



2009/10

Torres Strait Island Regional Council Annual Report

*Celebrating
two years of
service*



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The Torres Strait Island Regional Council

This year, the Torres Strait Island Regional Council (TSIRC) celebrated its second birthday. Formed in 2008 as part of the Queensland Government's local council amalgamation policy, the TSIRC is an entirely new local council governed under the *Local Government Act 1993*.

Prior to this, communities within the TSIRC area came under the jurisdiction of the *Community Services (Torres Strait) Act 1984* and each had their own independent Island Council.

The Torres Strait Islands are located in Far North Queensland, scattered between the tip of the Cape York Peninsula and Papua New Guinea.

The Torres Strait shares an international border with Papua New Guinea and is located close to Indonesia. The location of the area has earned it the nick-name 'Australia's buffer zone'

This fact, along with the remote location and island environment brings with it a unique set of requirements and challenges for the new TSIRC.



TSIRC Services

The role of a council, like the TSIRC, is to decide on facilities and services for communities and to make local laws. Traditionally councils have provided services such as road maintenance, water and waste but now more and more local councils like the TSIRC are involved in social, economic and cultural development and improving the livability and sustainability of the region.

Unlike most local councils, the TSIRC is in charge of fifteen separate communities; each with its own facilities and service requirements. This unique situation, coupled with the remote location and island environments adds further dimension to the complexity of providing services to the area.



A few examples of the services TSIRC provide are:

- *Water & sewerage*
- *Waste*
- *Child care*
- *Planning*
- *Environmental health*
- *Housing*
- *Canteens, bistros & taverns*
- *Resorts, motels & guesthouses*
- *Libraries*
- *Roads*





Mayor's Report

Firstly, I want to acknowledge traditional owners, elders and youth of the Torres Strait. It has been a blessing and a privilege to serve you in this first year as the Mayor of the new Torres Strait Island Regional Council (TSIRC).

This year we have faced significant challenges in setting up the Council but I am pleased to say that we have also achieved some substantial mile-stones.

The TSIRC now has a Corporate Plan, a 'roadmap' that underpins our strategic direction. The Plan, based on direct community input, represents the needs and desires of residents. By closely adhering to the Corporate Plan, Council can ensure that our priorities over the next five years are in line with communities' priorities.

The Corporate Plan addresses a wide range of issues such as environmental protection, culture and arts, public health and economic development. In all these areas and more we have begun to lay the foundations to make progress towards achieving our goals.

The Ranger Program implemented to preserve and protect our unique island environment for example was launched earlier this year in Mabuiag. The Program, run in partnership with the Torres Strait Regional Authority and the Caring for Our Country Program, has been met with great community support and the Rangers are already making a significant contribution to protecting our lands and sea.

The Ranger Program combines science with traditional knowledge to ensure the very best protection of our delicate island eco-system and sacred sites. It also provides valuable full-time employment and training for community members.

Our Corporate Plan also addresses the area of housing and pinpoints the need to find a solution to over-crowding. Since our formation we have been pressing the issue with government and recently secured \$10million in additional funds from the Department of Communities to build new, or extend current, housing structures. The New Year will see the fruition of this acquisition in funds which will address some of the overcrowding issues faced by many Torres Strait Island families.

The TSIRC is committed to economic and community development. During the past financial year we completed and opened a number of new enterprises such as the Dhamuway Bistro on Saibai Island and the Mabuiag Motel on Mabuiag Island. We have also committed funding, and are continuing to negotiate with the Queensland Government, to complete the resort on Warraber.

Early in our term Council made the decision to divest TSIRC owned enterprises such as the motels, bistros, taverns and freezers back to community owned and run organisations. Council proactively engaged with community organisations and consultants were hired to visit communities to document the current viability of enterprises. Next year Council will begin to divest some of these enterprises back to community organisations.

Amalgamation has had its challenges but it has also provided us with the opportunity for fifteen individual communities to unite as one voice, under one umbrella. As a consequence the Councillors and I have been busy engaging the Queensland and Federal Governments on important regional issues such as housing, climate change, policing, health, the high cost of living, a regular transport service, education and economic development. By working together within our electorate area and developing strong partnerships with influential bodies such as the Torres Shire Council and Torres Strait Regional Authority we are successfully moving important Torres Strait issues to the forefront of the public agenda.

One of the more prominent issues discussed with government and communities is the proposed change to our current governing structure and the push towards a territory government for the region. The first round of consultations in the TSIRC electorate area took place in March and much of the behind-the-scenes planning is now completed. The new financial year will see the conclusion of the second round of consultations with communities and a proposed model of governance put to the people.

Throughout this process we will be providing community members with clear, accurate and timely information so that together, we can make an informed decision on the future of the region.

I look forward to the year ahead. A year that will build on foundations already laid. A year of development.

Mayor Fred Gela

CEO's Report

I am pleased to be contributing to the second annual report for the Torres Strait Island Regional Council as we celebrate two years of Council's establishment.

Amalgamation has seen the area move from a community focused model to a region-wide approach and with this new direction there have been many new opportunities and challenges.

A region-wide focus has meant that as an organisation we now command more economies of scale. Services can be commissioned for the region at a cheaper price overall and equipment and skills can be shared across communities. The challenge has always been - how to effectively combine no less than fifteen separate Island Council operating structures into one organisation.

This year was about refining the administration arm that can meet the needs of the region. It was about team building, implementing strategy, processes, procedures, and preparing for the implementation of the new Local Government Act 2009.

In the area of Environmental Health and Communities, team building, training and development has underpinned activities and while capacity building is ongoing, some important achievements have already been made.

Waste management has been identified as needing to be upgraded and made compliant with legislation. Council have embarked on a review of our current solid waste disposal systems which involves a change – in thinking both locally, and with the government. The feasibility will be complete by April 2011.

New legislation in relation to cats and dogs reaffirms the industrious work that Council's animal management team, environmental health workers, officers and vets have completed to date, via education programs.

Council also embarked on some major policy decisions over the year and took a feasibility study into the Fishing Cooperative, fish freezers and fishing in general within the Torres Straits.

No fewer than 15 enterprises controlled by Council have been resolved through transition to community-based or private organisations. This endorses Council's commitment to uphold the Local Transition Committee's plans to divest these enterprises. Four liquor licensed establishments were transitioned into community-based organisations.

Engineering Services received a 500,000 dollar training grant to educate water and sewerage officers in Certificate II and III courses. Council also received five million dollars in natural disaster funding to repair road infrastructure caused by flooding and cyclones with work in progress.

Council resolved to go 'cashless' in the past 12 months and have made significant progress to achieve this result by July 2011, when all Council transactions will be performed via EFTPOS or online.

The largest item on Council agenda this year was the offer by the State and Federal Government to provide 300 million dollars over 10 years to significantly address overcrowding in the social housing network. While details are yet to be finalized, Council anticipates that homes will be built during the first half of 2011.

I firmly believe that a strong team, thorough planning and clear procedures build a solid foundation for a large organisation such as the TSIRC. I look forward to building further momentum over the year ahead.

John Scarce

Ordinary Council Meetings Attended

Councillor Name	Ordinary Meetings Attended	Total Ordinary Meetings Held
Mayor Fred Gela	14	14
Deputy Mayor Kenny Bedford	13	14
Cr Donald Banu	10	14
Cr Raymond Soki	13	14
Cr Ron Enosa	8	14
Cr Keith Fell	13	14
Cr Wayne Guivarra	12	14
Cr David Bosun	8	14
Cr Toshie Kris	11	14
Cr Nancy Pearson	13	14
Cr Walter Mackie	13	14
Cr Willie Lui	13	14
Cr Philemon Mosby	13	14
Cr John Mosby	13	14
Cr Florianna Bero	13	14
Cr Ron Day	10	14

Standing Committee Meetings Attended

Councillor Name	Standing Committee Meetings Attended	Standing Committee Meetings Held*
Mayor Fred Gela	24	36
Deputy Mayor Kenny Bedford	8	11
Cr Donald Banu	7	11
Cr Raymond Soki	7	11
Cr Ron Enosa	5	12
Cr Keith Fell	9	11
Cr Wayne Guivarra	9	12
Cr David Bosun	7	11
Cr Toshie Kris	7	11
Cr Nancy Pearson	12	12
Cr Walter Mackie	5	12
Cr Willie Lui	12	12
Cr Philemon Mosby	10	11
Cr John Mosby	11	11
Cr Florianna Bero	8	11
Cr Ron Day	9	11

*Note councillors (excl. Mayor) were not members of all committees

Human Resources

Council is committed to providing a safe and healthy working environment for all employees. Council practices Equal Employment Opportunities (EEO) and is in the process of formalising an EEO policy.

Although no formal policy is in place yet, the TSIRC is nevertheless actively promoting this notion through our recruitment process. All recruitment is conducted in transparent manner. The process involves the provision of detailed position descriptions, internal and external advertising, shortlisting by the vacancy manager, panel interviews and reports. To ensure the transparency of this process the interview panel must contain the vacancy manager, a member of the Human Resources team and an independent officer.

Council also promotes the employment of Torres Strait Islanders to positions where appropriate and offers a range of cadet, apprentice and trainee positions to assist young or unskilled people to get into the workforce. The Torres Strait Island Regional Council is now one of the largest employers of Torres Strait Islanders in the region.

During this financial year Council has introduced an Enterprise Bargaining Agreement (EBA). This process has involved extensive consultation with stakeholders, including trade unions. The EBA will contain flexibility provisions for training and development leave and the recognition of leave for cultural activities or caring for families.

Councillor's Code of Conduct

Total number of breaches of the local governments code of conduct committed by councillors	NIL
Name of each councillor who breached the code, a description of the breach and penalty	NIL
Number of complaints of alleged breach, other than frivolous and vexatious, referred to conduct review panel	NIL
Number of recommendations made to Council by review panel that were adopted, not adopted by Council	NIL
Number of complaints resolved under general complaints process and No. relating to councillors	NIL
Number of complaints made to Ombudsman and notified to Council re enforcement decisions of Council	NIL

Introducing the Councillors

Division	Community	Councillor
Division one	Hammond	Mayor Fred Gela
Division two	Boigu	Cr Donald Banu
Division three	Dauan	Cr Raymond Soki
Division four	Saibai	Cr Ron Enosa
Division five	Mabuiag	Cr Keith Fell
Division six	Badu	Cr Wayne Guivarra
Division seven	Kubin	Cr David Bosun
Division eight	St Pauls	Cr Toshie Kris
Division nine	Hammond	Cr Nancy Pearson
Division ten	Iama	Cr Walter Mackie
Division eleven	Warraber	Cr Willie Lui
Division twelve	Poruma	Cr Phillemon Mosby
Division thirteen	Yorke	Cr John Mosby
Division fourteen	Ugar	Cr Florianna Bero
Division fifteen	Erub	Deputy Mayor Kenny Bedford
	Mer	Cr Ron Day



TSIRC Councillors and Kaurareg Elder at the first Ordinary Meeting: Front Row: Nancy Pearson (Hammond), Donald Banu (Boigu), Kaurareg Elder John Mills, Mayor Fred Gela, Deputy Mayor Kenny Bedford (Erub), Florianna Bero (Ugar), Wayne Guivarra (Badu). Back Row: Walter Mackie (Iama), Phillemon Mosby (Poruma), Keith Fell (Mabuiag), John Mosby (Masig), Ron Enosa (Saibai), Mario Soki (Dauan), Toshi Kris (St Pauls), Ron Day (Mer), Willie Lui (Warraber) and David Bosun (Kubin). Photo courtesy of Torres News.

Councillor Remuneration

Councillor*	Annual Gross Remuneration	Travel Allowance
Fred Gela	\$115,560.00	\$14,322.95
Kenny Bedford	\$57,710.00	\$9,696.75
Toshie Kris	\$47,365.00	\$7,759.80
Raymond Soki	\$47,365.00	\$11,652.65
Ron Enosa	\$47,365.00	\$7,779.80
Ron Day	\$47,365.00	\$3,917.40
Keith Fell	\$47,365.01	\$7,999.80
Walter Mackie	\$47,365.00	\$10,573.15
Nancy Pearson	\$47,365.00	\$8,982.90
Willie Lui	\$47,365.00	\$10,325.95
Florianna Bero	\$47,365.00	\$9,175.05
Wayne Guivarra	\$47,365.00	\$9,918.55
Phillemon Mosby	\$47,365.00	\$7,689.80
John Mosby	\$47,365.00	\$8,637.20
Donald Banu	\$47,443.86	\$11,687.84
David Bosun	\$47,365.21	\$3,819.20

**Note remuneration is based on a 15 month period*

Resolutions Relating to Councillor Remuneration

Special Meeting January 22, 2010 Moved Cr. Bedford, Seconded Cr. Kris that Council authorise that the maximum payment for remuneration for Mayor, Deputy Mayor and Councillors be in accordance with the maximum percentage allowable set by the remuneration tribunal and the remuneration tribunals decision to a section 250AL application for the Mayors remuneration.

Statutory Disclosures

Summary of Expenditure, Hospitality, Advertising and Grants

Type of Expenditure	\$ Spent
Entertainment and Hospitality	\$0
Advertising	\$0
Community Grants, Donations & Sponsorship	\$103,437
TOTAL	\$103,437

Summary of Expenditure on consultants

<u>Accounting and Management</u>		
	Firm Name	\$ Spent
	ABC Training Pty Ltd	\$378,963
	AEC Group	\$113,993
	Asset Val	\$85,250
	B W Menzies FCA	\$6,600
	Enterprise Finance Solutions	\$4,505
	Jessup and Partners	\$19,286
	Kleinhardt Business Consultants	\$14,179
	KPMG	\$166,908
	MacDonnells Law	\$5,260
	Mead Consulting Services Pty Ltd	\$25,508
	Remote Performance Management	\$51,755
	Walter Turnbull	\$37,789
	WHK Greenwoods	\$5,588
	TOTAL	\$915,584
<u>Engineering</u>		
	Black & More	\$50,834
	PDR Engineers Pty Ltd	\$23,219
	Remote Project Management	\$562,850
	TOTAL	\$636,903

Overseas Travel

Nil

Special Rates and Charges

The Council levied no special rates or charges on land for the period ending 30 June 2010.

Rates Rebates and Concessions

The Council did not levy general rates – therefore, no rebates or concessions were applied.

Council's Borrowing Policy

The following principles are accepted financial management principles associated with non-current liability management.

Borrowings will not be utilised to fund re-current operations;

Borrowings will be "matched" with the profile of the asset;

Borrowings for new assets should be linked with income producing assets that create wealth;

Before Borrowings are undertaken a risk evaluation on the asset or works is required to be undertaken to enable Council make a fully informed decision;

The ratio of Interest and Redemption to Grant Income should remain less than ten (10) percent;

Borrowings will only be for assets identified in Council planning including Strategic Plans, Management Plans, Five and Ten Year Capital Works Plans or other documentation of a Strategic Nature e.g. State / Federal Government Planning; and

Where transactions are considered "off-balance sheet" a full financial analysis including a risk assessment is undertaken in accordance with State Government Guidelines to ensure the Council is receiving "value for money".

Invitations to Change Tenders

Invitations to submit revised tenders were invited for the MIP 4B Projects - Asset Replacement Package B, Asset Replacement Package C, Tidal Gauges Project.

Ordinary Meeting February 17, 2010: *Moved* Cr. Pearson, *Seconded* Cr. Soki that Council accept the recommendations of the MIP Programme Manager that:

1. Aurecon's non-conforming tender of \$208,240 (GST exclusive) for Phase A Fees including an estimated disbursement amount of \$39,578 (GST exclusive) for project management of the Asset Replacement Project Package C be accepted; and
2. Aurecon's revised non-conforming tender of \$194,600 (GST exclusive) for Phase A & B Fees plus an estimated \$33,000 (GST exclusive) for disbursements for project management of the Tidal Gauges Project be accepted.

Expressions of Interest

Expressions of interest were called for TSIRC 2009-03 Assessment of Solid Waste Management.

Ordinary Meeting 24 August 2009: *Moved* Cr. Mackie, *Seconded* Cr. Lui that council ratifies the decision of the Standing Committee for engaging Conics (Cairns) Pty Ltd for the stated amount of \$74,500.00 as identified in their expression of interest to undertake the works identified in Expression of Interest (EOI) TSIRC2009-03, Assessment of Solid Waste Management Sites.

Expressions of interest were called for Mosquito Prevention.

Ordinary Meeting 21 October 2009: *Moved* Cr. Bedford, *Seconded* Cr. Mackie that the Council ratifies the Standing Committee's approval to call Expressions of Interest from suitably qualified organisations to undertake contractual works in each community for the prevention of mosquito borne diseases, in particular those in relation to Dengue Fever.

- *It was noted that the prevention of Mosquito borne diseases is Council's responsibility.*
- *Council need to make it a priority to go through prevention mechanism ASAP as we are approaching the wet season soon.*

Expressions of interest were called for TSIRC 2009-05 Ranger Patrol Vessels.

Ordinary Meeting 18 November 2009: *Moved* Cr Bedford, *Seconded* Cr Soki that Council gives their approval to engage Sea Prowler Boats Pty Ltd for the stated amount of \$591, 206.00 as identified in their tender document to construct and supply seven only Ranger Patrol Vessels for use by Councils Ranger Groups in the *Working on Country* Program.

Registers

The Council keeps the following registers open to public inspection:

- Register of Councillor Interests
- Register of Disclosure of Election Gifts
- Register of Delegations of Authority by Council

Names of shareholders delegates of the local government for its LGOCs

For the period ending 30 June 2010, the Council controlled no LGOC's.

List of all business activities (National Competition Policy)

The Council had no identified business activities for the period ending 30 June 2010.

Disclosure of Cross Subsidies

The Council did not levy water and sewerage rates for the period ending 30 June 2010.

Corporate and Operational Plan

The Corporate Plan for the Council was adopted in June 2009. During the period July 2009 to June 2010 there were no amendments to the Corporate Plan.

Council's Operational Plan for 2010 was adopted at its budget meeting in June 2009. There were no changes to the Operational Plan for the period ending June 2010. The Operational Plan was reviewed to ensure progress was being achieved in accordance with the Corporate Plan, Council policies, initiatives and targets.

Reserve Land Controlled by Council

Council does not control any reserve land

Length of roads controlled by Council

Island Name	Total Road Length (m)	Total Road Length (km)
Ugar	2815	2.8
Dauan	3762	3.8
Poruma	4402	4.4
iamo	4812	4.8
Boigu	6392	6.4
Saibai	7596	7.6
masig	8468	8.5
Warraber	11060	11.1
Mabuiag	11505	11.5
Mer	12762	12.8
Erub	15710	15.7
Hammond	23846	23.8
Badu	82017	82.0
Moa	86716	86.7
	281863	281.863

Expense Reimbursement Policy

Commencement

The Torres Strait Island Regional Council expenses reimbursement policy will take affect and repeals any previous policy on this issue from the date Council formally adopts it, this date will appear on the last page of the policy under the heading certification.

Background

In developing an expense reimbursement policy the Council must comply with guidelines issued by the Chief Executive Officer of the Department of Local Government, and sections 236B, 250AR, 250AS, 250AT and 250AU of the *Local Government Act 1993*.

Purpose

The purpose of the policy is to ensure that councillors (including mayors) can receive reimbursement of reasonable expenses and be provided with necessary facilities in performance of their role.

Statement of Principles

The policy complies with the Statement of Principles, set out in the guidelines:

- Reasonable expenses reimbursement to councillors
- Public accountability and transparency
- Public perceptions and community expectations
- No private benefit to be derived
- Equity and participation

Payment of Expenses

Expenses will be paid to a councillor through administrative processes approved by a council's Chief Executive Officer subject to:

- The limits outlined in this policy and
- Council endorsement by resolution.

Expense Categories

Representing Council

Where Council resolves or the Mayor & CEO consider relevant that Councillors are required to attend conferences or workshops to either deliver a paper or as a delegate of Council; Council will reimburse expenses identified by resolution, associated with attending the event since participation is part of the business of Council. Council must formally pass a resolution for any international events.

Council, Mayor & CEO must consider the attendance of an individual Councillor at Council ordinary meetings before authorising the attendance of the Councillor.

Each Councillor who attends an event on behalf of Council must provide a verbal and written report to the whole Council at the second ordinary meeting after the event.

The CEO to keep a register of Mayor & CEO authorisations of attendance to be viewed by Council or the public at any time.

Professional development

A local government will reimburse expenses incurred for:

- Mandatory professional development

Where Council resolves or the Mayor and CEO consider that all Councillors are to attend training courses or workshops for skills development related to a Councillors role, the Council will reimburse expenses identified by resolution, that being the total cost of the course plus associated expenses

- Discretionary professional development

Where a Councillor identifies a need to attend a conference, workshop or training to improve skills relevant to their role as a Councillor, other than Mandatory training, Council will reimburse expenses identified by resolution to a maximum of \$5,000 for the current term of their office.

The CEO to keep a register of Mayor & CEO authorisations for mandatory training to be viewed by Council and the general public at any time.

Travel as required to represent council

A local government may reimburse local and in some cases interstate and overseas travel expenses (e.g. flights, car, accommodation, meals and associated registration fees) deemed necessary to achieve the business of council where:

- A councillor is an official representative of council and
 - The activity/event and travel have been endorsed by resolution of council or
 - The mayor & CEO consider necessary to incur the travel on behalf of council
- Councillors are to travel via the most direct route, using the most economical and efficient mode of transport.

Council will pay for reasonable expenses incurred for overnight accommodation or apply the Australian Taxation Office guidelines for travel expenses. All travel expenses will be paid in advance of travel with exception reporting completed and any unused allowance recovered from future claims.

NOTE: Any fines incurred while travelling in council-owned vehicles or privately owned vehicles when attending to council business, will be the responsibility of the councillor incurring the fine.

If a Councillor travels using their private vehicle, a log is to be kept of the mileage travelled and the reimbursement will be in accordance with the Australian Taxation Office rulings for the engine capacity of the vehicle used.

The CEO will keep a register of Mayor & CEO authorised travel to be viewed by the Council or general public at anytime.

Travel bookings

All councillor travel approved by Council will be booked and paid for by Council.

Economy class is to be used, however for journeys of two (2) hours or more and it being the fourth (4) time of travel in the current term of office for Council business, paid directly by Council (that is not recovered from a second party as a result of a meeting, training or workshop requested by them), Business class is to be used where available.

Airline tickets are not transferable and can only be procured for the councillor's travel on council business. They cannot be used to offset other unapproved expenses. (e.g. cost of partner or spouse accompanying the councillor.)

Travel transfer costs

Any travel transfer expenses associated with councillors travelling for council approved business will be reimbursed.

Example: Trains, taxis, buses and ferry fares

Cab charge vouchers may also be used if approved by Council or by the Mayor & CEO where Councillors are required to undertake duties relating to the business of council.

Private vehicle usage

Councillor's private vehicle usage may be reimbursed by council if the:

- Travel has been endorsed by council resolution or
- The Mayor & CEO consider it appropriate
- Claim for mileage is substantiated with log book details and
- Total travel claim does not exceed the cost of the same travel using economy flights plus the cost of taxi transfers.

Reimbursement will be in accordance with the Australian Taxation Office rulings for the engine capacity of the vehicle used.

Accommodation

At Councillor Request accommodation for Council business can be booked and paid for by Council or the Australian Taxation Office ruling for travel allowance will be paid to Councillors. Council will pay for the most economical deal available. Where possible, the minimum standards for councillors' accommodation will be four (4) star rating.

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.

Meals

A local government will reimburse costs of meals in accordance with the Australian Taxation Office ruling on travel expenses TD 2007/21 or later for a councillor when:

- The meal was not provided:
 - Within the registration costs of the approved activity/event
 - During an approved flight
 - Any time Councillor is on Council Business

No alcohol will be paid for by council.

If the Councillor is away from home or commences their travel before 8 am or concludes after 9 am a breakfast entitlement is provided. If the Councillor is away from home or commences travel before 12 noon or concludes after 1 pm a lunch entitlement is provided. If the Councillor is away from home or commences travel before 6 pm or concludes after 7 pm a dinner entitlement is provided.

- **Incidental allowance**

Australian Taxation Office ruling on travel expenses TD 2007/21 or later is to be applied. Payment will be made for any overnight travel only; the calculation is to pay on the first day of travel, on the last day of travel and for any day in between. In effect the minimum payment will be two days entitlement

Hospitality

Council provides a \$500 per annum Hospitality Expenditure for all Councillors.

Council provides a \$2,000 per annum Hospitality Expenditure for the Mayor.

The Mayor and the Councillors will provide evidence of the expenditure to the Standing Committee for Finance and Corporate who will recommend to Council the amount to be reimbursed. Upon Council resolution the Hospitality Expenditure will be reimbursed to the Mayor or Councillor.

Provision of Facilities

All facilities provided to councillors remain the property of council and must be returned to council when a councillor's term expires.

Private use of Council owned facilities

Based on the principle that *no private benefit is to be gained* the facilities provided to Councillors by Local Governments are to be used only for Council business unless prior approval has been granted by resolution of Council and are in accordance with the charges for private use as set out in this policy.

Facilities Categories

Administrative tools

Administrative tools are to be provided to Councillors as required to assist Councillors in their role.

Administrative tools include:

- Office space and meeting rooms
- Computers
- Stationery
- Access to photocopiers
- Printers
- Facsimile machines
- Publications
- Use of council landline telephones and internet access in council offices.

Secretarial support may also be provided for Mayors and Councillors under a directive given by the Chief Executive Officer to staff concerned.

Council may via a separate resolution provide a Councillor with home office equipment including computer, internet access if necessary.

Maintenance costs of council owned equipment

Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of council-owned equipment that is supplied to councillors for official business use.

This includes the replacement of any facilities which fall under council's asset replacement program.

Name Badge and uniform

The Council will provide Councillors with a name badge

The Council may by separate resolution authorise personal protective equipment and/or a uniform of the Council.

Use of council vehicles on council business

Councillors will have access to a council vehicle for official business.

Private use of vehicles

Councillors do not have the ability to full private use of Council owned vehicles, they can utilise vehicles in the Car Pool for official Council business use and private use, however the vehicle must be made available for all Council personnel to utilise as a priority over any private use.

Private use of Council owned vehicles is to be recorded in a log book with the date of use and mileage travelled, each month the log book will be expected by Council staff to calculate the mileage travelled, the Councillor will reimburse Council the mileage travelled in accordance with the Australian Taxation Office rulings for the engine capacity of the vehicle used.

Telecommunication needs – mobile devices

Council owned mobile telecommunication devices may be used by Councillors for official Council business use, any personal calls must be reimbursed to Council, a copy of the phone bill will be provided to the Councillor for identification of personal calls, and payment is to be made immediately.

Alternately if a mobile telecommunication device is not made available to a Councillor a listed telephone can be placed at a Councillors residence with a reimbursement of all charges and local call costs, any STD or International calls associated with Council business will also be reimbursed if a receipt and certification is provided.

Home internet access will be reimbursed 100% of the package cost to a maximum of \$60 per month.

Insurance cover

Council will indemnify or insure Councillors in the event of injury sustained while discharging their civic duties. Council will pay the excess for injury claims made by a Councillor resulting from conducting official Council business.

Fuel costs

Fuel for a council-owned vehicle used for official council business, will be provided or paid for by council.

Certification

This and the preceding five (5) pages bearing my initials has been adopted by Council at it meeting held on the 30 June 2009

John Scarce

CHIEF EXECUTIVE OFFICER

