



**SOUTH BURNETT**  
**REGIONAL COUNCIL**

**Agenda**  
**of the**  
**Special Meeting**

**Held in the Warren Truss Chamber 45 Glendon Street Kingaroy**

on Wednesday, 1 July 2020

Commencing at 9.00 am

**Chief Executive Officer: Mark Pitt**

**Our Vision**

*"South Burnett Region, working together building a strong, vibrant and safe community"*

**Our Values**

- |          |                           |   |
|----------|---------------------------|---|
| <b>A</b> | <b>Accountability:</b>    | <i>We accept responsibility for our actions and decisions in managing the regions resources.</i>      |
| <b>C</b> | <b>Community:</b>         | <i>Building partnerships and delivering quality customer service.</i>                                 |
| <b>H</b> | <b>Harmony:</b>           | <i>Our people working cooperatively to achieve common goals in a supportive and safe environment.</i> |
| <b>I</b> | <b>Innovation:</b>        | <i>Encouraging an innovative and resourceful workplace.</i>   |
| <b>E</b> | <b>Ethical Behaviour:</b> | <i>We behave fairly with open, honest and accountable behaviour and consistent decision-making.</i>   |
| <b>V</b> | <b>Vision:</b>            | <i>This is the driving force behind our actions and responsibilities.</i>                             |
| <b>E</b> | <b>Excellence:</b>        | <i>Striving to deliver excellent environmental, social and economic outcomes.</i>                     |



# **SOUTH BURNETT REGIONAL COUNCIL SPECIAL MEETING AGENDA**

**Wednesday, 1 July 2020**

## **ORDER OF BUSINESS:**

- 1. Leave Of Absence..... 1
- 2. Business ..... 1
  - 2.1 Consideration of Statutory Policy - 002, Expenses Reimbursement Policy for Councillors  
..... 1

## **1. Leave Of Absence**

Nil.

## **2. Business**

### **2.1 Consideration of Statutory Policy - 002, Expenses Reimbursement Policy for Councillors**

#### **Document Information**

**ECM ID** 2698434

**Author** Chief Executive Officer

**Date** 29 June 2020

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#### **Précis**

Consideration of Statutory Policy – 002, Expenses Reimbursement Policy for Councillors

#### **Summary**

In accordance with Council's adopted Policy Conduct of Council & Committee Meetings – Section 2 Special Meetings, the Mayor requested a special meeting to consider Statutory Policy – 002, Expenses Reimbursement Policy for Councillors.

#### **Officer's Recommendation**

That .....

#### **Financial and Resource Implications**

Potential impact 2020/21 budget

#### **Link to Corporate/Operational Plan**

EXC2.1 Deliver governance that provides sound organisational management and complies with relevant legislation.

#### **Communication/Consultation (Internal/External)**

N/A

#### **Legal Implications (Statutory Basis, Legal Risks)**

No direct legal implications arise from this report.

#### **Policy/Local Law/Delegation Implications**

*Local Government Act 2009 and Local Government Regulation 2012*

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## Asset Management Implications

N/A

## Report

Council, at the April General meeting adopted an Expenses Reimbursement Policy for Councillors in accordance with the *Local Government Regulation 2012*. The policy ensures compliance with statutory requirements and community expectations relating to the payment or reimbursement of legitimate expenses and the provision of facilities. It also ensures Councillors have the facilities and support necessary to perform their civic duties as elected representatives of their local communities.

Even though Councillors may be eligible to claim certain expenses, this does not necessarily mean that these expenses are being claimed, indeed, Councillors often pay for their own meals when travelling out of the region on Council business and do not bother claiming such. On occasions when claims are submitted they are only paid upon the production of receipts which are often for less than the allowable limit.

The vehicle use reimbursement amounts represent a conservative approach. Had Councillors chosen to be reimbursed on a cents per kilometre basis using the standard rate provided by the ATO the cost to Council would be far greater when one considers the large number of kilometres travelled by rural councillors across our region in the ordinary course of conducting council business. Furthermore, the previously provided Mayor's vehicle has now been returned to the fleet, saving Council the cost of replacing one of the older vehicles, with the Mayor using his own car and paying all of his Council travel costs inside the region out of his own pocket.

Council's Expenses Reimbursement Policy for Councillors provides a full list of expenses which Councillors can be reimbursed, in conjunction with the Annual Report, which reflects actual reimbursements claimed by Councillors.

- Council's policies can be viewed at <https://www.southburnett.qld.gov.au/laws-forms-policies/policies>
- Council's Annual Reports can be viewed at <https://www.southburnett.qld.gov.au/homepage/40/annual-report>.

The following table provides a history of reimbursements as previously provided by Council:

Date	Meal Allowances	Vehicle reimbursement use	Use of Council vehicle	Mayor's Vehicle
2012	The following limits (inc GST) are considered to be reasonable for reimbursement by Council: <ul style="list-style-type: none"> <li>• Breakfast- \$30</li> <li>• Lunch- \$30</li> <li>• Dinner- \$55</li> </ul> No alcohol will be paid for by Council Should the cost be for a greater value than those listed above and full cost maybe reimbursed	May choose either: Option 1 ( <b>monthly</b> \$) - Div 1 & 4 \$200 - Div3 \$230 - Div2 \$350 - Div5&6 \$500 Option 2 <b>Monthly</b> allowance of \$170 plus fuel card	Councillors may have access to a Council vehicle for official business in emergent or exceptional circumstances as approved by the CEO	Full private use
2014	The following limits (inc GST) are considered to be reasonable for reimbursement by Council: <ul style="list-style-type: none"> <li>• Breakfast- \$30</li> <li>• Lunch- \$30</li> <li>• Dinner- \$60</li> </ul> <del>No alcohol will be paid for by Council</del>	May choose either: Option 1 ( <b>monthly</b> \$) - Div 1 & 4 \$200 - Div3 \$230 - Div2 \$350 - Div5&6 \$500	Councillors may have access to a Council vehicle for official business in emergent or exceptional circumstances as approved by the CEO	Full private use

	Meal may include a beverage Should the cost be for a greater value than those listed above and full cost maybe reimbursed	Option 2 Monthly allowance of \$170 plus fuel card		
2016	The following limits (inc GST) are considered to be reasonable for reimbursement by Council: • Breakfast- \$25 • Lunch- \$25 • Dinner- \$70 Meal may include a beverage Should the cost be for a greater value than those listed above and full cost maybe reimbursed	May choose either: Option 1 ( <b>weekly</b> \$) - Div 4 \$80 - Div3 \$92 - Div1&2 \$140 - Div5&6 \$200 Option 2 Monthly allowance of \$170 plus fuel card	Councillors may have access to a Council vehicle for official business in emergent or exceptional circumstances as approved by the CEO	Full private use or an allowance in lieu of vehicle
2018	The following limits (inc GST) are considered to be reasonable for reimbursement by Council: • Breakfast-\$25 • Lunch- \$35 • Dinner- \$70 Meal may include a beverage Should the cost be for a greater value than those listed above and full cost maybe reimbursed	A <b>weekly</b> amount will be paid to each Councillor covering the cost of fuel and fair wear and tear on the private vehicle of the Councillor as follows: - Div 4 \$80 - Div3 \$92 - Div1&2 \$140 - Div5&6 \$200 Note: Option 2 was removed	Councillors may have access to a Council vehicle for official business in emergent or exceptional circumstances as approved by the CEO	Full private use
2020	The following limits (inc GST) are considered to be reasonable for reimbursement by Council: • Breakfast- \$35 • Lunch- \$50 • Dinner- \$100 <b>Note:</b> Alcoholic beverages will not be reimbursed under this policy. Should the cost be for a greater value than those listed above and full cost maybe reimbursed	A <b>weekly</b> amount will be paid to each Councillor covering the cost of fuel and fair wear and tear on the private vehicle of the Councillor as follows: - Div 3&4 - \$100.00 - Div 1&2 - \$180.00 - Div 5&6 - \$250.00	<del>Councillors may have access to a Council vehicle for official business in emergent or exceptional circumstances as approved by the CEO</del>	removed

**Attachments**

Email from the Mayor