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# LATE ITEMS BUSINESS PAPER

## General Meeting

**Wednesday 12 June 2019**

Roma Administration Centre

### NOTICE OF MEETING

Date: 7 June 2019

Mayor:

Councillor T D Golder

Deputy Mayor:

Councillor J L Chambers

Councillors:

Councillor N H Chandler

Councillor P J Flynn

Councillor G B McMullen

Councillor W M Newman

Councillor C J O'Neil

Councillor D J Schefe

Councillor J M Stanford

Chief Executive Officer:

Ms Julie Reitano

Senior Management:

Mr Rob Hayward (Deputy Chief Executive Officer/Director  
Development, Facilities & Environmental Services)

Ms Sharon Frank (Director Corporate, Community & Commercial  
Services)

Please find attached agenda for the **General Meeting** to be held at the Roma Administration Centre on **June 12, 2019 at 9.00AM.**



Julie Reitano  
**Chief Executive Officer**

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## **OFFICER REPORT**

**Meeting:** General 12 June 2019

**Date:** 7 June 2019

**Item Number:** L.1

**File Number:** D19/47932

**SUBJECT HEADING:** Revised Expenses Reimbursement Policy  
(Councillors)

**Classification:** Open Access

**Officer's Title:** Chief Executive Officer

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### **Executive Summary:**

The report seeks adoption of a revised Expenses Reimbursement Policy (Councillors).

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

That Council adopt the revised Expenses Reimbursement Policy (Councillors).

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### **Individuals or Organisations to which the report applies:**

***Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?***

(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

No

### **Acronyms:**

**Are there any industry abbreviations that will be used in the report?**

*Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).*

No

### **Context:**

***Why is the matter coming before Council?***

A request has been received to alter the administrative support available for Councillors – specifically requesting the provision of printed copies of correspondence and diary information.

The Office of Independent Assessor has also recommended that Council review the Expenses Reimbursement Policy in relation to Frequent Flyer points and consider any associated policy implications for credit card use.

Some additional suggestions have also been included in the draft policy following the first two months' implementation post adoption on 27 March 2019.

**Background:**

***Has anything already happened in relation to this matter?***

(Succinct overview of the relevant facts, without interpretation)

The policy was most recently considered by Council on 27 March 2019.

The new draft has been prepared based on feedback received, and a further review conducted since the date of implementation.

**Legislation, Local Laws, State Policies & Other Regulatory Requirements:**

***What does the legislation and other statutory instruments include about the matter under***

***consideration?*** (Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

***Division 2 Reimbursement of expenses and provision of facilities***

***249***

*(1) This division is about the expenses reimbursement policy.*

*(2) The expenses reimbursement policy is a policy providing for the following—*

*(a) payment of reasonable expenses incurred, or to be incurred, by councillors for discharging their duties and responsibilities as councillors;*

*(b) provision of facilities to councillors for that purpose.*

***250 Requirement to adopt expenses reimbursement policy or***

***Amendment***

*(1) A local government must adopt an expenses reimbursement policy.*

*(2) A local government may, by resolution, amend its expenses reimbursement policy at any time.*

**Council Policies or Asset Management Plans:**

***Does Council have a policy, plan or approach ordinarily followed for this type of decision?***

***What are relevant sections of the policy or plan?***

(Quote/insert the relevant section's wording / description within the report)

Expenses Reimbursement Policy (Councillors)

**Input into the Report & Recommendation:**

***Have others' views or input been sourced in developing the report and recommendation to***

***Council? (i.e. other than the report author?) What did each say?*** (Please include consultation with the funding body, any dates of critical importance or updates or approvals required)

Councillors of MRC

Chief Executive Officer

**Funding Bodies:**

***Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application.*** (Please do not just include names)

No

### **This Financial Year's Budget:**

*Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$)?? Is this already included in the budget? (Include the account number and description).*

*If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?*

Expenses incorporated in the current budget and revised annually.

### **Future Years' Budgets:**

*Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$)?? (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)*

Revision undertaken annually.

### **Impact on Other Individuals or Interested Parties:**

*Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns?* (Interested Parties Analysis - IS9001:2015)

No

### **Risks:**

*What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does)* (List each identified risk in a table)

Risk	Description of likelihood & consequences
Mitigated	In adopting this revised policy Council maintains its legislative requirements.

### **Advice to Council:**

*What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?*

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

Adopt the revised policy.

### **Recommendation:**

*What is the 'draft decision' based on the advice to Council?*

*Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?*

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

*Does this recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?*

That Council adopt the revised Expenses Reimbursement Policy (Councillors).

### **Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 5: Managing our operations well

5.1 Continue to improve everything we do

5.1.3 Comply with our legal obligations.

**Supporting Documentation:**

1	<a href="#">↓</a>	Draft Revised Expenses Reimbursement Policy	D19/47941
2	<a href="#">↓</a>	Draft Appendix A - Councillor Options Form	D19/47942

**Report authorised by:**  
Chief Executive Officer

## 1. Purpose

The purpose of this policy is to:

- Provide authorisation for the payment of reasonable expenses incurred, or to be incurred, by Councillors, while carrying out their duties and responsibilities under the *Local Government Act 2009*.
- Ensure that Councillors are provided with the necessary facilities to carry out their Councillor duties.
- Provide accountability and transparency in the expenditure of public funds.

Prior to seeking authorisation for the payment of reasonable expenses or seeking provision of the facilities referred to in this policy, all Councillors must complete the 'Councillor Options Form' included in Appendix A to this policy.

## 2. Scope

This policy applies to all Councillors of Maranoa Regional Council, and is made pursuant to Sections 249, 250 and 251 of the *Local Government Regulation 2012*.

Spouses, partners, family members or associates of Councillors are not entitled to:

- reimbursement of expenses; or
- access to facilities allocated to Councillors unless expressly permitted in accordance with this policy and paid for by the Councillor.

## 3. Definitions

<b>Councillors</b>	Mayor, Deputy Mayor and all persons elected as a Councillor for the current term of Council (2016-2020).
<b>Council Business</b>	<p>Activities conducted on behalf of Council where a Councillor is required to undertake certain tasks to satisfy legislative requirements, participate in Council events, or achieve business objectives of the Council which will result in a benefit being achieved for the local government and the community. This includes:</p> <ul style="list-style-type: none"> <li>• Attending or preparing for General or Special Meetings or Advisory Committees, workshops, deputations and inspections;</li> <li>• Advocacy to other tiers of government;</li> </ul>

	<ul style="list-style-type: none"> <li>• Council community engagement activities including advisory committees and town meetings;</li> <li>• Council civic and ceremonial events;</li> <li>• Professional development;</li> <li>• <a href="#">Deputations or meetings with residents of the local government area about Council matters</a>;</li> <li>• Councillor Portfolio activities;</li> <li>• <a href="#">Council/Councillor representation at local government events</a>;</li> <li>• Matters otherwise resolved by Council.</li> </ul>
<b>Council Civic and Ceremonial Events</b>	<p>Events primarily for the residents of the region (where organised by Council), including:</p> <ul style="list-style-type: none"> <li>• Anzac Day Ceremonies</li> <li>• Australia Day Ceremonies and/or Celebrations</li> <li>• Remembrance Day Ceremonies</li> <li>• Official Openings of Council Projects</li> <li>• Citizenship Ceremonies</li> <li>• <a href="#">Council Arranged Events to recognise citizens' contributions to the region (e.g. Launch of Volunteer Week, Seniors Week)</a>.</li> </ul> <p>The format of the event's proceedings may:</p> <ul style="list-style-type: none"> <li>• Include dignitaries and other invited guests, including representatives of the Federal and State Government;</li> <li>• In whole or part be governed by the Federal or State Government.</li> </ul>
<b>Industry Events</b>	<p>Events normally arranged by other entities, including conferences, seminars and forums, where attendance is for the benefit of attendees inside and outside the region and where individual Councillors are invited as Councillors.</p>
<b>Community Initiated and Arranged Events</b>	<p>Social events and community initiated activities where individual Councillors are invited as Councillors including but not limited to: school awards nights, dinners, sporting and recreational events, celebrations, fetes, shows and annual general meetings.</p>
<b>Community Engagement</b>	<p>A planned process of communication, participation and relationship building by encouraging the community, business, State and Federal Government, and other key stakeholders to provide input into Council's determination of priorities, decisions or policies or to advocate on issues of importance to Council. This includes participating in:</p>



	<ul style="list-style-type: none"> <li>• Advisory Committees;</li> <li>• Councillor Out &amp; About programs;</li> <li>• Town Meetings;</li> <li>• Representation on community committees as a Council representative;</li> <li>• Project specific engagement activities.</li> </ul> <p>Refer also Council's Community Engagement Framework.</p>
<b>Expenses</b>	<p>Payments made by Council for Councillors' reasonable expenses incurred or to be incurred when discharging their duties as Councillors. These expenses may be either reimbursed or paid directly by Council.</p> <p>Expenses are not included in remuneration.</p>
<b>Facilities (including Equipment &amp; Support)</b>	<p>Equipment, resources and administrative support that facilitate the performance of Councillor duties.</p>
<b>Professional Development</b>	<p>All types of facilitated learning opportunities, both mandatory and discretionary.</p> <p><b>Mandatory Professional Development:</b></p> <p>Where Council resolves that all Councillors are to attend a specific course, conference, workshop or external meeting for skills development related to a Councillor's role. E.g. Councillor Induction, Legislative obligations, Code of Conduct and meeting procedures.</p> <p><b>Discretionary Professional Development:</b></p> <p>Discretionary Professional Development is considered to be Council approved training where Councillors choose to attend, and is identified as relevant to their role as a Councillor (other than mandatory training as outlined above).</p>
<b>Reasonable</b>	<p>Refers to what would be perceived as prudent, responsible and acceptable to the community. What the community would expect in terms of limits and Council being able to demonstrate that there is no excessive use or abuse of public funds.</p>

## 4. Details

### 4.1 KEY PRINCIPLES

This policy has been written to reflect the following key principles outlined in the *Local Government Act 2009*:

- Transparent and effective processes, and decision-making in the public interest;
- Sustainable development and management of assets and infrastructure, and delivery of effective services;
- Democratic representation, social inclusion and meaningful community engagement;
- Good governance of, and by, local government;
- Ethical and legal behaviour of Councillors and local government employees.

The policy aims to provide a range of options for Councillors to select which best meet their personal circumstances, while still complying with the local government principles in the performance of their responsibilities.

### 4.2 APPROVAL AND AUTHORISATION

Council officers will provide the specified facilities and administer expenses in accordance with this policy and the processes approved by the Chief Executive Officer for:

- payments made for or on behalf of Councillors; or
- payments to financial institutions relating to a Council issued credit card (where the card is issued to an officer or Councillor); or
- reimbursement to a Councillor for expenses incurred by a Councillor; or
- issue of invoices to Councillors where reimbursement of ancillary personal expenses is permitted under this policy (only where incurred concurrently in the performance of a Councillor's responsibilities – e.g. travel).

**Appendix A ('Councillor Options Form') provides the form required to be completed by each Councillor advising whether or not they require a Council issued credit card – to be used in accordance with this policy.**

The payment or reimbursement of expenses and the provision of facilities for Councillors is subject to Council approval for costs associated with travel outside the region and budget provisions.

Where Councillors claim reimbursement or are accountable for acquittal of expenses incurred via a credit card, payment forms / copies of receipts or other supporting documentation must be signed by the requesting Councillor and the officer delegated by the Chief Executive Officer.

Personal or non-Council credit cards or accounts/funds are not to be used in the course of discharging Councillors' responsibilities, other than for expenses expressly permitted under, and in accordance with, this policy.

Whilst this policy establishes clear accountabilities there may be instances where the particular circumstances of a Councillor has not been envisioned in this policy. Such request can be brought to Council for a decision, and an amendment made to the policy if required.

## 4.3 EXPENSES

### 4.3.1 Council Business & Other Events

Where Councillors are attending to Council Business or other events defined in this policy, Council will pay for relevant expenses, including tickets, associated with that activity:

- Council Business
- Council Civic and Ceremonial Events
- Industry Events
- Community Initiated and Arranged Events

In the instance of spouses, partners, family members or associates of Councillors wishing to accompany the Councillor to community or industry events and/or travel outside the region with the Councillor, such attendance will not include participation in Council Business (other than ancillary social events) and will be at no cost to Council. Whichever is the most practical in the circumstances, arrangements for such attendance will be as follows:

- (a) The Councillor or other person will book and pay for the event participation directly to the relevant organisation/business; or
- (b) Payment will be made concurrently with the normal administrative processes for this policy where advised by the Councillor prior to the RSVP date, with the cost of such attendance reimbursed to Council via a Council invoice.

Where a Councillor is accompanied by a spouse, partner, family member or associate, Council is to be reimbursed for any incremental cost associated with more than the Councillor attending (e.g. airfares, meals, accommodation - number or size of rooms) where the amount is reasonably practical to quantify.

#### **4.3.2 Professional Development**

Council will reimburse expenses incurred for:

- Mandatory Professional Development; and
- Discretionary Professional Development.

Council will reimburse, or Council will pay for all, reasonable course, travel, accommodation and meals for attendance.

Councillors are encouraged to submit their registrations in sufficient time to take advantage of any 'early bird' discounts.

Councillors will provide a report on the outcomes of any professional development or conference attendance at a Council meeting.

#### **4.3.3 Travel Costs**

Payment for all flights will be made by the officer delegated by the Chief Executive Officer, or via a Council issued credit card. Personal or non-Council credit cards or accounts/funds are not be used for the purposes of airfares for Council Business.

**Appendix A ('Councillor Options Form')** provides the form required to be completed by each Councillor to advise if Frequent Flyer points will accrue while on Council Business.

Points from loyalty programs accumulated by Councillors on their personal rewards program, whilst travelling on official Council Business, should not be used for personal gain. Accumulated points should be redeemed, where possible, for travel on official Council Business. Council reserves the right to seek confirmation from the applicable Councillor of the number of points earned while on Council Business for the purposes of arranging future Council Business bookings.

In the case of airfares, generally Economy fares as a cost effective option will be used **unless otherwise resolved by Council**. Airline tickets are not transferable and can only be procured for the Councillor's travel on Council Business.

All fines incurred while travelling in either Council or privately owned vehicles when attending to Council Business, will be the responsibility of the Councillor incurring the fine. Toll fees will be reimbursed or paid for by Council.

Any transfer expenses associated with Councillors travelling for Council Business will be reimbursed or paid for by Council (e.g. trains, taxis, buses and ferry fares).

Council recognises that in some instance's Councillors may wish to remain at the travelled location for a further time. As such, Council accepts that Councillors may remain provided it incurs no additional costs for the travel or accommodation (4.3.4).

This extends to ensuring any airline / transit fares are no more then what would have been incurred had the Councillor returned at the end of the official business. Should the costs be additional to what Council would ordinarily be responsible for these costs must be borne by the Councillor.

Costs for incidental personal travel expenses ancillary to travel outside the region for Council Business must be met by the Councillor.

#### **4.3.4 Accommodation**

All Councillor accommodation for Council Business will generally be booked and paid for by Council through the normal administrative processes approved by the Chief Executive Officer.

Alternatively, a Councillor may use a Council issued credit card subject to limits or be reimbursed upon production of receipts – e.g. in instances where a credit card is required upon registration and the Councillor doesn't have a Council card with sufficient limit.

Council will generally pay for the most economical deal available for bookings outside of the region of a three or four star rating. For accommodation within the town of Roma, Council will make available two options:

- Council provided accommodation; or
- Local accommodation service provider.

**Appendix A ('Councillor Options Form') provides the form required to be completed by each Councillor to advise of their selected accommodation type while attending Roma for Council Business and events covered by this policy.**

Where particular accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical and convenient to the event.

Accommodation may also be made available for Councillors when attending to Council Business if it is impractical to return home for that evening or where travel is required the day before.

#### **4.3.5 Meals and Beverages**

Councillors are entitled to be provided with a meal including non-alcoholic beverages, or reimbursed for the cost of a meal and non-alcoholic beverages, when travelling or attending to Council Business upon presentation of an official tax invoice, provided:

- The Councillor incurs the cost personally;
- The meal was not provided as part of registration costs of an activity, or during a funded flight;

Expenses associated with alcohol or confectionary, including minibar, will be funded by the individual Councillor either through direct payment or reimbursement to Council.

Notwithstanding this clause, in instances where an elected member is hosting a dignitary/dignitaries at the invitation of Council, hospitality may include the purchase of alcoholic beverages by either direct payment by Council or reimbursement to the Councillor.

#### **4.3.6 Councillor Community Engagement (Excluding Caretaker Period)**

Councillors may incur expenses for the purpose of conducting community engagement activities relevant to their portfolio or other business of Council (e.g. signs, non-election related-flyers, Council annual reports and other Council published information broadly available for the community).

Each Councillor has an allocation for conducting community engagement activities of \$3,000 per annum (any unspent funds cannot be carried forward to the subsequent financial year).

#### **4.3.7 Additional Expenses for Mayor Hospitality**

The Mayor may have occasion to incur hospitality expenses to entertain dignitaries while conducting Council Business.

The maximum amount of hospitality expenses that may be reimbursed to the Mayor, or paid for by Council, in this regard is \$4,000 per annum. Notwithstanding clause 4.2.6, Mayor Hospitality pursuant to this clause may include the purchase of alcoholic beverages.

#### 4.4 FACILITIES

Facilities provided for Councillors must be deemed necessary and required to assist Councillors in their official capacity. In accordance with legislative provisions, Council may only provide Councillors with the facilities listed below.

All facilities (equipment, resources, administrative support) provided to Councillors at all times must be used for Council Business in line with this policy.

In the case of equipment, it must be returned to Council when the Councillor's term expires, unless the Councillor wishes to purchase the low value item at the market value as advised by the relevant officer through the Chief Executive Officer.

##### 4.4.1 Office Space, Access to Meeting Rooms and Office Supplies and Equipment

Council provides an individual office for the Mayor, and access to meeting rooms for Councillors. In general, rooms provided for Councillor use will be located at Council owned or controlled premises such as regional offices, community centres or libraries.

While conducting Council business from a Council owned or controlled premises, Councillors will be provided access to or use of:

- Teleconferencing or video conference facilities (when physically available, and booked through the Elected Members Support & Community Engagement Officers);
- Photocopier/scanner, and paper shredding arranged through the Elected Members Support & Community Engagement Officers;
- Council publications where available.
- Councillor letterhead arranged through the Elected Members Support & Community Engagement Officers and used in accordance with this policy;

The following stationery and office supplies will be made available in reasonable quantities to Councillors for official (Council) purposes arranged through the Elected Members Support & Community Engagement Officers;

- business cards
- customer contact cards

- 'with compliments' slips
- paper for printing
- notepaper
- pens
- other stationery as required from time to time (e.g. folders)

Council stationery containing logos etc is not to be converted or modified in any way and may only be used for carrying out the functions of the role of Councillor.

Stationery does not include any form of advertising by Council.

#### **4.4.2 Diaries & Administrative Support for Diary Management - Appointments, Deputations, Meetings, Functions, Events**

Scheduling of appointments, meetings and invitations will be coordinated through the Elected Members' Support and Community Engagement Officers. All invitations / requests, however received, will be recorded and managed via Microsoft Outlook, with invitation Subject Headings clearly identifying the RSVP due dates.

As soon as dates are known, the meeting, appointment or event will be recorded and invitations sent via Microsoft Outlook to [invited Councillors](#). To facilitate the scheduling of the diaries of all nine Councillors, [Councillors](#) are encouraged to blank out any specific times in their diaries where they are temporarily unavailable for Council Business appointments to assist with the planning process.

Scheduling of appointments, meetings and functions/events will occur through the following arrangements.

##### **(a) Elected Member Diary Meetings**

[An Elected Members Support & Community Engagement Officer will meet collectively with all available Councillors. Meetings will generally take place from 9.00am - 9.45am on Workshop day preceding the Council meeting \(approximately once a fortnight\), or at an alternative time if periodically required due to other Council commitments or officer availability.](#)

The Elected Members Support & Community Engagement Officer will seek to obtain:

- Guidance about preferred dates for official openings and collective community engagement initiatives;



- Advice on attendees for the various appointments, meetings and other functions/events where Council representation has been requested, RSVP's are required or other guests/visitors' (e.g. Ministers or other government representatives') attendance needs to be coordinated.

The joint scheduling and central coordination of all Councillors' electronic diaries helps to:

- Provide quick and easy visibility to identify dates and Councillors' (including the Mayor's) availability for planning purposes;
- Maximise Councillor attendance at Council initiated events;
- Maximise Councillors' attendance where possible where Council is invited to provide representation within or outside the region;
- Enable RSVP's to be efficiently responded to on behalf of Council (attendees/apologies);
- Identify early where speech notes need to be researched for the attending Councillor/Mayor;
- Ensure sufficient time is available to prepare for events including invitations / guests, ordering of plaques, catering and advertising for community participation;
- Provide a safety net (cross check) so that all Councillors are aware of upcoming events and have the opportunity to participate where practical and invited to do so;
- Identify instances where the Mayor is unable to attend and to facilitate the delegation of the responsibility to represent Council to another Councillor or Councillors.

An example of this is for Anzac Day ceremonies where there are multiple ceremonies across the region within a short period of time and given the distance involved it is not possible for one person to be at multiple places at the same time.

#### **(b) Electronic Diary Invitations**

Due to high volume of diary events pertaining to Councillors each year, Councillors' diaries are managed electronically through Microsoft Outlook by an Elected Members Support & Community Engagement Officer. Not only does this reduce printing and paper costs, it also provides automatic record-keeping and effective, efficient and economical management of public resources, with invitations sent to all Councillors in one step, and individual Councillors are able to indicate their attendance by clicking on 'Accept'.

Councillors are welcome to click on 'Tentative' or 'Decline', however non-response will be taken to be non-attendance for the purpose of the Council RSVPs.

Alternatively, Councillors may wish to use a mix of Option (a) and (b) depending on availability.

RSVP's in relation to invitations sent to Council will be provided by a Council representative, which will ordinarily be an Elected Members Support & Community Engagement Officer.

### **(c) Diary Entries' Printing / Record Keeping**

In lieu of (a) and (b) Councillors may elect to have their diary entries (appointments, meetings, events) printed to view, and accept or decline in written format.

Where this is a Councillor's preference, the Elected Members Support & Community Engagement Officer or delegate will undertake the following additional steps for the Councillor/s selecting this option:

- print diary entries;
- Accept or Decline based on the Councillor's written or verbal advice;
- Store associated records / advice confirmations;
- Print a copy of the calendar for the week in advance and the month ahead.

The Councillor will meet on a weekly basis with the Elected Members Support & Community Engagement Officer or delegate at a mutually agreed time to provide the Councillor's advice on attendance for each appointment/meeting/event.

This will also provide the Councillor the opportunity to advise of:

- any specific times in their diaries where they are temporarily unavailable for Council Business to assist in the planning of appointment/meeting/event invitations and requests;
- in the event of the Mayor selecting this option, any delegations in relation to the Mayoral responsibilities under Section 12 (5) of the *Local Government Act 2009*.

Where the Mayor is unable to attend a particular appointment/meeting/event, such advice is to be provided to the Elected Members Support & Community Engagement Officer by the RSVP date and in sufficient time to enable alternative speech preparations to be made.

**Appendix A ('Councillor Options Form') provides the form required to be completed by each Councillor to advise of their selected option for diary management.**

#### 4.4.3 Other Administrative Support to Elected Members and Use of Letterhead

Correspondence pertaining to a Council decision, policy or service is to be prepared and distributed solely by the relevant officer/s in accordance with the adopted Organisational Structure – this includes but is not limited to:

- Customer Requests
- Complaints
- Council Meeting Correspondence

All Customer Requests and/or Complaints are to be administered in accordance with the adopted policies.

Administrative support and letterhead is for Council Business and is not for the purpose of communicating personal opinions, progressing personal interests or individual priorities or seeking to damage the reputation of Council, other Councillors or Council employees.

Administrative support and letterhead for elected members is provided solely for the purpose of:

- letters of support for a community groups' funding applications that increase the liveability of the region (e.g. may be signed by the Mayor or a relevant Councillor) provided that:
  - the content is consistent with the role of a Councillor;
  - an individual Councillor is not speaking for or on behalf of Council;
  - the letter does not indicate or provide Council in-kind or financial support;
  - the signatory would not ordinarily have a conflict of interest in the matter (material personal interest or otherwise) if the matter came before Council.
- invitations to individual community engagement initiatives;
- congratulatory or thank-you messages;
- advocacy to other tiers of government for Council Business reflecting Council's position on matters;
- facilitating the reimbursement of expenses and other arrangements under this policy;

- preparation of speech notes where the request is received from the Councillor in sufficient time to enable information to be collated – as a general guide:
  - dot points (3) clear business days of the event;
  - 5 clear business days (full speech);
- acknowledgement letters/e-mails for correspondence to the Elected Members' Office.

To remove any doubt, at no time is:

- Administrative support to be used [to direct or facilitate the direction of Council employees](#) (Section 170 of the *Local Government Act 2009*).
- A Councillor's letterhead or individual e-mail addresses to be used to speak on behalf of Council or to commit Council (or imply Council's commitment to) potential / future decisions about Council expenditure or Council policy.
- [Seek to direct staff in contravention of this policy.](#)

#### **4.4.4 Maintenance Costs of Council Equipment**

Council will cover all ongoing maintenance costs associated with Council owned equipment to ensure it is operating for optimal professional use.

#### **4.4.5 Insurance Cover**

In accordance with Section 107 of the *Local Government Act 2009*, Council will take out professional indemnity and Workers Compensation Insurance cover for Councillors while carrying out their legislative responsibilities.

Council will pay the applicable excess (to the relevant insurer), in relation to claims made (against Council and/or a Councillor) relating to the conduct of a Councillor, who was performing their role as a Councillor (i.e. conducting official Council business).

#### **4.4.6 Uniform**

On an 'as needed' basis Council will provide Councillors with the following corporate uniform as supplied by Council's preferred supplier arrangement:

- Name Badge
- Corporate branded shirts (upon request)
- Corporate branded jacket (upon request)
- Personal Protective Equipment (PPE) as required in the discharge of official duties

## 4.5 VEHICLES

The aim of this policy is to ensure that no Councillor is financially disadvantaged by undertaking their Councillor responsibilities. However, it is recognised that due to an individual's personal/business circumstances their preference may to use their private vehicle for all travel.

**Appendix A ('Councillor Options Form') provides the form required to be completed by each Councillor to confirm their selected option.**

### 4.5.1 Vehicle

- **Option 1 or Option 2 (Council Owned Vehicle)**

Due to the size of the Maranoa Regional Council area (58,834.5km<sup>2</sup>), and to ensure Councillors participate in Council and community events across the region, a fully serviced, Council owned vehicle will be made available to Councillors who would like to access these options. This will include the provision of a break down service and fuel card for Council Business use.

The type of vehicles made available to Councillors considers the large area and distances covered within the Council area, and the fact that rural roads are predominantly gravel. Night travel is also necessary for Councillors in attending to Council Business.

Councillors will be provided with a 'fit for purpose' 4WD vehicle or similar vehicles considering individual location, value for money and the context of the abovementioned considerations.

Use of the vehicle is for Council Business and associated events only and is subject to compliance with any applicable motor vehicle policy adopted by Council from time to time.

- **Option 2 (Purchase of Limited Private Use)**

Councillors may enter into a private use agreement of the Council issued vehicle including for limited and reasonable private use (Note: To remove any doubt, travel to/from home wholly or mainly to undertake Councillor responsibilities is considered Council Business and not private use for the purpose of this policy).

The cost of limited private use at the commencement of this option was \$3,500 per annum (indexed annually by CPI 30 June).

Fuel purchased outside the Maranoa Regional Council area is to be covered by the Councillor if the vehicle is being used for private use.

The set private use agreement fee will be deducted automatically from the fortnightly Councillor remuneration payments.

- **Option 3 or 4 (Private Vehicle for Council Business)**

Due to their personal / business arrangements, a Councillor may prefer to use their private vehicles for undertaking their Councillor responsibilities.

It should be noted that Council insurance does not cover private vehicles used for Council business.

For the purpose of this policy, Council has determined that the allowance for use of a motor vehicle will be 88c/km (subject to annual review). Any claim is to be based on log book details to substantiate the relevance of the travel for Council Business.

Details of the private use is to be recorded on a Councillor Expense Claim Form.

## **4.6 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND COMMUNICATIONS**

### **4.6.1 Mobile Devices (Calls and Data)**

The aim of this policy is to ensure that Council have a range of options for how they would like to be contactable while undertaking their Councillor responsibilities.

Appendix A ('Councillor Options Form') provides the form required to be completed by each Councillor to confirm their selected option.

Councillors, including those using a personal mobile phone to conduct Council Business, are to advise which number (if any) is to be published on Council's website and other Council communication networks (internal and external use).

### **4.6.2 Form of Councillor Communications for Correspondence**

Due to high volume of correspondence received and documents generated by Council each year, these are managed electronically through Council's electronic document management system and Microsoft Outlook.

Not only does this reduce printing and paper costs, it automates a large part of Council's legislative record-keeping responsibilities, and assists in the effective, efficient and economical management of public resources.

**Appendix A ('Councillor Options Form')** provides the form required to be completed by each Councillor to confirm their selected option (i.e. electronic or printed/written format).

In lieu of electronic receipt and responses in relation to correspondence, Councillors may elect to have copies printed to view and to provide instructions in paper/written format.

Where this is a Councillor's preference, an Executive Services Officer will:

- Print correspondence including correspondence sent to the Councillors' internal e-mail address;
- Enter the notes in Council's document management system and workflow the document to the relevant area.

The Councillor will meet on a weekly basis with the Executive Services Officer or delegate at a mutually agreed time to receive the Councillor's written advice on each piece of correspondence.

Where a Councillor has selected to receive correspondence electronically, Attachment A (**'Councillor Options Form'**) seeks clarification whether it is to be used for external correspondence direct to the Councillor noting that all internal communications will be direct to the Councillor address.

#### 4.6.3 Other Methods of Contact for Council and Councillors

A number of e-mail address contacts for contacting Council to request a service, information or action are available on the Council website:

[council@maranoa.qld.gov.au](mailto:council@maranoa.qld.gov.au)

[customer.service@maranoa.qld.gov.au](mailto:customer.service@maranoa.qld.gov.au)

As some government correspondence (e.g. from Ministers) and residents prefer to send correspondence electronically to Council and Councillors, the following addresses are established and administrative support provided to assist in the management of the correspondence:

Office of the Mayor [mayor@maranoa.qld.gov.au](mailto:mayor@maranoa.qld.gov.au)

Mayor and Councillors [councillors@maranoa.qld.gov.au](mailto:councillors@maranoa.qld.gov.au)

Multiple Council officers will have access to the above e-mail accounts to help ensure the continuity of service delivery to Council in accordance with this policy.

A copy of requests from customers for a service, information or action, received through the above e-mail addresses will be acknowledged and managed in accordance with Council's adopted Customer Request Policy, for example, the request will be forwarded to:

[customer.service@maranoa.qld.gov.au](mailto:customer.service@maranoa.qld.gov.au)

A copy of correspondence from customers in relation to something that Council or one of its representatives has done or failed to do will be acknowledged and managed in accordance with Council's adopted Complaint Management Policy & Processes. Administrative action complaints, for example, will be forwarded to:

[internal.review@maranoa.qld.gov.au](mailto:internal.review@maranoa.qld.gov.au)

## 5. Related Legislation and Policies

- *Local Government Act 2009*
- *Local Government Regulation 2012*

*Council Policies developed and reviewed from time to time in relation to:*

- *Credit Cards*
- *Councillors' Motor Vehicles*
- *Customer Service*
- *Complaints Management*
- *Mandatory Councillors' Code of Conduct (State Government)*

## 6. Associated Documents

Nil

## 7. Revision History

Policy Revision	Approval Date	Internal Reference
1.00	25 January 2017	D17/3993 GM/01.2017/20
2.00	27 March 2019	D19/22790 GM/03.2019/108
3.00	7 June 2019	DRAFT



<b>SELECTION OF OPTIONS</b>
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**Decision 1 – Council issued credit card (Credit card facility)****Section 4.2**

Expenses or Facilities incurred / used by Councillors	New Councillor Checklist (Please tick to select preferred option)	
	Option 1	Option 2
Credit card facility	<b>Council issued credit card</b>  <div style="text-align: center;"><input type="checkbox"/></div>	<b>No Council credit card</b>  <div style="text-align: center;"><input type="checkbox"/></div>

**Reminder:**

Payment for all flights will be made by the officer delegated by the Chief Executive Officer, or via a Council issued credit card.

Personal or non-Council credit cards or accounts/funds are not be used for:

- the purposes of booking airfares for Council Business;
- expenses in the course of discharging Councillors' civic duties and responsibilities as Councillors, other than for expenses expressly permitted under, and in accordance with, the Expenses Reimbursement Policy.

**Councillor Initial:** \_\_\_\_\_

## Decision 2 – Frequent flyer program

### Section 4.3.3

Expenses or Facilities incurred / used by Councillors	Councillor's Selected Option (Tick applicable box)	
	Option 1	Option 2
Frequent Flyer points will accrue while on Council Business	<p style="text-align: center;"><b>No</b></p> <p style="text-align: center;"><input type="checkbox"/></p>	<p style="text-align: center;"><b>Yes</b></p> <p style="text-align: center;"><input type="checkbox"/></p>

### Reminder:

Points from loyalty programs accumulated by Councillors on their personal rewards program, whilst travelling on official Council Business, must not be used for personal gain. Accumulated points should be redeemed, where possible, for travel on official Council Business. Council reserves the right to seek confirmation from the applicable Councillor of the number of points earned while on Council Business for the purposes of arranging future Council Business bookings.

Councillor Initial: \_\_\_\_\_

**Decision 3 – Accommodation Preference within Roma for Councillor's Use while on Council Business or events where invited as a Councillor**

**Section 4.3.4**

Expenses or Facilities incurred / used by Councillors	Councillor's Selected Option (Tick applicable box)		
	Option 1	Option 2	Not required
Accommodation for Councillor's Use	<p><b>Council provided accommodation</b></p> <p><input type="checkbox"/></p>	<p><b>Local accommodation service provider</b></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>

**Reminder:**

Where a Councillor is accompanied by a spouse, partner, family member or associate, Council is to be reimbursed for any incremental cost associated with more than the Councillor's accommodation (e.g. number or size of rooms) where the amount is reasonably practical to quantify.

**Councillor Initial:** \_\_\_\_\_

## Decision 4 – Diary management

### Section 4.4.2

Expenses or Facilities incurred / used by Councillors	Elected Members Support & Community Engagement	Councillor's Selected Option (Tick applicable box)		
		Option 1	Option 2	Option 3
Diaries & Administrative Support for Diary Management - Appointments, Deputations, Meetings, Functions, Events	Calendar invitations received or initiated by Council for Councillors entered into Microsoft Outlook	<b>Electronic</b>  <input type="checkbox"/>	<b>Printed</b>  <input type="checkbox"/>	<b>Mainly Electronic (Printing infrequently upon request – e.g. for large attachments)</b>  <input type="checkbox"/>

### Reminder:

An Elected Members Support & Community Engagement Officer will meet collectively with all available Councillors ('Diary meetings'). Meetings will generally take place from 9.00am - 9.45am on Workshop day preceding the Council meeting (approximately once a fortnight), or at an alternative time if periodically required due to other Council commitments or officer availability.

### For Councillors selecting Option 2:

The Councillor will meet on a weekly basis with the Elected Members Support & Community Engagement Officer or delegate at a mutually agreed time to provide the Councillor's advice on attendance for each appointment/meeting/event.

This will also provide the Councillor the opportunity to advise of:

- any specific times in their diaries where they are temporarily unavailable for Council Business to assist in the planning of appointment/meeting/event invitations and requests;
- in the event of the Mayor selecting this option, any delegations in relation to the Mayoral responsibilities under Section 12 (5) of the *Local Government Act 2009* (by RSVP date to allow sufficient time for alternative speech arrangements to be made).

Councillor Initial: \_\_\_\_\_

## Decision 5 – Vehicle

### Section 4.5

Expenses or Facilities incurred or used by Councillors	Councillor's Selected Option (Tick applicable box)			
	Option 1	Option 2	Option 3	Option 4
Vehicle	<p><b>Council Vehicle</b> for Council Business Use <u>Only</u> <u>No</u> Private Use</p> <p><input type="checkbox"/></p>	<p><b>Council Vehicle</b> – Council Business Use Purchase of <u>Limited</u> Private Use by Councillor</p> <p><input type="checkbox"/></p> <p>Payment by Councillor to Council of \$3,500 per annum indexed by CPI (June 2018).</p> <p>Council will periodically review usage to confirm reasonableness of usage to individual Councillor payments pursuant to this option. Excessive usage may, subject to a Council resolution, result in an additional Councillor payment being required.</p>	<p>Use of <b>Private Vehicle</b> Allowance based on kms of Council Business Use</p> <p><input type="checkbox"/></p> <p>88c per km of Council business use (log book maintained and copies provided as part of the payment request) paid to the Councillor</p>	<p>Use of <b>Private Vehicle</b> Council Business Use</p> <p><input type="checkbox"/></p> <p>In the absence of a Log Book, the Councillor acknowledges that no claim for reimbursement can be made to Council for a contribution or reimbursement of expenses associated with use of a Private Vehicle for Council Business Use.</p>

Councillor Initial: \_\_\_\_\_

## Decision 6 – Information and Communication Technology (ICT) Equipment

### Section 4.6.1

Expenses or Facilities incurred or used by Councillors	Councillor's Selected Option (Tick applicable box)				
	Option 1	Option 2	Option 3	Option 4	Option 5
Mobile Devices for Councillor's Use	<b>Council Mobile (Smart) Phone</b>	<b>Council Mobile (Smart) Phone + Call redirection</b> to personal phone number	<b>Personal Mobile Phone</b>	<b>Personal Mobile Phone</b>	<b>Personal Mobile Phone</b>
	<b>Council iPad</b> (choice of 9.7 inch or 12.9 inch)	<b>Council iPad</b> (choice of 9.7 inch or 12.9 inch)	<b>Council iPad</b> (choice of 9.7 inch or 12.9 inch)	<b>Personal iPad</b> (with Council Outlook and Calendar App to access information relating to Councillor responsibilities).	<b>No mobile access to Council information</b>
	Calls (includes Council secured fixed cost monthly plan for calls and data within Australia).	Calls (includes Council secured fixed cost monthly plan for calls and data within Australia) for Council phone.	Reimbursement of Mobile Plan including Data to the equivalent of what Council is currently paying for a Council device.	Reimbursement of Mobile Plan including Data to the equivalent of what Council is currently paying for a Council device.	<b>Council Skype notification of urgent messages</b>
	Council will only pay for the purchase and arrange installation and support of Software Applications or 'Apps', or individually priced services that are required to conduct official Councillor business, specifically: <b>Microsoft</b>	Council will only pay for the purchase and arrange installation and support of Software Applications or 'Apps', or individually priced services that are required to conduct official Councillor business, specifically: <b>Microsoft</b>	Council will only pay for the purchase and arrange installation and support of Software Applications or 'Apps', or individually priced services that are required to conduct official Councillor business, specifically: <b>Microsoft Outlook</b>	Council will only pay for the purchase and arrange installation and support of Software Applications or 'Apps', or individually priced services that are required to conduct official Councillor business, specifically:	

	Outlook (E-mail and Calendar ) and Microsoft Office Suite.	Outlook (E-mail and Calendar) and Microsoft Office Suite.	(E-mail and Calendar) with corporate management of the Council Outlook app. and pin security, managed through Council's mobile application management platform. + Microsoft Office Suite on iPad	Microsoft Outlook (E-mail and Calendar) with corporate management of the Council Outlook app. and pin security, managed through Council's mobile application management platform.	
SMS (Text Messages) about Council Business are not to be sent from personal mobile phones to ensure compliance with the <i>Public Records Act 2002</i> . Any receipt of SMS are to be copied and included in Council's system.					
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone number to be displayed on the Council website and other external Council communication networks	<input type="text"/>
Phone number to be displayed on Council internal communication networks (contact by a Councillor or Council Officer)	<input type="text"/>

**Reminder:**

Councillors, including those using a personal mobile phone to conduct Council Business, are to advise which number (if any) is to be published on Council's website and other Council communication networks (internal and external use).

**Councillor Initial:** \_\_\_\_\_

## Decision 7 – Councillor Communications for Correspondence

### Section 4.6.2

Expenses or Facilities incurred or used by Councillors	Councillor's Selected Option (Tick applicable box)	
	Option 1	Option 2
	Electronic	Paper
Communications	<input type="checkbox"/>	<input type="checkbox"/> <i>Note: Spam/Marketing/ Junk Mail will be separately sorted.</i>
If using your Councillor e-mail address to correspond externally, please tick.	<b>External contact</b> – Councillor address  <input type="checkbox"/>	

### Reminder:

In lieu of electronic receipt and responses in relation to correspondence, Councillors may elect to have copies printed to view and provide instructions in paper/written format. The Councillor will meet on a weekly basis with the Executive Services Officer or delegate at a mutually agreed time to receive the Councillor's written advice in relation to correspondence (date received / date instructions provided or noted on the correspondence).

**Councillor Initial:** \_\_\_\_\_



**Decision 8 – Speech Notes (As required)**

Expenses or Facilities incurred or used by Councillors	Councillor's Selected Option (Tick applicable box)		
	Option 1	Option 2	Option 3
Speech notes	Dot points	Full speech	Dependent on type of event
	Councillor requested to advise of request for speech notes (3) clear business days prior to the event	Councillor requested to advise of request for speech notes (5) clear business days prior to the event	Lead time noted.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 Councillor Signature

Date

/ 6 / 19