

# SCS-053 CEO Reimbursement Policy

TRIM Reference: D20/222868 Due for Review: 24 June 2024  
Responsible Officer: Manager Governance and Risk

## Purpose

This policy outlines the Chief Executive Officer's (CEO) entitlement to reimbursement for Council related expenses incurred by the CEO and sets out the approvals process.

## Policy Principles

Council is committed to ensuring that the CEO is reimbursed for reasonable expenses incurred in the performance of Council duties and functions, whilst maintaining a prudent approach to the expenditure of public funds that stands up to public scrutiny.

## Scope

This policy only applies to the CEO of the Surf Coast Shire Council in relation to the reimbursement of reasonable expenses incurred by the CEO in performing their Council duties and functions.

## Policy

### 1. REIMBURSEMENT REQUIREMENTS

- 1.1. Surf Coast Shire Council will reimburse the CEO for expenses incurred by the CEO that are solely required for the purposes of council business and are:
  - for the benefit of the Surf Coast Shire Council;
  - considered necessary to deliver council activities;
  - appropriate and reasonable;
  - included within the CEO contract of employment;
  - of an acceptable price or value for money; and
  - supported by appropriate approvals and documentation.
- 1.2. To claim reimbursement the CEO must complete an Employee Reimbursement Request Form that must be approved and signed by the Mayor and General Manager Governance & Infrastructure.
- 1.3. In all circumstances, tax receipts must be presented with the Employee Reimbursement Request Form to account for all expenses incurred.
- 1.4. The reasons for the expenditure and sufficient documented evidence confirming the requirement and necessity of the expenditure must be available and supplied upon request.

- 1.5. The CEO should seek reimbursement as soon as is practicable following the expenditure. Consistent with Council's practice, where the expense was incurred more than 3 months prior to the claim for reimbursement, Council reserves the right to decline payment of the claim.
- 1.6. Personal expenses that have not been covered under this policy will not be reimbursed by Council.
- 1.7. A CEO reimbursement summary will be presented to the Council's Audit & Risk Committee for information and noting on a quarterly basis, which will automatically then be included in the minutes presented to the Council.

## **2. TRAVEL & RELATED EXPENSES**

In accordance with the provisions set out in this policy, where the CEO has been approved to travel for Council business, they are entitled to reimbursement of certain expenses incurred where that expense was not able to be paid for in advance by Council, or by Council credit card.

### **2.1. Transportation**

Council encourages the use of public transport as a cost-effective mode of transportation and to reduce greenhouse gas emissions. Reasonable public transport costs, taxi or ride share fares, hire car fees and/or parking fares will be reimbursed where these are incurred in accordance with the reimbursement requirements set out in this policy.

### **2.2. Vehicle Use**

For most travel, it is assumed that the CEO will make use of the Council vehicle that is included as part of the CEO's Contract of Employment. Use of the Council vehicle must be consistent with the relevant Council policy.

### **2.3. Meals and Accommodation**

When the CEO is required to be away overnight on Council business, meal and reasonable travel related expenses will be eligible for reimbursement in accordance with this policy. Guidance on claimable travel expenses and reasonable rates can be found in the Attendance at Conferences and Events – Management Procedure.

Travel costs will not be reimbursed where the CEO is required to work away from home due to a long-term or permanent change to work locations.

Alcohol purchased whilst on work related travel will not be reimbursed.

### **2.4. Interstate and Overseas Travel**

Clauses in this policy apply to interstate and overseas travel. Where the CEO's travel is interstate or overseas, the CEO must obtain prior authorisation from the Mayor and complete the interstate and overseas travel form recording in the Interstate and Overseas Travel Register as required by r.12(a) of the Local Government (General) Regulations 2015.

### **3. OTHER**

#### **3.1. Provision of Hospitality**

In all circumstances, the provision of hospitality should be paid for directly by Council and must be in accordance with the Gifts, Benefits and Hospitality Policy.

#### **3.2. Work-related memberships and certification maintenance.**

Reimbursement of costs associated with industry certifications or memberships will be provided consistent with the conditions described in the CEO's contract of Employment.

### **4. ITEMS NOT COVERED BY THIS POLICY**

The following are examples of items that will not be reimbursed by Council:

- Expenses claimed as a tax deduction;
- Expenses normally recoverable from a third party;
- Claims for purchases that are required to be made under a purchase order;
- Expenses that are not incurred for business purposes;
- Late payment interest on credit cards;
- Parking, traffic or other fines and penalties; or
- Claims where a purchase was made on a corporate credit card.

### **5. PAYMENT OF REIMBURSEMENT**

The completed Employee Reimbursement Request Form, along with supporting documentation, is to be sent to [accountspayable@surfcoast.vic.gov.au](mailto:accountspayable@surfcoast.vic.gov.au). The details will be entered into Council's finance system which will produce workflow tasks that both the requestor and the approver are to complete. Once completed, a payment will be processed in the next scheduled payment run.

### **6. POLICY BREACHES**

Falsifying or providing misleading information in any reimbursement claim, or otherwise violating this policy, will be considered as a breach of the policy. In those circumstances appropriate disciplinary action may be taken in accordance with the Discipline Policy, and the conduct may be reported to external authorities such as IBAC or Victoria Police.

### Local Government Act 2020 Principles

<b>Principles</b>	<b>Applicable to this policy</b>	<b>If yes, provide details</b>
<b>Governance Principles</b> (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes	Applicable to section 9(2)(g) of the Local Government Act (LGA) 2020. <i>'the ongoing financial viability of the Council is to be ensured'</i>
<b>Community Engagement</b> (Consideration of Community Engagement Principles under s.56 LGA 2020)	No	
<b>Public Transparency</b> (Consideration of Public Transparency Principles under s.58 of LGA 2020)	No	
<b>Strategies and Plans</b> (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	No	
<b>Financial Management</b> (Consideration of Financial Management Principles under s.101 of LGA 2020)	Yes	Applicable to section 101 (1)(b) of the Local Government Act (LGA) 2020. <i>'financial risks must be monitored and managed prudently having regard to economic circumstances'</i>
<b>Service Performance</b> (Consideration of Service Performance Principles under s.106 of LGA 2020)	No	

### Definitions

<b>Word</b>	<b>Definition</b>
Council business	Attendance at work related conferences, training or meetings.
Reimbursement	When an employer pays an employee the full or part of an amount, of a particular work-related purchase they have made with their own personal monies. A reimbursement may also be when an employee becomes liable for an expense, even if they have not paid it yet.
Personal Expense	A personal expense is a cost incurred by an employee that is of a personal nature and that is not necessary or applicable to the employee being able to conduct their role as an employee of Council.
Reasonable Travel-related Expense	'Reasonable' travel expenses are deemed to be in accordance with the current recommended allowance rates published by the Australian Taxation Office (ATO).

### Related Procedure

Nil.

### References

- Local Government Act 2020
- Local Government (General) Regulations 2015
- SCS-018 Gifts, Benefits and Hospitality Policy

- MPR-16 Gifts, Benefits and Hospitality Procedure
- MPP-030 Motor Vehicle Policy
- MPP-038 Attendance at Conferences and Events – Procedure
- HR-007 Discipline Policy

### Document History

Version	Document History	Approved by – Date
1	<i>Policy first adopted</i>	<i>Council Resolution – 24 June 2021</i>