

COUNCIL  
POLICY

PAYMENT OF EXPENSES OF GENERAL MANAGER AND  
STAFF

Date of Adoption: 20 Sept 2011

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## 1. Purpose

The purpose of this Policy is to clearly define the authorities, accountabilities and acceptable transparent practice for the payment of expenses for the General Manager and staff of Council.

## 2. Authorisation Process for Payment of Expenses

Expenses will only be reimbursed or authorised for payment for costs incurred or to be incurred by the General Manager or staff in the performance of their duties as employees of Council and must be signed by the claimant and one of the persons mentioned below.

- All claims made by staff will be verified and authorised by their supervisor/manager.
- All claims made by supervisors/managers will be verified and authorised by the relevant Director (or the General Manager in the Director's absence).
- All claims made by Directors will be verified and authorised by the General Manager.
- All claims made by the General Manager will be verified and authorised by the Mayor.
- Claims are authorised in accordance with the delegations of the position.
- All claims must be accompanied by appropriate supporting documentation and or a monthly statement if using a credit card as evidence of payment.

## 3. Practice

For out-of-pocket expenses incurred by staff to be acceptable as a charge against Council funds, the following will apply:

- The purchase to which the charge is related must have a direct business relationship with the officer's duties.
- The expenditure incurred must not provide a predominantly personal benefit to the officers, members of their family or friends. Wreaths or flowers may be purchased for the purpose of a floral tribute to families or as an appreciation for long service to the Department or Council.
- Tips would generally not be permissible, except where it may be a normally expected payment.
- Expenditure on minor gifts of protocol or public relations are acceptable subject to the gifts being associated with a Council function and would be considered acceptable in accordance with community expectations.

The General Manager or staff are expressly prohibited from approving expenses where there is actual or perceived personal benefit derived from the expenditure.