



An **ORDINARY MEETING** of the Douglas Shire Council will be held on **FRIDAY 3RD JANUARY 2014** at **10.00a.m.** at the Council Chambers, 64-66 Front Street, Mossman, and the attendance of each Councillor is requested.

AGENDA

'ACKNOWLEDGEMENT OF COUNTRY'

'I would like to acknowledge the Kuku Yalanji people who are the Traditional Custodians of the Land. I would also like to pay respect to their Elders both past and present and extend that respect to other Indigenous Australians who are present'.

1. Attendance & Apologies.
2. Conflict of Interest/Material Personal Interest.
3. Confirmation of Minutes of Council's First Meeting held on **Thursday 2nd January 2014**
4. Agenda Items as Listed.
5. General Business.
6. Closed Session
 - Agenda Items.
7. Consideration of matters discussed in Closed Session.

NEXT MEETING -14 JANUARY 2014

Jeff Tate

TRANSFER MANAGER DOUGLAS (to 31 December 2013)
ACTING CHIEF EXECUTIVE OFFICER (from 1 January 2014)

DOUGLAS SHIRE COUNCIL

ORDINARY MEETING

FRIDAY 3RD JANUARY 2014

10.00 A.M.

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ORDINARY MEETING

3 JANUARY 2014

1

EXPENSES REIMBURSEMENT POLICY FOR ELECTED REPRESENTATIVES

Darryl Crees – General Manager Corporate Services

RECOMMENDATION:

That Council adopt the Expenses Reimbursement Policy for Elected Representatives.

EXECUTIVE SUMMARY:

There is a legislative requirement for Council to prepare and adopt an Expenses Reimbursement Policy. The scope and intent of this policy is twofold:

1. Detail the payment of reasonable expenses incurred by Councillors in discharging their duties and responsibilities as Councillor; and
2. The provision of facilities to enable Councillors to effectively fulfil their role.

This policy may be amended at any time by Council resolution and unless this occurs the review of this policy will be scheduled to be undertaken within six months of the local government quadrennial elections.

BACKGROUND:

Section 249 (2) of the *Local Government Regulation 2012* requires Council to adopt an Expenses Reimbursement Policy and the regulation states:

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.

PROPOSAL:

The Expenses Reimbursement Policy details the expenses that will be reimbursed to Councillors and facilities provided to Councillors to enable them to effectively discharge their duties.

Expenses to be reimbursed to Councillors are:

- home communication expenditure (including internet) - \$600 per annum;
- travel costs for Councillors using private vehicles for official Council business;

- costs of and relating to attendance at conferences, workshops or training courses.

Facilities to be included are:

- office accommodation and administration support for the Mayor;
- basic administration support for Councillors;
- all Councillors to receive a single standard laptop and mobile telephone to be used for Council purposes.

Council may at any time amend this policy, by resolution, however unless that occurs the next scheduled review will be within six months of the local government quadrennial elections (i.e. by September 2016).

FINANCIAL/RESOURCE IMPLICATIONS:

Estimated costs to reimburse Councillors for reasonable expenses and for the provision of facilities for Councillors have been included in 2013/14 budget.

RISK MANAGEMENT IMPLICATIONS:

Adoption of the Expenses Reimbursement Policy for Elected Representatives ensures Council is legislatively compliant therefore mitigating reputational risk. An additional requirement under the *Local Government Regulation 2012* requires Council to publish on its website this policy providing transparency to Councillor related expenses.

INTERNAL/EXTERNAL CONSULTATION:

Key management staff were consulted in the drafting of this policy.

ATTACHMENTS:

Attachment 1 – Expenses Reimbursement Policy for Elected Representatives.

General Policy

EXPENSES REIMBURSEMENT POLICY FOR ELECTED REPRESENTATIVES

Intent To clarify the extent of expense reimbursement and facilities provided to Councillors.

Scope This policy applies to all Councillors.

PROVISIONS

1. REIMBURSEMENT OF EXPENSES

In accordance with section 249 of the *Local Government Regulation 2012*, Council must prepare and adopt by resolution an Expenses Reimbursement Policy.

This policy must provide for:

- a. Payment of reasonable expenses incurred, or to be incurred, by Councillors discharging their duties and responsibilities as Councillors
- b. Provision of facilities to the Councillors for that purpose

2. SCHEDULE OF EXPENSES REIMBURSEMENT AND FACILITIES

SECTION A EXPENSES REIMBURSEMENT

Councillors are eligible for the following:

- Upon receipt of a claim with relevant documentation, a maximum amount of \$600 per annum will be reimbursed to Councillors for home communication (including internet) expenditure. Claims must be submitted in the financial year to which the expenditure relates.
- If a Councillor uses a private vehicle for official Council business, reimbursement may be claimed based on log book substantiation of the relevance of the travel to Council. The log book detailing the use must be submitted within one (1) month of use and reimbursement is to occur within (3) months of use. Official Council business is deemed to be:
 - Travel to Council meetings and/or workshops;
 - Travel to attend meetings of external bodies/community groups to which the Councillor is the Council appointed representative;
 - Travel to conferences or training courses when Council has resolved the relevant Councillor attend.
- Where Council resolves that Councillors are to attend conferences, workshops or training courses, Council will cover the following expenses:
 - Registration fees;
 - Accommodation including breakfast (where appropriate);
 - Economy airfares (any upgrades will be at Councillor's own expense);
 - Reasonable meal expenditure (will only be reimbursed upon presentation of receipts/tax invoices);
 - Reasonable taxi fares or public transport costs (will only be reimbursed upon presentation of receipts/tax invoices)

SECTION B PROVISION OF FACILITIES

Councillors will be provided with the following facilities and support:

Mayor:

- Office accommodation with Administration Support.
- Fully maintained vehicle for use in Council duties with full and unrestricted private use. Vehicle is to have a favourable Green Star Rating and purchase price is not to exceed \$40,000.

Deputy Mayor and other Councillors:

- Basic administration support to assist with conferences, workshops or training attendance, including travel and accommodation arrangements.

Each Councillor will be provided with a single standard laptop and mobile telephone to be used for Council purposes. Each laptop will be provided with appropriate hardware and software applicable to enable Councillors to perform their role.

Support for the Council supplied laptops and mobile telephones will be supplied by Council's Information Technology Unit during standard business hours.



Policy Requirements:

That this policy remains in force for a period of no longer than six (6) months after the next local government quadrennial election.

General Manager Responsible for Review: General Manager Corporate Services

**ORIGINALLY ADOPTED:
CURRENT ADOPTION:
DUE FOR REVISION: September 2016
REVOKED/SUPERSEDED:**

COUNCIL MEMBERSHIP OF ASSOCIATIONS

Darryl Crees – General Manager Corporate Services

RECOMMENDATION:

That Council:

1. resolve to become members of the following associations -
 - Local Government Association of Queensland;
 - Far North Queensland Regional Roads and Transport Group;
 - Far North Queensland Regional Organisation of Councils;
 - National Sea Change Taskforce
2. pursuant to section 257 of the Local Government Act 2009, delegate to the Acting Chief Executive Officer authority to finalise these memberships.

EXECUTIVE SUMMARY:

Membership of the organisations contained in the recommendation is not compulsory however there are many distinct advantages for Council to avail upon the expertise and diverse range of resources that is available through affiliation with these established associations.

It will also enable Council to establish network groups with peers in other councils and agencies ensuring changes affecting local governments are being received promptly.

BACKGROUND:

The organisations below are long standing organisations that provide fundamental services, advice and guidance to local government. Details of these organisations are:

- Local Government Association of Queensland (LGAQ) – Has been established for 117 years representing and supporting Queensland councils. All current councils are full financial members.
- Far North Queensland Regional Roads and Transport Group (FNQ RRTG) – The major focus of this FNQ RRTG is the determination of its Local Roads of Regional Significance network and the subsequent development of the forward works program for this network.

- Far North Queensland Regional Organisation of Councils (FNQROC) – FNQROC has membership councils from Ingham to Cooktown and west to Croydon. The role of this organisation is to foster cooperation and resource sharing between councils and effectively advocate on agreed regional positions and priorities.
- National Sea Change Taskforce – In 2004 the National Sea Change Taskforce was established as a national body to represent the interests of coastal councils and communities experiencing the effects of rapid population and tourism growth. Its role is to provide national leadership in addressing the impact of the 'sea change' phenomenon and to provide support and guidance to coastal councils attempting to manage the impact of rapid growth.

PROPOSAL:

Membership of these four organisations will provide access for both Councillors and staff to a diverse range of services and resources enabling the implementation of best practice initiatives into Council's operations. It will also ensure that Council is continually informed of updates and changes affecting local government.

Being part of these regional, state and national bodies provides Council with a greater opportunity to influence and support change that will enhance the effectiveness of local government delivering services to their communities.

FINANCIAL/RESOURCE IMPLICATIONS:

All costs associated with membership to these organisations will be factored into the 2013/14 budget.

RISK MANAGEMENT IMPLICATIONS:

Apart from the financial cost associated with becoming a member of these organisations there are no risk management implications in Council adopting the proposed recommendation.

ATTACHMENTS:

Nil

DOUGLAS SHIRE COUNCIL

ORDINARY MEETING

CLOSED SESSION

FRIDAY 3RD JANUARY 2014

10.00 A.M.

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