

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## **INTRODUCTION**

This policy is made in accordance with the Office of Local Government Guidelines for the Appointment and Oversight of General Managers which requires that Council has adequate and appropriate policies to guide the Mayor in the Mayor's role in the day-to-day oversight of and liaison with the General Manager to address the following:-

- Approving Leave
- Approving expenses incurred
- Receiving and managing complaints about the General Manager

The Guidelines require that these policies be kept under regular review.

## **OBJECTIVES**

The objectives of this policy are to:-

- Allow for the General Manager to receive adequate and reasonable expenses to undertake the functions of the position;
- Enable facilities of a reasonable and appropriate standard to be provided to the General Manager to support them in undertaking their Council related duties;
- To ensure accountability and transparency in the payment of expenses and provision of facilities to the General Manager.

## **PART A – LEAVE**

### **1. LEAVE ENTITLEMENTS**

The General Manager is entitled to take leave in accordance with the provisions of the Standard Contract of Employment:-

**Annual Leave** – four weeks paid annual leave during each year for employment to be taken as agreed between the General Manager and Council.

**Long Service Leave** – to be calculated by the same method that applies to a non-senior member of Council staff.

**Sick Leave** – up to 15 days paid sick leave during each year of employment provided that Council is satisfied the sickness is such that it justifies time off, and satisfactory proof of illness to justify payment is provided to Council for absences in excess of two days.

**Parental Leave** – includes supporting parent's leave, maternity leave, paternity leave and adoption leave. The General Manager is entitled to the same parental leave as a non-senior member of Council staff would be entitled (LG State Award 2022 – up to a maximum of 18 weeks half pay or 9 weeks full pay).

**Carer's Leave** – the General Manager is entitled to the same carer's leave that a non-senior member of Council staff would be entitled (LG State Award 2022 – any current or accrued sick leave entitlement).

**Concessional Leave** – the General Manager is entitled to the same concessional leave that a non-senior member of Council staff would be entitled (LG State Award 2022 – up to four days paid bereavement leave upon the death of a member of the employee's immediate family; or up to two days paid bereavement leave upon the death of a member of the employee's extended family).

**Special Leave** – Council may grant special leave, with or without pay, to the General Manager for a period as determined by Council to cover any specific matter approved by Council (e.g. compassionate leave for unforeseen circumstances).

It is noted that the General Manager in accordance with the provisions of the Standard Contract of Employment is required to work such reasonable hours as are necessary to carry out the duties and functions of the position and the obligations under the contract. Leave will not be required to be taken by the General Manager for periods of absence of less than one day; or for a period of one full day each month (granted day). Unused granted days shall not accumulate from year to year

## **2. APPROVAL OF LEAVE PROCEDURE**

All leave to be taken by the General Manager, where it is possible to do so, must be applied for in advance and in writing via the same means that a non-senior member of Council staff is required to undertake and be approved by the mayor.

In the event of a need for urgent leave such as in respect of sick leave or concessional leave, the General Manager is to notify the Mayor or an appropriate Council staff member to in turn notify the Mayor of the absence as soon as it is reasonably possible to do so. Upon return from leave the General Manager is to make the leave application to be approved by the Mayor retrospectively. All leave taken by the General Manager will be recorded by Council's Payroll Officer.

## **PART B – EXPENSES**

In accordance with Clause 12 of the Contract for Employment, the General Manager will:-

- Keep records of expenses, travel and motor vehicle use as required by Council from time to time,
- Be reimbursed by Council for expenses properly incurred on Council business, subject to Council's prior approval to this expense being incurred;
- Only use any credit card provided by Council for expenses incurred on Council business, and
- Return any credit card provided by Council on request from Council.

## **3. REIMBURSEMENT OF EXPENSES**

The General Manager is entitled to be reimbursed for any reasonable expense properly incurred on Council business and the expense must not have a personal benefit. Original documents evidencing payment for the expense incurred must be approved by the Mayor and surrendered to Council to support the reimbursement.

Unless otherwise stated in this policy, the General Manager must provide all claims for reimbursement within one month of an expense being incurred. Claims made after this time will not be approved.

#### **4. PROFESSIONAL DEVELOPMENT, CONFERENCES AND SEMINARS EXPENSES**

Council is committed to ensuring that the General Manager is kept up to date with issues facing Council, the community and the NSW Local Government sector through attendance of relevant professional development opportunities as well as conferences and seminars.

The General Manager will require the written approval of the Mayor to attend professional development, conferences or seminars should they:-

- Require payment by Council of a registration fee or accommodation costs
- Require travel outside of 3 hours duration by motor vehicle
- Require the granting of leave

Should the General Manager request interstate or international travel approval for professional development opportunities, a conference or seminar, approval must be sought via a Council resolution.

Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at professional development opportunities, conferences and seminars approved by the Mayor. Council will also meet reasonable costs of meals when they are not included in professional development opportunity, conference or seminar fees.

#### **5. GENERAL TRAVEL ARRANGEMENTS AND EXPENSES**

##### **5.1 Travel**

All travel by the General Manager will be undertaken using the most direct route and the most practical and economical mode of transport, subject to any personal medical considerations.

Costs of vehicle hire and/or taxi fares which are reasonably incurred while attending conferences etc. will be reimbursed by Council.

##### **5.2 Out of Pocket Expenses**

Reasonable out of pocket expenses or incidental expenses will be reimbursed for costs associated with attending professional development opportunities, conferences, seminars or functions, including meals, refreshments and entertainment, but excluding expenses of a normal private matter or expenses which contain a personal benefit.

##### **5.3 Accompanying Person**

No objection is raised to the General Manager being accompanied by an accompanying person subject to Council not being involved in further registration, travel, accommodation costs and any out of pocket or incidental expenses.

#### **5.4 Carer Expenses**

Carer expenses incurred to facilitate attendance are of a private nature and will not be reimbursed by Council.

#### **5.5 Interstate and Overseas Travel Expenses**

The cost of overseas travel shall not be met by Council. In extenuating circumstances, any agreement to meet the cost of overseas travel (either in whole or in part) must be sought via a Council resolution and be subject to a detailed report to Council explaining how the travel aligns with current Council strategies, and the community benefits which will accrue.

Approval for Interstate travel expenses must be sought via a Council resolution.

#### **5.6 Travel Expenses Not Paid By Council**

Council will not pay any traffic or parking fines.

### **6. CREDIT CARD PAYMENTS**

The General Manager's Corporate Credit Card limit is \$7 500 and may be reviewed by Council if required.

Purchases must only be for the use of Council or Council related business, and not for private or personal use, unless those expenses are incurred during the course of Council business.

The General Manager will prepare the credit card statement with all relevant tax invoices/receipts attached and present it to the Mayor for approval. It will then be referred to the Director Finance and Corporate Strategy for review and processing.

## **PART C – FACILITIES**

### **7. INFORMATION AND COMMUNICATION TECHNOLOGY**

#### **7.1 Mobile Phone**

The General Manager is entitled to be provided with a Council issued mobile phone to accord with the use and position. Council will meet all costs including internet use, however excluding private calls and messages.

#### **8.2 Tablet Based Devices**

The General Manager is entitled to be provided with a Council issued tablet-based device including supporting software and wireless connection.

### **8. MOTOR VEHICLE**

The General Manager is provided with a fully maintained motor vehicle appropriate to the position which forms part of the General Manager's overall remuneration package.

#### **PART D – DISPUTE RESOLUTION**

If a claim for expenses is refused, the Mayor will inform the General Manager in writing that the claim has been refused and the reason for the refusal.

If the General Manager disputes a determination under this policy, the General Manager will submit the dispute in writing to the Mayor detailing the nature of the dispute.

All disputes if not resolved by the Mayor, and if agreed to by the General Manager, will be referred to Council for determination.

#### **PART E – BREACHES**

Suspected breaches of this policy are to be reported to the Mayor.

Alleged breaches of this policy will be dealt with under the Procedures for the Administration of the Model Code of Conduct.