



## EMP41 CEO LEAVE AUTHORISATIONS AND OTHER APPROVALS

Aim	To provide guidance on Council's expectations of the CEO in relation to leave applications and other approvals
Application	Chief Executive Officer
Statutory Environment	<i>Local Government Act 1995</i>
Principles	Strategic Community Plan 2017 - 2027 (2019 Desktop Review) Goal 05 Inspiring Governance Objective 3 Council leadership
Approval Date	OMC 17 December 2019 (MINUTE: 722/2019)

### Objective

To define the Council's expectations for the CEO to report and inform Council of proposed leave or leave taken, with or without payment, and to provide information in to reasonable additional hours under the Contract of Employment.

### Policy

The Shire applies the following detail of any leave taken, with or without pay, including the detail of any claims for additional work over and above of the reasonable additional hours under the CEO employment contract. The CEO shall also provide details of all corporate credit card purchases issued to him/her and any reimbursements the CEO has claimed.

The reporting to Council is to be prepared by the Manager of Finance by way of a standing agenda item to every Ordinary Meeting of Council (OMC) and will contain sufficient relevant details to enable Council to substantiate that:

- The CEO was entitled to and had sufficient credits for the leave taken;
- That the leave taken was an entitlement under the CEO's employment contract;
- That any claim for additional hours worked beyond reasonable additional hours under the Contract of Employment are justified and acceptable;
- Expenditure on the CEO's corporate credit card has been incurred in accordance with the Shire's FIN12 Procurement policy and EMP24 Corporate Credit Card Agreement; and the CEO had incurred legitimate work-related expenses to be reimbursed



The OMC agenda item is to be prepared by Finance staff based on the relevant forms completed and certified by the CEO (Timesheets) providing details of leave, additional hours, credit card transactions and reimbursements that have occurred during the period. The relevant forms, are:

1. CEO's Leave Application Form
2. SOA CS 009 Credit Card Purchases Form
3. SOA CS 010 Pro Forma Invoice
4. SOA CS 015 Invoice Requisition

Items 1 and 2 are to be presented to Council for information purposes. Items 3 and 4 are to be presented to Council for confirmation and authorisation for the transaction to occur.

In the case of the CEO taking extended annual (more than 10 business days) Council policy ELM24 relating to the appointment of an Acting CEO will apply.

### **Associated Documents**

- ELM24 Appointment of Acting CEO Policy
- CEO's Leave Application Form
- SOA CS 009 Credit Card Purchases Form
- SOA CS 010 Pro Forma Invoice
- SOA CS 015 Invoice Requisition