



# Minutes

Of The

## Special Council Meeting

Held in the Warren Truss Chamber, 45 Glendon Street Kingaroy

on Wednesday 1 July 2020

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 MINUTES

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

Minutes of the Special meeting of the South Burnett Regional Council, held in the Warren Truss Chamber, 45 Glendon Street Kingaroy on 1 July 2020 at 9.01am

**PRESENT:**

**Councillors:**

Cr BW Otto (Mayor), Cr RJ Frohloff, Cr GA Jones, Cr DA Potter, Cr KM Schumacher, Cr KA Duff, Cr SW Henschen

**Council Officers:**

Mark Pitt (Chief Executive Officer), Peter O'May (General Manager Community), Aaron Meehan (General Manager Infrastructure)

**1. Leave Of Absence**

Nil.

**2. Business**

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

**Resolution:**

*Moved Cr BW Otto, seconded Cr KA Duff.*

*That the South Burnett Regional Council amend Statutory Policy – 002, Expenses Reimbursement Policy for Councillors as detailed:*

*Section 5.1:*

*The following (including GST) are considered to be reasonable for reimbursement by Council:*

- *Breakfast = \$17.50*
- *Lunch = \$25.00*
- *Dinner = \$50.00*

*Hospitality*

*The Mayor may claim up to \$1,000 per annum for hospitality expenses deemed necessary in the conduct of Council business.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**Resolution:**

*Moved Cr BW Otto, seconded Cr RJ Frohloff.*

*That the South Burnett Regional Council amend Statutory Policy – 002, Expenses Reimbursement Policy for Councillors as detailed:*

*Section 5.2 Facilities*

*Telecommunication Needs – Mobile Devices*

Mobile telecommunications devices owned by Council will be provided to the Mayor and Councillors for official Council business. "Bring Your Own" devices requests will be approved upon application to the CEO on a case by case basis.

*Contribution to Councillors Telephone Costs*

Council will contribute up to \$2,000 per annum to the Mayor and each Councillor to offset the cost of mobile telephone costs. This will only be reimbursed on the production of appropriate invoices/tax receipts. For the Mayor and Councillors supplied mobile telephone Council will pay the monthly account.

Delete – Contribution to Mayors Telephone Costs

Carried 7/0  
FOR VOTE - Councillors voted unanimously

**Resolution:**

Moved Cr BW Otto, seconded Cr DA Potter.

That the South Burnett Regional Council amend Statutory Policy – 002, Expenses Reimbursement Policy for Councillors as detailed:

*Vehicle Fuel and Operation Costs:*

In general the most cost effective form of travel must be used. Councillors may have access to a Council vehicle from within the fleet for official business where available and as approved by the Chief Executive Officer. Councillors may travel using their own private vehicle for business purposes and claim a kilometric allowance substantiated by logbook details. The amount to be reimbursed will be based on the Australian Tax Offices (ATO) cents per kilometre rate for car travel as published on the ATO website. Councillors wishing to claim the kilometric allowance must submit properly completed logbook records in accordance with fortnightly payroll closing dates. Late claims will not be accepted. Councillors must retain original log book records for a minimum of five (5) years.

Carried 7/0  
FOR VOTE - Councillors voted unanimously

**Resolution:**

Moved Cr KA Duff, seconded Cr KM Schumacher.

That a report be prepared and presented to a future Council meeting clarifying what is official Council duties for claimable expenses.

Carried 7/0  
FOR VOTE - Councillors voted unanimously

There being no further business the meeting was declared closed at 9.36am.

Confirmed before me this ..... day of .....2020

..... **MAYOR**

