

BUSINESS PAPER

Special Meeting

Wednesday 17 June 2020

Ernest Brock Room - Roma Cultural Centre

NOTICE OF MEETING

Date: 16 June 2020

Mayor:

Councillor T D Golder

Deputy Mayor:
Councillors:

Councillor G B McMullen
Councillor J R P Birkett
Councillor M C Edwards
Councillor J L Guthrie
Councillor J M Hancock
Councillor W L Ladbrook
Councillor C J O'Neil
Councillor W M Taylor

Chief Executive Officer:

Ms Julie Reitano

Executive Management:

Mr Rob Hayward (Deputy Chief Executive Officer/Director
Development, Facilities & Environmental Services)
Ms Sharon Frank (Director Corporate & Community Services)

Attached is the agenda for the **Special Meeting** to be held at the Ernest Brock Room - Roma Cultural Centre on **17 June, 2020 at 3.00PM**



Julie Reitano
Chief Executive Officer

TABLE OF CONTENTS

Item No	Subject
1	Welcome
2	Apologies
3	Presentations/Petitions and Deputations
4	Consideration of notices of business
5	Consideration of notices of motion
6	Business
6.1	Expenses Reimbursement Policy - Councillor Options Form3 Prepared by: Director - Corporate & Community Services

Confidential Items

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public to discuss confidential items that it's Councillors or members consider it necessary to close the meeting.

C Confidential Items

- C.1 Project Allocation to Works for Queensland (W4Q) Additional COVID-19 Payment and Roads to Recovery Supplementary Payment for Local Government Areas in Drought**
Classification: Closed Access
Local Government Regulation 2012 Section 275(c) the local government budget.
- C.2 Variation to Grant Deed - Queensland Feral Pest Initiative (Round 2)**
Classification: Closed Access
Local Government Regulation 2012 Section 275(e) contracts proposed to be made by it.
- C.3 Organisational Structure Proposed Amendment**
Classification: Closed Access
Local Government Regulation 2012 Section 275(b) industrial matters affecting employees.
- C.4 Disposal of Surplus Plant**
Classification: Closed Access
Local Government Regulation 2012 Section 275(e) (h) contracts proposed to be made by it; AND other business for which a public discussion would be likely to prejudice the interests of the local

government or someone else, or enable a person to gain a financial advantage.

Closure

OFFICER REPORT

Meeting: Special 17 June 2020

Date: 15 June 2020

Item Number: 6.1

File Number: D20/56274

SUBJECT HEADING: Expenses Reimbursement Policy - Councillor Options Form

Classification: Open Access

Officer's Title: Director - Corporate & Community Services

Executive Summary:

Council adopted the Expenses Reimbursement Policy on 10 June 2020. This report is seeking an update to the Councillor Options Form for staff assistance to connect Council mobile devices to personal (home) printers.

Officer's Recommendation:

That Council approve the update to the Expenses Reimbursement Policy – Councillor Options Form as follows:

10. Do you require a printer and consumables for their home office? *

Please note that any printing from a Council device is to be printed directly from a Council e-mail account or other Council software.

- Yes
- No
- Happy to use the Council Chambers printer
- Staff assistance to connect Council mobile devices to personal (home) printer

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).

Councillors

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).

Acronym	Description
Nil	

Context:

Why is the matter coming before Council?

This report is seeking an update to the Councillor Options Form for staff assistance to connect council mobile devices to personal (home) printers as suggested by Cr McMullen.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council adopted the Expenses Reimbursement Policy on 10 June 2020 **Resolution No. GM/06.2020/52.**

The policy supports the provision of printers and consumable for a Councillor's home office. It is proposed for the Councillor Options Form to include staff assistance to connect Council mobile devices to personal (home) printers, as follows:

10. Do you require a printer and consumables for their home office? *

Please note that any printing from a Council device is to be printed directly from a Council e-mail account or other Council software.

- Yes
- No
- Happy to use the Council Chambers printer
- Staff assistance to connect Council mobile devices to personal (home) printer

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)

Council Meeting 10 June 2020

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)

N/A

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?

Minimal staff time required to provide assistance.

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)

Minimal staff time required to provide assistance.

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)

Elected Members

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
-	-

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)

That Council approve the minor addition.

Recommendation:

What is the ‘draft decision’ based on the advice to Council?

That Council approve the update to the Expenses Reimbursement Policy – Councillor Options Form as follows:

10. Do you require a printer and consumables for their home office? *

Please note that any printing from a Council device is to be printed directly from a Council e-mail account or other Council software.

- Yes
- No
- Happy to use the Council Chambers printer
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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?

No

Link to Operational Plan Function:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.1 Elected members

Supporting Documentation:

Nil

Report authorised by:

Chief Executive Officer