

WWASC

Annual Report 2011-2012



Wujal Wujal
Aboriginal Shire
Council

WWASC

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Wujal Wujal Aboriginal Shire Council's Annual Report 2011-2012

This Annual Report offers the public insight into the primary activities undertaken by, and the financial position of, Wujal Wujal Aboriginal Shire Council throughout 2011/2012.

The report discloses, as legislated by the Local Government Act 2009, the Audited Financial Statements for the 2011/2012 Financial Year. This disclosure, coupled with the provision of a Community Financial Report, demonstrates the Council's commitment to open and accountable governance and provides a medium by which the Shire's constituents may generate an understanding of the Shire's financial position and performance during the period in question.

Further to the above, the Annual Report communicates, to the public at large, the highlights and major achievements of the Council as of 30th June 2012.

A message from the CEO

I have the pleasure to report on the operations of the Council for 2011/2012.

Our Community Plan was adopted by Council during the year as required by the Local Government Act 2009. This Plan sets out our community aspirations up to 2021 and will be used as our "guiding light" to the types of works and services that will be achieved during that period. The Strategic Asset Management Plan and Internal Audit Plan were also adopted in 2011/12.

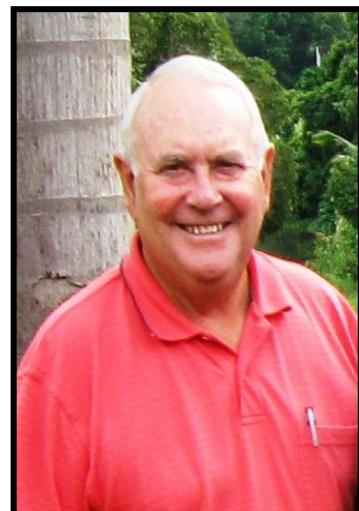
The newly-elected Council took office on 2 May 2012. At the Post – Election meeting on that date, Mayor Clifford Harrigan chaired his first ever Council meeting. Councillor Allister Gibson was elected Deputy Mayor. Portfolio Committees were elected for Administration and Finance, Infrastructure, Economic Development, Community Lifestyle and Law and Order. Our three (3) Advisory Committees were re- appointed for a further four (4) years. These are Sport and Recreation, Bama Wujal Wujal Warra (Land and Housing) and Arts & Cultural Centre Policy.

An important focus in 2011/12 was infrastructure provision. A three-lot housing subdivision was completed with all services connected. A new rising main and the southside water supply extension were installed. The CDEP Office and Training Centre was opened and operational during the year.

Could I please take this opportunity to thank the Mayor, Councillors and Staff for their support to me over the last year. I believe that together we have achieved much for our residents and I know that we will all continue to work to build on this in the future.

This Annual Report will set out our achievements and our responsibilities. I commend it to you and trust you will find it informative and useful.

Kevin Wormald
Chief Executive Officer



About Wujal Wujal Shire

The present community of Wujal Wujal has existed on the site for many hundreds of years and is set around highly sacred waterfalls.

Wuja Wujal is an Aboriginal Shire, originally known as Bloomfield, later known as Bloomfield River Mission. It was founded in 1886 by Lutheran Missionaries; however, due to difficulties of isolation, the area was abandoned. It was reopened in 1957 and administered by the Hopevale Mission Board, a branch of the Lutheran Church of Australia. In 1979, it became known as Wujal Wujal, and in the following year the Aboriginal Council was formed. It became a DOGIT Community Council on 29 October 1987 (“Wujal Wujal Day”) following the passing of the Queensland Community Services (Aborigines) Act 1984. Then in 2004 following the abolition of the Community Services (Aborigines) Act 1984, it became known as the Wujal Wujal Aboriginal Shire Council.

Wujal Wujal is located in the Bloomfield Valley inside the World Heritage Area some 170 kilometres to the north of Cairns and 70 kilometres south of Cooktown. It is 64 Hectares in size and consists of a tropical climate with both wet and dry seasons

The Shire lies on the banks of the Bloomfield River with high mountain terrain surrounding it. Wujal Wujal has a population of approximately 480 people with the main clan group languages being Kuku Yalanji, Kuku Nyungul and Jalunji.



Report from the Mayor

I have the privilege of presenting my first annual report to the community. This will cover the achievements of our shire over the 12 month period ended 30 June 2012. I have the pleasure to work with Deputy Mayor Allister Gibson, Cr. Natasha Duncan, Cr. Talita Nandy and Cr. Vincent Tayley, who were elected on 28 April 2012. All have contributed to the policy and decisions that are making Wujal Wujal a better place every year. I also pay tribute to our last council headed by outgoing Mayor Desmond Tayley, supported by Cedric Friday and Zeila Wallace, the councillors that did not stand for re-election.



The new council took office on 2 May 2012 at a ceremony attended by family and friends. This was a proud day, when we all took our Declaration of Office and elected the Deputy Mayor, Committees and Delegates.

Our council is focused on increasing employment opportunities for local people. We can only do this if economic development opportunities are taken, as there is little scope for employment in our area. We need more housing projects and other major contracts to make this happen. I am committed to achieving this during my term.

We have finished the housing subdivision on the freehold land off Herloin Street. This fully-serviced subdivision will provide five houses. The subdivision was constructed by our Council staff and locally engaged contractors.

Last year, the Mayoral Indigenous Roundtable was held at our Arts and Cultural Centre. All indigenous mayors attended and also witnessed the official opening of the Centre by Minister Curtis Pitt, MP. It was a credit to all concerned that this event attracted some 400 visitors and locals, who had such an enjoyable and interesting experience in Wujal Wujal.

Finally, the football field area in Douglas Street and the Wujal Wujal Falls area were transferred to our shire from Cairns Regional Council. Unfortunately the Council's three freehold blocks in the Cairns Regional Council area were not approved for transfer but we are asking for that decision to be reviewed.

I can report that the new rising main, southside water supply extension and the CDEP Office & Training Centre were all completed in 2011/12. Not so the Bloomfield River Bridge or Woobadda Creek Crossing which we hope will be done in 2013. All these projects will be of enormous benefit to our community

In conclusion, I thank councillors, staff and especially all residents for the support given to me since my election in May. We can all look forward to a successful year ahead.

Elected Representatives

Wujal Wujal Aboriginal Shire Council has an elected body of five Councillors, with specific powers, responsibilities and duties set out in the Local Government Act 2009 (the Act). Elections for the Mayor and Councillors are undertaken every four years, with the last election held on 28 April 2012. The next election is scheduled for the last Saturday in March 2016.

Councillor Profiles

Mayor

Councillor Clifford Harrigan

Elected May 2012

Mayor Clifford Harrigan commenced his term of office on 2 May 2012. Mayor Clifford is responsible for all portfolios of the Council and is Chairman of Portfolio Committees covering Infrastructure, Economic Development, Community Lifestyle and Law and Order.



Mayor Clifford Harrigan is a Traditional Owner of Wujal Wujal.

His personal interests are fishing, gardening, reading and spending quality time with his wife and three (3) daughters.

Deputy Mayor

Councillor Allister Gibson

Elected March 2008 – Re-elected May 2012

Deputy Mayor Allister Gibson grew up in the community of Wujal Wujal. He has completed his apprenticeship in Carpentry. Cr. Gibson is employed by PCYC and is the chairperson of the Yindili Sports & Recreation Committee.



Cr. Gibson's portfolios include Administration and Finance, Economic Development and Community Lifestyle.

Cr. Gibson's interest is working with young people with attitude, beliefs, issues and needs that are important to creating a healthy lifestyle. He enjoys spending quality time with his wife and daughter.

**Councillor
Natasha Duncan**

Elected May 2012

Cr. Duncan was born in Cairns and raised in Wujal Wujal and is a Traditional Owner of this country.

Cr. Duncan's portfolios include Community Lifestyle and Law and Order.



Her interest is accessing community programs that provide the opportunity to learn new skills while having fun in a relaxed and social environment. She is a member of the Yindili Sports & Recreation Committee and believes physical activity and nutritious foods are very important for people of all ages.

Cr. Duncan's hobbies are fishing, camping and spending quality time with her husband, son and two (2) daughters.

**Councillor
Talita Nandy**

Elected March 2008 – Re-elected 2012

Cr. Nandy was born in Atherton and has lived in Wujal Wujal for 13 years. She is married with two (2) children and enjoys singing, dancing, sewing, reading, camping and socializing. Cr. Nandy is a member of the Yindili Sports & Recreation Committee.



Cr. Nandy's portfolios include Infrastructure and economic Development. She was the Deputy Mayor from 2008 – 2012.

**Councillor
Vincent Tayley**

Elected May 2012

Cr. Tayley was born in Cairns and raised in Wujal Wujal and is a Traditional Owner of this country and Dawnvale.



Cr. Tayley's portfolios include Infrastructure and Law and Order.

He works for the Royal Flying Doctor Services as a Program Officer in

Wujal Wujal. His job involves developing programs and activities to bridge the gap between parents and children. He is also a member of the Yindili Sports & Recreation Committee. His interests are fishing, rugby and spending quality time with his wife and two (2) daughters.

Councillor Remuneration

Remuneration of Councillors is fixed by the Local Government Remuneration Tribunal. All the Aboriginal Shire Councils, including Wujal Wujal, are classified in the Special Category as determined by the Tribunal.

The Tribunal is an independent body that makes a determination about mayor, deputy mayor and councillor remuneration by 1 December annually.

The members of the Local Government Remuneration Tribunal are appointed by the Governor in Council. The Local Government Remuneration Tribunal comprises three members, one of which is the chairperson.

Annual Remuneration Applicable from 1 January 2012 (adopted by Council 17 January 2012)

MAYOR	65 % of the Member of the Legislative Assembly	\$89,147 per annum
DEPUTY MAYOR	37.5% of the Member of the Legislative Assembly	\$51,431 per annum
COUNCILLOR	32.5% of the Member of the Legislative Assembly	\$44,573 per annum

Specific breakdowns of payments to councillors and meeting attendance are as follows (payment includes the remuneration amount paid, expenses reimbursed and Council superannuation contributions made)

Councillor	No. of Meetings Attended	No. of Meetings held	Payment
<i>1 July 2011 - 30 June 2012</i>			
D Tayley (to 1 May 2012)	7	10	\$ 77,775
T Nandy	11	12	\$ 53,200
C Friday (to 1 May 2012)	7	10	\$ 38,888
A Gibson	9	12	\$ 46,800
Z Wallace (to 1 May 2012)	6	10	\$ 38,888
C Harrigan (from 2 May 2012)	2	2	\$ 13,715
N Duncan (from 2 May 2012)	2	2	\$ 6,857
V Tayley (from 2 May 2012)	2	2	\$ 6,857

Registers Open for Inspection

The Wujal Wujal Aboriginal Shire Council keeps the following registers that are open to inspection:

Register	Purpose	Access
Personal Interest of Councillors	To record Financial and other personal interests of Councillors	Available to any person upon written application to the CEO. Relevant Councillors must be informed of the application
Personal Interests of Councillors related persons	To record certain financial and other personal interests of specified persons related Councillors	Restricted to Councillors of Wujal Wujal Council and persons permitted by law or their agents
Minutes of Council Meetings	To record all resolutions made by the Council Ordinary or Special Meeting	Available to any person after meeting
Corporate Plan	To document the goals, strategies and performance indicators set by Council for a five year period	Available to any person
Operational Plan	To document the goals, strategies and performance indicators set by Council for the year	Available to any person
Budget	To record the proposed expenditures and revenues required to implement Council's strategies and goals for the year	Available to any person
Building	To document building activity within the Shire	Available to any person
Statement of Accounts	To record the actual position of the financial accounts, compared to budget predictions, on a monthly basis	Available to any person
Annual Report	To document the financial position of the performance of the Corporate and Operational Plans for the year, as well as other accountabilities both mandatory and discretionary	Available to any person
Policies	To record all Policies adopted by Council	Available to any person
Road Register	To show details of the roads in the Shire.	Available to any person
Delegations Register	To record the powers delegated to the CEO and other officers	Available to any person
General Complaints Register	To record the process dealing with complaints lodged	Available to any person
Community Plan	To record the aspirations of the community up to the year 2021	Available to any person

Operational and Corporate Planning

In accordance with the Local Government Act 2009, the Corporate Plan of Wujal Wujal Aboriginal Shire Council sets out the issues relevant to our Local Authority and states the endorsed strategic direction for the coming years. The Corporate Plan is a document designed to outline the major issues facing Wujal Wujal Aboriginal Shire both now and in the future.

Corporate Governance	To provide leadership, direction, representation and service to the community
Corporate Services	To manage Council's resources in a way that achieves maximum community benefit.
Technical Services	To develop and maintain the Shire's infrastructure to meet the community's needs, including the works in general, road network, drainage, housing, water supply and sewage services in a safe and efficient manner
Planning Services	To ensure that the Shire develops in an orderly and responsible manner to enhance the community lifestyle
Community Services	To promote and develop a range of services to cater for the diverse needs of the community

Vision Statement

A happy, educated, united and prosperous community that continues to enjoy the benefits of modernity and tradition simultaneously.

Mission Statement

To serve the community through a coordinated, sustainable and equitable delivery of services which focus on local priorities and contribute to the improvement of the quality of life.

Core Values and Principles

The strategies contained in the Corporate Plan are designed to achieve the aims identified by the Shire. These aims are all concerned, in their various ways, with excellent customer service. A commitment to customer service is one of many defining features of the Wujal Wujal Aboriginal Shire Council Corporate values. Other values define the context within which the aims of the Corporate Plan will be pursued.

Our Values:

- Customer Focus
- Accountable Management
- Respect for Aboriginal Culture and tradition
- Continuous improvement
- Quality
- Outcome driven
- Positive Image
- Value for money
- Environmentally friendly
- Excellence
- Networking

How we work for you

An integrated approach to service provision, manifesting itself in three (3) clearly defined, essential divisions...

- Technical Services,
- Community Services, and
- Corporate Services,

... allows for ongoing implementation (undertaken within the framework as laid out in Council's Operational Plan) of the long term goals highlighted as key, in the Corporate Plan of Wujal Wujal Aboriginal Shire Council. The following breakdown of achievement and activity (by division) provides an overview of Council's performance throughout the 2011/2012 Financial Year.

Technical Services

Department Head: Manager Technical Services Jaime Guedes



Jaime Guedes (Technical Service Manager)
&
Berni Moore (Secretary of Technical Services)



Billy Harrigan (Works Supervisor)

Social Housing

New construction – nil

- General Upgrades/refurbishment - \$1,478,717
- Maintenance and Repairs - \$242,429
- With support from DLGP: Ken Frost Sub-division Project - \$771,612



Housing Office Assistant



Building Coordinator

Roads

- A total of \$479,155 works were carried out throughout the road network to Repair flood damaged roads, under the NDRRA arrangements
- With support from DLGP and the Wujal Wujal Water Project, 622M of two-coat seal bitumen was instated on the Bloomfield Falls Road, to the value of \$813,000

Water Infrastructure Upgrade

With the support of DLGP, the following major water projects were undertaken:

- a new Raw Water Rising Main, \$844,000.
- Improvement: an upgrade of the Water Treatment Plant, \$762,000
- Southside Water Upgrade Project: \$704,920

Capital Expenditure Works

During this year Council spent a total of \$3,806,005 in Parks and public places, routine maintenance of roads and drainage, plant management, sewerage system, housing, Council Building, environmental health, improving public amenities, road safety, environmental issues and addressing workplace health & safety requirements.

I would like to express appreciation to all our department employees for their dedication and commitment to Council over the last financial year.

Community Development Services

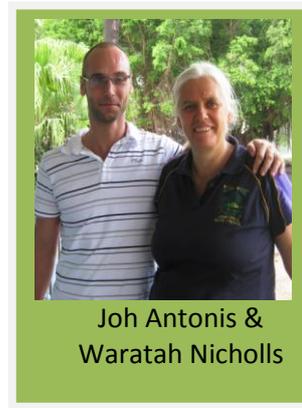
Department Head: Community Development Officer Garry Ashworth



It's been another exciting year in community services, with a number of our programs coming on line and progressing for the benefit of our residents.

Wujal Wujal Aboriginal Shire Council (WWASC) and Cook Shire Council (CSC) have formed a Healthy Communities Steering Group to support the Healthy Communities Initiative within our community and others. Joh Antonis was the selected choice to represent our community as the Healthy Community Coordinator and has proven his ability to identify opportunities and provide community input/feedback on projects and other programs of interest as well as identifying barriers

Department of Communities fund WWASC to provide Men's and Women's Support Services, those services will coordinate (and run) projects and programs that help men and women to reduce alcohol and other substance abuse. Waratah Nicholls our (Community Services Officer) works very closely with Joh Antonis organising social bowls in Cooktown, weekly rugby and touch footie games, weekly pool comps, hunting and fishing trips, leatherwork and woodwork, sewing classes, line dancing, tie dying, bush dying workshops and culture camps etc which all have been a success. All projects and activities identified are driven by different community groups.



Joh Antonis &
Waratah Nicholls



Face Painting



Camping



Men's Group



Women in training at the Arts Centre Cafe



Fishing Trip



Market Garden Hay bale round up



Tie Dye



Woodwork



Mussel hunting



Clown entertainment

A Focus Group has been formed to drive the Community Garden Project such as making sure garden beds have been constructed, new irrigation has been ordered, seedlings being propagated, fresh food is being produced and distributed. The Women's Group cook lunch for the garden crew on Tuesdays.

Life Promotion Services



Dawn Harrigan continues to perform well in the Life Promotion role which is seeing many individuals and families helped through difficult situations caused by mental health problems and low self-esteem.

Justice Services



The Justice Group coordinated by Joan Beacroft has the difficult role of counselling and supporting offenders through the court system. This role is always challenging but our Justice Group provides a steady influence for our community.

They offer the magistrate detailed family backgrounds on offenders and advice on how best the offenders may be rehabilitated. Every two (2) months they hold a murri style court in Wujal Wujal where the justice group can speak directly to the offender reminding them of their responsibilities and the effect of their actions on the rest of their family.

Community Care Centre



The Aged & Disability Care Centre provides meals and care to our old people and younger people with disabilities. Sharon Anderson and her staff are to be commended for their compassionate commitment to our citizens.

Major renovations are being planned at the Centre. Sharon is looking forward to a productive and exciting New Year.

Bana Yirriji Arts and Cultural Centre



Our new Art Centre Manager is Vikky Burrows who joined the team early this year.

I'm pleased to report that the Queensland Government and the Gambling Community Benefit Fund grant of \$24,674 has been used to install Shade Sails and a Retaining Wall at the Bana Yirriji Arts and Cultural Centre.

The Cafe at the Arts Centre is run by local bama who have trained in cert 111 in hospitality. The Centre is open from 9.00am – 4.00pm Monday to Friday.

Indigenous Knowledge Centre (IKC)



Binal Mungka Bayen means Knowing Things House

Internet facilities are available in the Indigenous Knowledge Centre at a small fee. The people have found this service to be a great attribute for their on-line access.

After school programs are available if children need extra attention and now and again movie nights will take place on a Friday.

Kindergarten



Director of the Wujal Wujal Kindergarten is Coraleen Shipton. A few upgrades around the Kindergarten are being planned for safety reasons such as fencing, new office and office equipment including facelift for the amenities room. There are three (3) staff members who have been studying their Certificate 111 in children's services through TAFE in Cairns. Coraleen has been attending Deakin University doing her Bachelor of Education in Early Childhood. The Kindy has been working in with the Royal Flying Doctors Service doing various activities such as building a gunyah (grass house), supported cultural connection with the students and providing barbecue lunch on occasions.

Radio Indigenous Broadcasting Services



Radio Indigenous Broadcasting supports the operation in Wujal Wujal. The team consists of Noelana Flinders and Letisha Denman who makes sure programs are set on a weekly base and reports in once a month to the Community Development Officer.

State Emergency Services



State Government and Local Government maintain an important partnership in assisting SES volunteers to provide a valuable emergency service to our community.

Wujal Wujal SES volunteers care about their community and are not paid for the great work they do. We have 20 volunteers.

I would like to thank all our staff and volunteers for their valuable contributions during the past year. Wujal Wujal is indeed fortunate to have you on board.

Corporate Services

Department Head: Corporate Services Manager Nerida Carr



I am happy to report that the Council's financial position remains good and is even better than in previous years.

The past financial year was very busy in terms of major one-off projects completed, and this resulted in an unusual situation for us – Grants and Subsidies are usually the bulk of our income, but in the 2011-12 year, they were approximately 46% of total income.

A full revaluation of Councils assets was done in 2012. The methods and accounting standards used and our subsequent calculations did not satisfy audit requirements, and we had to engage another valuation firm to do additional work to meet the standards. Another major challenge was the collapse of the on-site server controlling our computerized accounting system. Data was lost and had to be reconstructed, and payrolls were processed manually on some occasions. We have also suffered from the intermittent loss of communications – internet, email and phones – throughout the year and for differing reasons.

The adoption of this report is outside the normal timeframe, due to delays in finalizing the financial statements. The Audited Financial Statements are now complete and are included with this report.

I would like to thank our committed and dedicated workers who are involved the administration of funds for the benefit of the community.

Performance Assessment

Expressions of Interest Prior to Calling Tenders

Council is required to provide details of all resolutions made during the 2011/2012 Financial Year regarding expressions of interest called prior to the calling of tenders

There was no such resolution in 2011/2012.

Remuneration and Reimbursement of Expenses of Councillors

A copy of the resolution regarding the remuneration of councillors is appended to this report.

Council adopted a resolution regarding reimbursement of expenses for councillors in 2011/2012. A copy of the policy is appended to this report

Equal Employment Opportunity

Wujal Wujal Aboriginal Shire Council has adopted an Equal Employment Opportunity Policy.

Valuation of Non-Current Physical Assets

Council resolved on 21 September 2010 that the following amounts would apply as minimum amounts for the undermentioned to be recorded as physical assets, and below these figures, the asset is to be regarded as an expense:-

a.	Land	\$ 1
b.	Plant and Equipment	\$ 5,000
c.	Any other asset	\$10,000

Administrative Action Complaints

The council has a commitment to dealing fairly with administrative action complaints. Council has a complaints management process. All complaints are recorded in a data base. There were five (4) administrative action complaints in the year 2011/2012 and all were resolved using the complaints management process.

There were no unresolved complaints.

Remuneration of Senior Contract Employees

The senior contract employees of the council have total annual remuneration packages that were fixed in the financial year 2011/2012. There were two (2) senior contract employees with a total remuneration package in the range of \$100,000 - \$140,000.

Community Financial Report

The Community Financial Report offers an easily understood overview as to how Wujal Wujal Aboriginal Shire Council performed during the last Financial Year.

STATEMENT OF FINANCIAL POSITION

The Statement of Financial Position (Balance Sheet) shows what the Council owns (assets) and what the Council owes (liabilities), both current and non-current. The difference between Council assets and liabilities is the total value that the community holds in the Council (equity).

The following four year summary illustrates how the net worth of the Council has increased over the years.

	2008/09	2009/10	2010/11	2011/12
	\$'000	\$'000	\$'000	\$'000
Assets				
Current assets	2,193	2,835	3,921	6,385
Property, plant & equipment	36,265	37,601	37,226	43,212
Total assets	38,456	40,436	41,147	49,597
Liabilities				
Current liabilities	686	790	497	745
Non-current liabilities	314	205	120	159
Total Liabilities	1,000	995	617	904
Net assets represented by:	37,457	39,441	40,530	48,693
Equity				
Retained surpluses	26,207	28,090	28,572	35,105
Asset revaluation reserve	10,386	10,076	10,076	11,026
Other reserves	864	1,275	1,882	2,563
Total equity	37,457	39,441	40,530	48,694

2011/2012 Audited Financial Statements

Wujal Wujal Aboriginal Shire Council

Annual Financial Statements

For the year ended 30 June 2012

Independent Auditors Report

Expenses Reimbursement Policy

WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

POLICY STATEMENT

SUBJECT:	Expenses Reimbursement for Councillors
AUTHORITY:	Council of the Whole.
PURPOSE	The purpose of the policy is to ensure that councillors can receive reimbursement of reasonable expenses and be provided with necessary facilities in performance of their role.
STATEMENT OF PRINCIPLES	<p>The policy complies with the following principles:</p> <ul style="list-style-type: none"> • 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	<p>Expenses will be paid to a councillor through administrative processes approved by the Chief Executive Officer subject to:</p> <ul style="list-style-type: none"> • the limits outlined in this policy and • council endorsement by resolution.
EXPENSE CATEGORIES PROFESSIONAL DEVELOPMENT	<p>Council will reimburse expenses incurred for:</p> <ul style="list-style-type: none"> • mandatory professional development and • discretionary professional development deemed essential for the councillor's role.
TRAVEL AS REQUIRED REPRESENT COUNCIL	<p>Council 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:</p> <ul style="list-style-type: none"> • a councillor is an official representative of council and • the activity/event and travel have been endorsed by resolution of council. <p>Councillors are to travel via the most direct route, using the most economical and efficient mode of transport.</p> <p>Council will pay for reasonable expenses incurred for overnight accommodation when a councillor is required to stay outside the local government's region.</p> <p>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.</p>

Travel bookings

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

Economy class is to be used where possible although council may approve business class in certain circumstances.

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 where councillors are required to undertake duties relating to the business of council.

Private vehicle usage

Councillors private vehicle usage may be reimbursed by council if the:

- travel has been endorsed by council resolution
- 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.

Accommodation

All councillor accommodation for council business will be booked and paid for by council. Council will pay for the most economical deal available. Where possible, the minimum standards for councillors' accommodation should be three or four 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

Council will reimburse costs of meals for a councillor when:

- the councillor incurs the cost personally and
- the meal was not provided:
 - within the registration costs of the approved activity/event
 - during an approved flight.

The following limits apply to the amount council will reimburse for meals:

+ Breakfast \$19.60

+ Lunch \$20.05

HOSPITALITY

+ Dinner \$34.55

No alcohol will be paid for by council.

- Incidental allowance

\$15.45 per day will be paid by Council to cover any incidental costs incurred by councillors required to travel, and who are away from home overnight, for official council business.

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

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 Council are to be used only for council business unless prior approval has been granted by resolution of council.

The council resolution authorising private use of council owned facilities will set out the terms under which the councillor will reimburse council for the percentage private use. This would apply when councillors have private use of council owned motor vehicles and / or mobile telecommunication devices.

Facilities Categories

Administrative tools

Administrative tools may 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 the mayor and councillors.

Council may 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.

Council may provide councillors with:

NAME BADGE	<ul style="list-style-type: none"> • a name badge
SAFETY EQUIPMENT FOR COUNCILLORS	<ul style="list-style-type: none"> • the necessary safety equipment for use on official business. e.g. safety helmet /boots.
UNIFORMS	<ul style="list-style-type: none"> • uniforms as decided from time to time
USE OF COUNCIL VEHICLES ON COUNCIL BUSINESS	Councillors may have access to a council vehicle for official business. The Mayor will be provided with a designated Council vehicle for official business
PRIVATE USE OF VEHICLES	Private use of council owned vehicles is permitted if prior approval has been granted by resolution of council. Council will, in its resolution, authorise private use and set out the terms for the councillor to reimburse council for the private use.
TELECOMMUNICATION NEEDS – MOBILE DEVICES	<p>Council calls made on private mobile phones of councillors will be reimbursed on production of a receipt to the CEO.</p> <p>The Mayor will be provided with a council mobile phone for business use.</p>
INSURANCE COVER	<p>Council will indemnify or insure councillors in the event of injury sustained while discharging their civic duties.</p> <p>Council will pay the excess for injury claims made by a councillor resulting from conducting official council business.</p>
FUEL COSTS	Fuel for a council-owned vehicle used for official council business, will be provided paid for by council
CAR PARKING AMENITIES	<p>Councils are to provide councillors with:</p> <ul style="list-style-type: none"> • car parking at the local government office premises and / or • attending to official council business

Resolution – Remuneration of Councillors

The Local Government Operations Regulation 2010 requires that a copy of the resolution regarding the remuneration of councillors be disclosed in the Annual Report.

On 17 January 2012 Council passed the following resolution

That the remuneration payable to Council members as from 1 January 2012 and paid weekly be as follows:-

1. Council Member % of rate payable to a member of Qld Legislative Assembly:-
 - Mayor (65 %) \$ 89,147
 - Deputy Mayor (37.5%) \$ 51,431
 - Councillor (32.5%) \$ 44,573

2. That the remuneration level adopted by Council are those in the Special Category set by the Local Government Remuneration Tribunal

