Welcome to Hope Vale Aboriginal Shire Council’s Annual Report, which provides an account of the organisation’s performance, activities and other information for the financial year 1 July 2015 to 30 June 2016.

The Annual Report is an important document by which Council is transparently accountable for its financial and operational performance throughout the year. It contains important information for all stakeholders (residents, Councillors, staff, community groups, government, developers/investors and other interested parties) on Council’s operations, achievements, challenges, culture, purpose and plans for the future. Council is strongly committed to serving its community and has strived to make this Annual Report accountable and informative in accordance with legislative requirements.

Copies of this Annual Report can be obtained by contacting the Council Administration Centre on (07) 40838000 or by visiting Council’s website at www.hopevale.qld.gov.au

We welcome feedback on this report which can be provided in writing to the address below.

Hope Vale Aboriginal Shire Council
1 Muni Street
Hope Vale QLD 4895
Phone: (07) 40838000
Fax: (07) 40609331
Website: www.hopevale.qld.gov.au
Email: info@hopevale.qld.gov.au
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The last 12 months within the Hope Vale Aboriginal Shire has seen a number of changes including the election of three (3) new councillors at the March Local Government elections.

I would like to place on record the work that was undertaken by the departing councillors Chris Woibo, Carmen Pearson and Dwayne Bowen during their term on Council and welcome new councillors Selina Bowen, Bruce Gibson and Barry Bowen. It is pleasing to see that the community has sought consistency within the Council with the re-election of Deputy Mayor June Pearson and myself for another 4 year term.

Council has continued to place importance on employment of local Hope Vale residents within the Council workforce with approx. 90% of employees being indigenous. Council is also looking at ways to increase capacity within its workforce with the introduction of a number of shadow positions working closely with various managers. It is also hoped that with the introduction of the Community Development Program (CDP) by the Commonwealth Government and administered in Hope Vale by My Pathway, alternative employment opportunities can be made available with the Shire.

It is pleasing to see the completion of an additional sealed section of the Endeavour Valley Road between Hope Vale and Cooktown and the commencement of Stage 4 of the project which will consist of an additional 3.5km of sealing. Also NDRRA restoration works are well underway on Elim Beach Road and Alligator Creek Road which is providing good access to the beach for local residents and tourists visiting our Shire.

Council is facing a number of challenges as infrastructure for our future growth is becoming an issue. There needs to be land available for future housing and with the land transfer in 2011 to the Hope Vale Congress Aboriginal Corporation, land is very limited. Alternative sites need to be investigated and we will commence looking in the Perch Creek area.

The access roads into block holder properties are another example of infrastructure that needs to be addressed. Whilst this is not Council’s responsibility, families are coming to Council seeking support to have the issue addressed. At a recent meeting with Directors of the Hope Vale Congress Aboriginal Corporation all agreed that we all speak the same language and have the same constituents. If that is the view, then why can’t we come to a consensus of governance by both organisations. Individuals cannot work in isolation and need to know that if a decision needs to be made on behalf of community then it has to be consistent and not only support a few.

During the year, the Cape York Land Council on behalf of the Dhuppi Warra Aboriginal Corporation wrote to the Minister for Natural Resources and Mines seeking to have the Deed of Grant in Trust over the current town area transferred to the Dhuppi Warra Aboriginal Corporation. Council does not agree with this proposal and has advised the State Government accordingly. It is seen as a backward step and will have major ramifications for the future of Hope Vale especially in relation to future governance and forward planning for Council under the Local Government Act as well as individual organisations constitutions, policy and procedures.

Council is exploring the possibilities of having dialysis machines available at the Hope Vale clinic so that the many residents requiring this regular treatment don’t have to travel to Cooktown. The Primary Health Facility in Hope Vale needs to cater for these beds and it is understood that space is available.

Finally, I would like to thank my fellow councillors and the Council staff who have worked tirelessly throughout the year to get Council to the position it is today.

Mayor Greg McLean
Hope Vale located 46 km north of Cooktown and 370 km north of Cairns was established as a Lutheran Mission in 1949. The Aboriginal people from Hope Valley and Bedford Missions were settled here.

The magnificent land surrounding Hope Vale covers freshwater springs, palm tree lined rivers and beautiful bright sand dunes. Hope Vale itself is made of rich red soil. The unique coloured sands near Elim displays shades of yellow, black and red.

Land in the Shire is made up of parcels that are Deed of Grant in Trust (DOGIT) tenure under the trusteeship of the Council for the town designated DOGIT, land under the trusteeship of the Hope Vale Congress Corporation and small block of freehold. Part of this freehold block has been subdivided to provide a subdivision for freehold residential allotments.

**DOING BUSINESS IN HOPE VALE**

Hope Vale has a range of facilities available to residents and visitors. These include:

- **Community:** Child Care Centre, Community Justice Group, Home & Community Care Program (HACC), PCYC
- **Education:** Kindergarten, Primary School
- **Facilities:** Radio Station (107.7 FM), Conference/Meeting Rooms, Indigenous Knowledge Centre (Library), Lutheran Church, SES & Rural Fire Service, Multi Purpose Centre, Football Field, Aquatic Centre and Airstrip
- **Health:** Hospital – Health Centre, Aged Care Hostel, Disability Service, Health & Well Being Centre, Men’s Shed
- **Retail:** Supermarket (inc. ATM), Service Station, Butcher Shop, Take Away Food Outlet, Café, Post Office, Bait & Tackle Shop
- **Tourism:** Art & Culture Centre, Elim Camp Ground,
- **Government Services:** Police Station, Centrelink Agency, Department of Housing & Public Works, Department of Prime Minister & Cabinet (Local Program Office), My Pathway (Jobs Centre)

**AREA**

110,000 hectares

**POPULATION**

984 (2011 census)
OUR COUNCIL

Cr Bruce Gibson, Cr Barry Bowen, Cr Selina Bowen, Mayor Greg McLean, Deputy Mayor June Pearson with their Certificates after taking the Declaration of Office following the Local Government Elections.

VISION

Our vision is to move from dreaming to reality: from a dispersed community to diversity, harmony and a progressive, united and vibrant region and township

MISSION STATEMENT

Through the practice of good governance and strong leadership, the Hope Vale Aboriginal Shire Council aims to:

- Provide quality services
- Be accountable
- Provide equitable representation
- Drive change
- Foster growth
- Promote success in a friendly environment
- Comply with all legislative statutory requirements
On behalf of the staff of the Hope Vale Aboriginal Shire Council, I am pleased to have the opportunity to contribute to the annual report and reflect on the operations of Council during the 2015/2016 financial year.

The many achievements highlighted in this report demonstrate Council’s commitment to implementing our long term vision for our shire through the strategies developed in our Corporate Plan and Economic Strategic Plan.

Firstly, from a financial perspective, I am very pleased to report that Council has again been able to maintain a low financial sustainability risk following the audit of our accounts for 2015/2016. Council has also achieved an excellent result in having its audit completed and signed off on 29 July 2016 with an unqualified opinion. This follows on from the previous 5 years where the Hope Vale Aboriginal Shire Council is the first local government in Queensland to have its audit finalised. The dedication of all staff to achieve these results and the commitment of Council to support our staff is second to none.

I cannot say enough about the whole team working for the Hope Vale Council. Council has been able to continue to provide important infrastructure to support services to the residents of Hope Vale. Our civil team is providing ongoing maintenance or re-building of roads within the Shire, continuing the partnership with the Department of Transport and Main Roads and Road Tek on the sealing of the Endeavour Valley Road as well as finalising the residential sub-division at Alec Cameron Drive. The Building Department continues to be the Principal Contractor for all works undertaken on behalf of the Department of Housing and Public Works. This includes new constructions, major up-grades, OT modifications and everyday responsive maintenance and they are supported admirably by the Warehouse group.

Our Parks and Gardens team do an excellent job in making sure that the town area looks in great condition at all times whilst the Water and Waste Water group ensure that there is good clean water to drink. Our cleaners ensure that the offices and buildings are presentable for visitors and employees alike.

From Nola’s Child Care to the HACC, Disability and Aged Care Programs, we are providing a service to residents from birth to the elderly including those with special needs. The staff that work in these areas need a special trait and they undertake their work diligently and admirably.

This will be my fourth and final Annual Report and I am confident that Council is in good shape moving forward and there are a number of major capital works projects that we can look forward to which will improve facilities available in Hope Vale.

Finally, I would like to thank the Mayor and Councillors for the support provided to me over the past year but especially during my time in Hope Vale. I would also like to acknowledge all Council staff for the hard work and dedication they put in on a daily basis to allow us to achieve our goals.

Ross Higgins
OUR ELECTED MEMBERS

Hope Vale Aboriginal Shire Council has an elected body of five councillors. These councillors have specific powers, duties and responsibilities as set out in the Local Government Act and Regulation.

Councillor Portfolio Responsibilities

Mayor Greg McLean – Governance, Disaster Management & Land

❖ Law & Justice, Council Administration, Disaster Management, Land

Deputy Mayor June Pearson – Community Well Being

❖ Health, Church, Aged Care, Disabilities, Housing

Councillor Selina Bowen – Education and Training

❖ Kindergarten, Child Care, Education, Training and Youth Development

Councillor Bruce Gibson – Infrastructure Services

❖ Building, Projects, Essential Services, Animal Management & Environmental Health and Civil Construction (inc. NDRRA)

Councillor Barry Bowen – Economic Development/Sport & Recreation

❖ Employment, Economic Development and Sport & Recreation
REMUNERATION TO COUNCILLORS

Remuneration of Councillors is fixed by the Local Government Remuneration Tribunal and reviewed on an annual basis. (In the following tables Councillors Chris Woibo, Dwayne Bowen and Carmen Pearson were for the period 1 July 2015 to 19 March 2016 whilst Councillors Bruce Gibson, Selina Bowen and Barry Bowen were for the period 4 April 2016 to 30 June 2016)

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>SALARY</th>
<th>SUPERANUATION</th>
<th>EXPENSES CLAIMED</th>
<th>FACILITIES PROVIDED</th>
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<tr>
<td>Gregory McLean</td>
<td>Mayor</td>
<td>$97,683.20</td>
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<td>$14,522.45</td>
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<td>June Pearson</td>
<td>Deputy Mayor</td>
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<td>$5,353.92</td>
<td>$8,422.54</td>
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<td>Chris Woibo</td>
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<td>$3,539.52</td>
<td>$705.00</td>
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<tr>
<td>Dwayne Bowen</td>
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<td>$3,539.52</td>
<td>$6,263.64</td>
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<tr>
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<td>Barry Bowen</td>
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<td>$1,110.52</td>
<td>$2,599.18</td>
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GOVERNMENT CHAMPION SUPPORT

The Council is supportive of the initiative of the State Government with its Government (Director General) Champion and Ministerial Champion program. Council welcomed the Director General of the Department of Housing and Public Works, Liza Carroll as the Hope Vale Government Champion who has undertaken a number of visits to Hope Vale since her appointment in August 2015.

Likewise it is hoped that with the recent appointment of Housing and Public Works Minister Mick de Brenni, we will be able to work closely together to address issues to support and improve social and economic within Hope Vale with this direct link to State Cabinet.

COUNCILLORS ATTENDANCE RECORD

Council meetings are generally held on the third Wednesday of each month. A schedule of meeting dates is adopted by Council at the first Council meeting of the calendar year.
<table>
<thead>
<tr>
<th></th>
<th>FULL COUNCIL MEETINGS (Days Attended)</th>
<th>SPECIAL COUNCIL MEETINGS (Days Attended)</th>
<th>TOTAL MEETINGS HELD</th>
<th>TOTAL MEETINGS ATTENDED (Days Attended)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gregory Mclean</td>
<td>12</td>
<td>4</td>
<td>16</td>
<td>16</td>
</tr>
<tr>
<td>June Pearson</td>
<td>12</td>
<td>3</td>
<td>16</td>
<td>15</td>
</tr>
<tr>
<td>Chris Woibo</td>
<td>9</td>
<td>0</td>
<td>10</td>
<td>9</td>
</tr>
<tr>
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<td>9</td>
<td>1</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Carmen Pearson</td>
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<td>1</td>
<td>10</td>
<td>9</td>
</tr>
<tr>
<td>Bruce Gibson</td>
<td>3</td>
<td>3</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Selina Bowen</td>
<td>3</td>
<td>2</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>Barry Bowen</td>
<td>3</td>
<td>3</td>
<td>6</td>
<td>6</td>
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</table>

Mayor Greg McLean meeting Minister Shannon Fentiman and Regional Executive Director, Michael Linnan from Communities, Child Safety and Disability Services

Councillors with 2016 Hope Vale School leaders
OUR PEOPLE

TRAINING AND DEVELOPMENT

Council has a commitment to learning and development and supports staff with assistance towards courses fees and travel to attend study.

EQUAL EMPLOYMENT OPPORTUNITY

Hope Vale Aboriginal Shire Council has adopted an equal Employment Opportunity Policy.

Recruitment, selection, promotion, transfer and training are dealt with on the basis of equity and merit, without regards to extraneous factors such as applicant’s sex, age, racial background, religious or marital status.

The Council is an equal employment opportunity employer which values the wealth of experience and knowledge of the organisation’s employees. The organisation is committed to promoting equality in employment opportunity and to developing a diverse workforce which is representative of the community.

STAFF STATISTICS AT A GLANCE

Summary of Employment by Gender (The data contained in this table is based on self-reporting and does include councillor numbers).

<table>
<thead>
<tr>
<th></th>
<th>Females</th>
<th>Males</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Permanent</strong></td>
<td>44</td>
<td>48</td>
<td>92</td>
</tr>
<tr>
<td><strong>Casual</strong></td>
<td>7</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>51</td>
<td>49</td>
<td>100</td>
</tr>
</tbody>
</table>
CORPORATE GOVERNANCE & LEGISLATIVE REQUIREMENTS

The following information provides details required by the Local Government Act 2009 and the Local Government Regulation 2012.

SENIOR CONTRACT EMPLOYEES

Section 201 of the Local Government Act 2009, requires that the remuneration packages of senior contract employees employed during this reporting period are reported on.

- 2 senior contract employees with a total remuneration package in the range of $150,000-$200,000
- 3 senior contract employees with a total remuneration package in the range of $100,000-$150,000

INVITATION TO TENDERER’S TO CHANGE THEIR TENDER

No actions were taken to amend tender specifications after tenders were called.

BENEFICIAL ENTERPRISES

The Hope Vale Foundation Pty Ltd (Foundation) was recognised as a Beneficial Enterprise during the 2015/2016 financial year. The Foundation provides a service for the whole of the Hope Vale especially with employment at the Hope Vale Banana Farm (a subsidiary of the Foundation)

SIGNIFICANT BUSINESS ACTIVITIES

Council did not conduct any significant business activities during the financial year.

INVITATIONS TO PROVIDE EXPRESSION OF INTEREST

In February 2016, Council sought submissions from suitably qualified individuals and companies to be included on its Register of Approved and Pre-qualified Suppliers in the areas of Plant Hire Services and Trades Services.

INTERNAL AUDIT FUNCTION

Council’s internal audit function is undertaken by Altius Advisors (Chartered Accountants) with two (2) reports undertaken during the year. The focus of these internal audits was;

- to provide a systemic and proactive assessment of the effectiveness and reliability of Council’s internal controls and processes;
- to help ensure that Council is achieving its desired outcomes;
- to ensure compliance with legislation, council policy and procedures; and
- to identify and document those areas of significant operational risk to council with a view to finding practical recommendations for improvement.

The focus this year was placed on three (3) areas:
1. Recommendations for capturing and reporting on related party transactions to be implemented from 1 July 2016, in accordance with AASB 124 *Related Party Disclosure*.

2. Review Council systems to address the proposed changes to the property rating system for Indigenous Councils.

3. A review of the revaluation of property, plant and equipment exercise prior to up-dating the HVASC asset register.

**FRAUD AND CORRUPTION STRATEGIES**

Since the Auditor General’s Report to Parliament in June 2015 and the subsequent advice from the Acting Director General, Department of Infrastructure, Local Government and Planning in August 2015, the Hope Vale Aboriginal Shire Council has implemented the following to compliment and improve its fraud risk management regime.

- Draft Fraud and Corruption Policy and Prevention Framework documents were drafted and presented to the Hope Vale Council Audit Committee meeting held on 13 November 2015 with endorsement by the Committee for the documents to be presented to Council for adoption. Representatives from the Queensland Audit Office, Council’s external audit contractor (BDO) and Internal Auditor were in attendance at this meeting and part of the discussion relating to these documents.
- The Fraud and Corruption Policy was adopted by Council on 9 December 2015
- The Fraud and Corruption Prevention Framework was adopted by Council on 9 December 2015. This Framework incorporated the following
  - Examples of fraud and corruption
  - Risk Management
  - Fraud Control
  - Internal Audit
  - Internal Reporting Systems and Procedures
  - Role of Council, Senior Management Team and Council staff
  - External Notification and Reporting Systems
  - Investigation Processes
  - Staff Awareness
  - Stakeholder and Community Awareness
- A Public Interest Disclosure Policy was adopted by Council on 9 December 2015
- A Public Interest Disclosure Procedure was adopted by Council on 9 December 2015
- Undertaken a review of all other policies and procedures that might have an impact on fraud and corruption management.
- We have also incorporated information from these policies into Council’s induction process for all new employees.
ASSESSMENT OF CORPORATE PLAN AND OPERATIONAL PLAN

Council’s Operational Plan for 2015/2016 was reviewed throughout the year with the majority of actions completed. Information was fed back to Council through regular management reports and specific Operational Plan Review reports.

GRANTS TO COMMUNITY ORGANISATIONS

Section 189 of the Local Government Regulation 2012 requires Hope Vale Aboriginal Shire Council to provide a summary of the Council’s expenditure grants for the reporting period.

Council did not provide grants to organisations for this period.

AMENDMENT OF COUNCILLOR EXPENSES REIMBURSEMENT AND FACILITIES POLICY

In accordance with Section 185 of the Local Government Regulation 2012, Council approved the adoption of an amended Councillor Expenses Reimbursement and Facilities Policy on 20 April 2016.

The resolution was as follows:

Moved by Cr June Pearson  Seconded by Cr Bruce Gibson

Resolution: That Council approves the amendments to the Councillor Expenses Reimbursement and Facilities Policy as follows:

Clause 2.3.5 – Councillors will be paid an allowance of $50.00 per week to cover Council related telephone calls

Clause 2.3.6 – Councillors will be paid an allowance of $120.00 per week for fuel to allow them to undertake Council related business in their private vehicles.

CARRIED

OVERSEAS TRAVEL

No overseas travel was undertaken by councillors or staff on behalf of Council during the reporting period.

OTHER RELEVANT ISSUES TO MAKING AN INFORMED DECISION

There are no known issues relevant to making an informed assessment of Council’s operation and performance in the financial year.
LIST OF REGISTERS AVAILABLE TO THE PUBLIC

The following registers are maintained by Hope Vale Aboriginal Shire Council

<table>
<thead>
<tr>
<th>Name of Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register of interests of a Councillor</td>
</tr>
<tr>
<td>Register of Electoral Gifts</td>
</tr>
<tr>
<td>Register of Delegations</td>
</tr>
<tr>
<td>Register of Local Laws</td>
</tr>
<tr>
<td>Register of Beneficial Enterprises</td>
</tr>
<tr>
<td>Register of Lobbyists</td>
</tr>
<tr>
<td>Register of Roads</td>
</tr>
</tbody>
</table>

CONDUCT AND PERFORMANCE OF COUNCILLORS

There were no complaints about the inappropriate conduct of a councillor as per section 176 of the Local Government Act 2009.

ADMINISTRATIVE ACTION COMPLAINTS

There were no complaints under section 187 of the Local Government Regulation 2012. Council has a Complaints Management Policy in place and a copy is available on our website.

WORK PLACE HEALTH & SAFETY

Council is committed to ensuring employees are provided with the knowledge and resources to self manage their workplace and lifestyles. There is a high level of awareness by staff of the requirement to report incidents to ensure appropriate actions can be implemented to reduce the risk of occurrence of similar incidents to fellow workers.

Council is providing a continuous safety management improvement program to ensure all workplaces are meeting the requirements under the Work Health & Safety Act and Regulation 2011.

CODE OF CONDUCT

The Hope Vale Aboriginal Shire Council has developed and adopted a Code of Conduct for staff.

The staff code has been incorporated in the human resources policies and procedures manual for council employees and remains the focal point of reference for questions on ethics for our organisation.
RATES AND CHARGES

In accordance with Section 190(1) (g) of the Local Government Regulation 2012, the annual report must contain a summary of all concessions for rates and charges granted by the local government.

During 2015/2016, no concessions were granted.

CONTROLLED ROADS

The road network controlled and managed by Council is categorised into various classes of road depending on volumes of traffic, pavement strength and formation width. For the purpose of this report, the network is represented as follows:

Rural Roads: 100km
Urban Roads: 24km

Total length of Council Road Infrastructure: 124km

Given that the size of the local government area, the task to manage Council’s road network is both significant and challenging. Council commenced a major project during this reporting period to identify all roads in the Shire with a view to ensuring they are properly recorded as a dedicated road.

Council maintains a total of 3 bridges and 13 major culverts on its road transport network.
OUR PERFORMANCE

THE YEAR IN REVIEW

FINANCE and ADMINISTRATION

2015/2016 saw an unqualified audit opinion on Council financial statements and a low financial sustainability risk. Financial Statements were signed off by the Queensland Audit Office on 29 July 2016.

It was pleasing to note that during the 2014/2015 financial year, Council achieved a five year average operating surplus greater than zero and this was recognised by the Auditor General in his report to Parliament in May 2016.

SOCIAL SERVICES

All Departments (Aged Care, HACC, Disability Services and Child Care) have been able to maintain all legislative licencing requirements.

The Aged Care Facility maintained accreditation for a further 12 month period following inspection visit in August 2014. The facility currently supports 11 residents (2 being high care and 9 being low care).

The HACC program supports 37 clients with services such as meals on wheels, yard maintenance, domestic assistance, social support, respite and advocacy.

The Disability Services program passed audit in May 2014 to maintain accreditation for a further 18 month period. The service currently supports 12 clients.

Nola’s Child Care Centre provides services for children between 0-5 years of age and is licenced for 29 children. It operates from 7.45am to 5.15pm Monday to Thursday and 7.45am to 12.15pm on Friday.

The George Bowen Memorial Kindergarten has 12 enrolments for children between ages of 4 to 5 years. Council is currently reviewing the operations at the kindergarten and will be transitioning to combine both services (Nola’s Child Care and GBMK) to become an Early Years Learning Service for 0 to 5 years.

This year saw a new program introduced into Council’s services. An Education and Youth Liaison Officer was engaged to support families and children in going to school, engaging in social and recreational activities, cultural activities and music and performance events.

Support is provided directly to schools where Hope Vale children attend, including boarding schools and mentoring is provided to students.
The Indigenous Knowledge Centre Service is partially funded by State Libraries to provide library and internet services to the community and operates Monday to Thursday from 9.00am to 3.00pm and Friday from 8.00am to 12 noon.

OPERATIONS

CIVIL

The major projects completed by the Civil Construction Group during the year included:

- In conjunction with Road Tex, completed road reconstruction and bitumen seal on the Williams Creek to Paw Paw Gully section of Endeavour Valley Road between Hope Vale and Cooktown. This is part of the Memorandum of Understanding between the Department of Transport and Main Roads, Road Tek and the Hope Vale Aboriginal Shire Council.
- Completed all 2014 NDRRA restoration works on damaged Shire roads relating to declared events.
- Completed NDRRA restoration works as a result of Tropical Cyclone Nathan in 2015 on damage to Airport Road, Tea Tree Road, Banana Farm Road and Reservoir Road. Commenced restoration works on McIvor Road, Rehab Road, Elim Beach Road, Spring Hill Road and Alligator Creek Road.
- Completed new 16 allotment residential sub-division development in Alec Cameron Drive under contract to Department of Aboriginal and Torres Strait Islander Partnerships at a cost of $1.75 million.

BUILDING AND CONSTRUCTION

- Completed construction of 4 x 2 bedroom houses in Thuppi Street and Link Road, 2 x 3 bedroom houses in North Street 2 x 4 bedroom houses in Flierl Street and Rose Street. Work was also well underway on the construction of 4 x 1.5 bedroom units in Alec Cameron Drive. These houses were built under contract to the Department of Housing And Public Works for social housing at an overall contract cost of approx. $3,734,000.00.
- Completed major upgrades, modifications, external paints, internal paints, roof up-grades, laundry upgrades, driveways, footpaths and carports on social housing for Department of Housing and Public Works at a contract cost of approx. $4.2 million. Further on-going works on the up-grade program that was still progressing as at 30 June 2016 totalled approx. $500,000.00.
- Completed an upgrade of Nola’s Place Child Care Centre at a cost of $472,000.00 providing new outdoor playground equipment and facilities, solar panels to reduce electricity costs, new fencing and safety improvements inside the centre.
- Completed construction of a new shed for youth activities at the Art and Culture Centre under contract to the Art and Culture Centre.
FUNDING PROGRAMS

Hope Vale Aboriginal Shire Council carries out a variety of services and projects on behalf of the residents of the shire. At times these activities are funded by federal and state government grants.

The Hope Vale Aboriginal Shire Council would like to acknowledge the following funding bodies for activities funded in the 2015/2016 financial year;

STATE GOVERNMENT

- Department of Infrastructure, Local Government and Planning
- Department of Aboriginal and Torres Strait Islander Partnerships
- Department of Health
- Department of Transport and Main Roads
- Queensland Reconstruction Authority
- Department of Communities, Child Safety and Disabilities
- Department of Emergency Services
- State Library of Queensland
- Department of Education and Training
- Queensland Reconstruction Authority

COMMONWEALTH GOVERNMENT

- Department of Prime Minister and Cabinet (Indigenous Affairs Group)
- Department of Health and Ageing
- Department of Infrastructure and Regional Development
- Department of Education and Training

HOPE VALE PLACES AND PEOPLE

Mayor Greg McLean, Deputy Mayor June Pearson and CEO Ross Higgins wishing farewell to Operations Manager Mark Lawson and welcoming new Operations Manager Gene Brookes
Up-grade to Children’s Play Space at Nola’s Child Care Centre

Local sub-contractors working on Building Program

Warehouse workers
Hope Vale Aboriginal Shire Council Community Financial Report

2015-2016


1. 2015/2016 Snapshot

Key Highlights of the 2015/2016 financial year include:

- Unqualified Audit
- Low Risk Sustainability
- First Council in Queensland to have the Financial Statements signed off by Queensland Audit Office for five (5) consecutive years

2. About Council’s End of Year Financial Statements

What you will find in the Financial Statements:


About the Management Certificate:

The Financial Statements must be certified by both the Mayor and the Chief Executive Officer as presently fairly. Hopevale Council’s financial results for the year and are required to be adopted by the Council – ensuring both responsibility for and ownership of the Financial Statements by management and elected representatives.
About the Financial Statements

The financial statements incorporate 4 primary financial statements and accompanying notes.

1. A Statement of Comprehensive Income

A summary of Hopevale Council’s financial performance for the year ending 30 June 2016, listing both regular income and expenses and other comprehensive income which records items such as changes in the fair value of Council’s assets and investments.

2. A Balance Sheet


3. A Statement of Changes in Equity

This the overall change for the year (in dollars) of Hopevale Council’s “net wealth”.


Indicates where Hopevale Council’s cash came from and where it was spent.

5. Notes to the Financial Statements

These provide greater detail to the line numbers of the 4 primary financial statements.
**About the Auditors Report**

Hopevale Shire Council’s Financial Statements are required to be audited by the Queensland Audit office. The audit of all Queensland Councils is contracted to Audit firms that specialise in Local Government. The Auditor provides an audit report which gives an opinion on whether the Financial Statements present the Councils’ financial performance and position fairly.

A complete version of Hopevale Aboriginal Councils 2015-2016 Financial Statements including the sustainability ratio’s can be found at Council’s website: [www.hopevale.qld.gov.au](http://www.hopevale.qld.gov.au) or at Council’s administrative offices at:

1 Muni Street
Hopevale QLD 4895

Or

4/108 Mulgrave Road
Cairns QLD 4870

If you have any questions regarding the financial statements please contact Shannon Gibbs on (07) 4052 2100.
3. An overview of this years Financial Result and Financial Position

Hopevale Council’s Statement of Comprehensive Income (Profit & Loss) 2015/2016

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$ ’000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Revenue</td>
<td>$19,235</td>
<td>$14,874</td>
<td>$16,674</td>
<td></td>
</tr>
<tr>
<td>Capital Revenue</td>
<td>$2,532</td>
<td>$2,420</td>
<td>$4,913</td>
<td></td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$21,767</td>
<td>$17,294</td>
<td>$21,587</td>
<td></td>
</tr>
<tr>
<td>Recurrent Expenditure</td>
<td>$15,581</td>
<td>$14,007</td>
<td>$14,320</td>
<td></td>
</tr>
<tr>
<td>Capital Expenditure</td>
<td>$3,716</td>
<td>$1,127</td>
<td>$2,191</td>
<td></td>
</tr>
<tr>
<td>Total Expenditure</td>
<td>$19,297</td>
<td>$15,134</td>
<td>$16,511</td>
<td></td>
</tr>
<tr>
<td>Operating Surplus/(Deficit)</td>
<td>$2,470</td>
<td>$2,160</td>
<td>$5,076</td>
<td></td>
</tr>
<tr>
<td>Other Comprehensive Income</td>
<td>$594</td>
<td>$615</td>
<td>$-760</td>
<td></td>
</tr>
<tr>
<td>Net Result</td>
<td>$3,064</td>
<td>$2,775</td>
<td>$4,316</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>%</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Revenue</td>
<td>11.35%</td>
<td>12.49%</td>
<td>23.51%</td>
<td></td>
</tr>
<tr>
<td>Other Comprehensive Income</td>
<td>11.35%</td>
<td>23.51%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Result</td>
<td>14.08%</td>
<td>16.04%</td>
<td>29.57%</td>
<td></td>
</tr>
</tbody>
</table>

26
Hopevale Council’s Revenue Sources for 2015/2016 year

<table>
<thead>
<tr>
<th>Income</th>
<th>Actual $ '000</th>
<th>% of sub-total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates, Levies and Charges</td>
<td>287</td>
<td>1%</td>
</tr>
<tr>
<td>Rental Income</td>
<td>405</td>
<td>2%</td>
</tr>
<tr>
<td>Interest &amp; Investment Revenue</td>
<td>152</td>
<td>0%</td>
</tr>
<tr>
<td>Grants &amp; Contributions - Operating</td>
<td>4,615</td>
<td>28%</td>
</tr>
<tr>
<td>Grants &amp; Contributions - Capital</td>
<td>2,532</td>
<td>14%</td>
</tr>
<tr>
<td>Other / Sundry</td>
<td>1,834</td>
<td>6%</td>
</tr>
<tr>
<td>Sales</td>
<td>11,943</td>
<td>49%</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>21,767</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Expenses

- Employee Benefits: 5,292 (35%)
- Materials and Services: 7,529 (40%)
- Finance Costs: 4 (0%)
- Depreciation and Amortisation: 2,764 (18%)
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>3,716</td>
<td>7%</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>19,297</td>
<td>100%</td>
</tr>
<tr>
<td>Operating Surplus</td>
<td>2,470</td>
<td></td>
</tr>
</tbody>
</table>
Councillors Statements of Financial Position (Balance Sheet) for 2015/2016

<table>
<thead>
<tr>
<th>$ '000</th>
<th>Actual</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2016</td>
<td>2015</td>
</tr>
<tr>
<td>Available Cash &amp; Investments</td>
<td>12,036</td>
<td>8,534</td>
</tr>
<tr>
<td>Debtors</td>
<td>1,448</td>
<td>1,828</td>
</tr>
<tr>
<td>Infrastructure, Property, Plant &amp; Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Capital Work in Progress</td>
<td>664</td>
<td>369</td>
</tr>
<tr>
<td>- Land and Improvements</td>
<td>3,945</td>
<td>4,148</td>
</tr>
<tr>
<td>- Buildings</td>
<td>23,214</td>
<td>22,950</td>
</tr>
<tr>
<td>- Major Plant</td>
<td>626</td>
<td>874</td>
</tr>
<tr>
<td>- Other Plant and Equipment</td>
<td>223</td>
<td>324</td>
</tr>
<tr>
<td><strong>Infrastructure</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Infrastructure Roads</td>
<td>16,904</td>
<td>17,037</td>
</tr>
<tr>
<td>- Infrastructure Water &amp; Sewerage</td>
<td>17,320</td>
<td>17,075</td>
</tr>
<tr>
<td>- Infrastructure Other</td>
<td>1,717</td>
<td>1,699</td>
</tr>
<tr>
<td><strong>Other Financial Assets</strong></td>
<td>18,849</td>
<td>18,644</td>
</tr>
<tr>
<td><strong>Net Community Equity</strong></td>
<td>96,995</td>
<td>93,482</td>
</tr>
</tbody>
</table>

The major items that make up Hopevale Council’s wealth include the following assets:
Council's Capital Expenditure for 2015/2016 by Asset Class

- Buildings Residential
- Motor Vehicles and Machinery
- Plant & Equipment
- Buildings Other
- Water Infrastructure
- Other Infrastructure
- Furniture & Fittings
- Land

Council's Major Projects for 2015/2016

- Endeavour Valley Road Bitumen Seal and Maintenance
- New Housing
- Existing Housing Upgrades
- Roof Replacement Program
- New Driveway Programs
- NDRRA Infrastructure Road Networks
- Alec Cameron Drive Subdivision
- Child Care Upgrade

These expenditures have been funded through Cash Reserves, Grants and Contributions and General Revenue. Hopevale Aboriginal Shire Council would like to thank the Commonwealth and State Governments to their ongoing support to the development of the Hopevale Aboriginal Shire Area.
Councils Key Financial Figures – A Snapshot of the past 5 years lets you see some overall trends:

<table>
<thead>
<tr>
<th>Financial Performance Figures (S’000)</th>
<th>2016</th>
<th>2015</th>
<th>2014</th>
<th>2013</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Inflows:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sundry/Other</td>
<td>1,833</td>
<td>992</td>
<td>2,344</td>
<td>465</td>
<td>3,326</td>
</tr>
<tr>
<td>Fees &amp; Charges</td>
<td>287</td>
<td>189</td>
<td>345</td>
<td>130</td>
<td>294</td>
</tr>
<tr>
<td>Rental Income</td>
<td>405</td>
<td>332</td>
<td>411</td>
<td>803</td>
<td>943</td>
</tr>
<tr>
<td>Interest Received</td>
<td>152</td>
<td>30</td>
<td>31</td>
<td>57</td>
<td>204</td>
</tr>
<tr>
<td>Sales Revenue</td>
<td>11,943</td>
<td>8,543</td>
<td>7,534</td>
<td>7,715</td>
<td>9,444</td>
</tr>
<tr>
<td>Grants, Subsidies, Contributions &amp; Donations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Operating &amp; Capital</td>
<td>7,147</td>
<td>7,208</td>
<td>10,921</td>
<td>15,144</td>
<td>11,159</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>21,767</td>
<td>17,294</td>
<td>21,586</td>
<td>24,314</td>
<td>25,370</td>
</tr>
</tbody>
</table>

<p>| <strong>Outflows:</strong>                         |      |      |      |      |      |
| Employee Benefits                     | 5,292| 5,362| 5,675| 6,700| 6,062|
| Materials &amp; Services                  | 7,528| 5,984| 6,164| 6,985| 9,821|
| Finance Costs                         | 4    | 10   | 30   | 17   | 47   |
| Depreciation                          | 2,764| 2,652| 2,451| 2,145| 2,543|
| Capital Expense                       | 3,716| 1,127| 2,190| 4,913| 5,784|
| <strong>Total Expenses</strong>                    | 19,297| 15,135| 16,510| 20,726| 24,257|</p>
<table>
<thead>
<tr>
<th>Surplus/(Deficit)</th>
<th>2,470</th>
<th>2,159</th>
<th>5,076</th>
<th>3,588</th>
<th>1,113</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YE</td>
<td>YE</td>
<td>YE</td>
<td>YE</td>
<td>YE</td>
</tr>
<tr>
<td>Current Assets</td>
<td>96,995</td>
<td>93,483</td>
<td>90,411</td>
<td>86,112</td>
<td>79,457</td>
</tr>
<tr>
<td>Current Liabilities</td>
<td>1,501</td>
<td>1,081</td>
<td>853</td>
<td>868</td>
<td>1,405</td>
</tr>
<tr>
<td>Net Current Assets</td>
<td>95,494</td>
<td>92,402</td>
<td>89,558</td>
<td>85,244</td>
<td>78,052</td>
</tr>
<tr>
<td>Cash &amp; Cash Equivalents</td>
<td>11,265</td>
<td>7,631</td>
<td>6,045</td>
<td>5,879</td>
<td>6,039</td>
</tr>
<tr>
<td>Total Value of PP&amp;E</td>
<td>64,662</td>
<td>64,477</td>
<td>63,781</td>
<td>60,402</td>
<td>63,502</td>
</tr>
<tr>
<td>Total Accumulated Depreciation</td>
<td>2,764</td>
<td>2,652</td>
<td>2,451</td>
<td>2,145</td>
<td>2,543</td>
</tr>
<tr>
<td>Indicative Remaining Useful Life (as a % of GBV)</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

**Source:** Published audited financial statements of Hopevale Council (current year & prior year annual financial statements)
4. Financial Sustainability Measures

The Financial Sustainability of Councils continues to be a cornerstone of the Local Government Act and a core responsibility of individual Councils across Queensland.

The Financial Sustainability indicators (in accordance with the Local Government Regulation 2012) that Council must publish are as follows:

1. **Operating Surplus Ratio** – Net Result divided by Total Operating Revenue
2. **Asset Sustainability Ratio** – Capital Expenditure on Asset Renewals divided by Depreciation Expense
3. **Net Financial Liabilities Ratio** – Total Liabilities less Current Assets divided by Total Operating Revenue

<table>
<thead>
<tr>
<th>Ratio</th>
<th>Target</th>
<th>Actual</th>
<th>Budget</th>
<th>Long Term Financial Plan Projections</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2016</td>
<td>2017</td>
<td>Yr. 1</td>
</tr>
<tr>
<td>Operating Surplus Ratio</td>
<td>0 - 10%</td>
<td>19%</td>
<td>6%</td>
<td>4%</td>
</tr>
<tr>
<td>Asset Sustainability Ratio</td>
<td>&gt; 90%</td>
<td>97%</td>
<td>139%</td>
<td>100%</td>
</tr>
<tr>
<td>Net Financial Liabilities Ratio</td>
<td>&lt; 60%</td>
<td>-62%</td>
<td>-57%</td>
<td>-65%</td>
</tr>
</tbody>
</table>
APPENDIX 1

COUNCILLOR EXPENSES REIMBURSEMENT AND FACILITIES POLICY
COUNCILLOR EXPENSES
REIMBURSEMENT AND
FACILITIES POLICY

Version History

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Date</th>
<th>Signature</th>
<th>Reason / Comments</th>
</tr>
</thead>
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<tr>
<td>1</td>
<td>28 June 2011</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>20 March 2013</td>
<td></td>
<td>Resolution number 05200313</td>
</tr>
<tr>
<td>3</td>
<td>25 February 2014</td>
<td></td>
<td>Resolution number 07250214</td>
</tr>
<tr>
<td>4</td>
<td>20 April 2016</td>
<td></td>
<td>Resolution number 06200416</td>
</tr>
</tbody>
</table>
ORIGIN/AUTHORITY

Local Government Act 2009

Local Government Regulation 2012 (Section 249 – 252)

PURPOSE

This policy sets the basis by which Council provides for the following:

- reimbursement for Councillors and Mayor of legitimate expenses incurred, or to be incurred; and
- facilities to be provided for and/or at the disposal of Councillors and Mayor, while carrying out civic duties as elected representatives of the Hope Vale Aboriginal Shire Community

APPLICATION

This policy applies to the Mayor, Deputy Mayor, Councillors and Chairs of Committees.

This policy deals with the reimbursement of expenses or provision of a facility to Councillors.

DEFINITIONS

For the purpose of this policy the following definitions shall apply:

**Council** – shall mean the Hope Vale Aboriginal Shire Council.

**Councillors** – includes the Mayor, Deputy Mayor and other Councillors, unless specifically identified.

**Chairs of Committees** – are those persons appointed or whose position is ratified by a Council resolution to chair a duly established Council Committee.

**CEO** – shall mean the person appointed to the position of Chief Executive Officer and anyone acting in that position.

**Expenses** - Expenses are payments reasonably incurred, or to be incurred, in connection with Councillors discharging their duties. The expenses may be either reimbursed to Councillors or paid direct by Council for something that is deemed a necessary cost or charge. Expenses are not included as remuneration.

**Facility** - Facilities provided to Councillors that are the “tools of trade” and required to enable them to perform their duties with relative ease and at a standard appropriate to fulfil the community expectation for their role.

**Reasonable** - Councils must make sound judgments and consider what is prudent, responsible and acceptable to the community when determining appropriate levels of facilities and expenditure.

**The Act** – shall mean the *Local Government Act 2009* (as amended).

**The Regulations** - shall mean the *Local Government Regulation 2012*.

BACKGROUND

This policy has been written to be compliant with the five (5) underpinning principles set by the Local Government Act 2009:
(a) transparent and effective processes, and decision-making in the public interest; and

(b) sustainable development and management of assets and infrastructure, and delivery of effective services; and

(c) democratic representation, social inclusion and meaningful community engagement; and

(d) good governance of, and by, local government; and

(e) ethical and legal behaviour of councillors and local government employees. In addition, the financial sustainability criteria under Section 102 of the Act requires that financial policies must be formulated to:

(i) to ensure a reasonable degree of equity, stability and predictability; and

(ii) so that current services, facilities and activities are financed by the current users of the services, facilities and activities; and

(iii) having regard to the effect of the policies on the future users of services, facilities and activities;

1. **PAYMENT OF EXPENSES**

Expenses will be paid to a Councillor through administrative processes as approved by Council’s Chief Executive Officer subject to:

(a) the limits outlined in this policy;

(b) Council endorsement by resolution, when claims are outside this policy;

(c) in the case of reimbursement of expenses production of receipts and tax invoices or evidence that such expenses have been paid is required prior to reimbursement; and

(d) expense reimbursement must be claimed within three (3) months of such expense having been paid by the Councillor and claims for reimbursements outside of this period will not be accepted.

1.1. **Expense Categories**

1.1.1. **Professional Development /Conferences /Workshops /Training**

Council will reimburse expenses incurred for:

(a) attendance at Regional, State or National Local Government associated conferences, subject to attendance being approved by Council resolution;

(b) attendance at Regional meetings and workshops associated with a Councillor’s responsibilities;

(c) mandatory professional development as approved by Council resolution; and

(d) discretionary professional development deemed essential by Council for the Councillor’s role and approved by Council resolution.
1.1.2. **Travel as required to represent Council including deputations to Government, Ministers and organisations that promote Council’s objectives.**

Council may reimburse local and, in some cases, interstate and overseas travel expenses (eg flights, car, accommodation, meals and associated registration fees) deemed necessary to achieve the business of Council where:

(a) a Councillor is an official representative of Council; and
(b) the activity/event and travel have been endorsed by resolution 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 when a Councillor is required to stay outside the local government’s region.

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.

Councillors must consider alternatives to paying excess baggage such as couriering or posting material prior to departure. Any personal excess luggage e.g. gifts and souvenirs must be at the Councillor’s personal cost.

1.1.3. **Travel Bookings**

All Councillor travel will be booked and paid for by Council.

Economy class is to be used. 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 (eg cost of partner or spouse accompanying the Councillor).

1.1.4. **Travel/Transfer Costs**

Any travel/transfer expenses associated with Councillors travelling for Council approved business will be reimbursed. Example: Trains, taxis, buses and ferry fees, toll fees. Council will provide reimbursement for parking costs paid by Councillors while attending to official Council business.

1.1.5. **Fuel**

Councillors’ receive a fuel allowance as stipulated in the ‘Travel Policy’ when travelling by vehicle away from Hope Vale on official Council business.

1.1.6. **Accommodation**

(a) All Councillor accommodation for Council business will be booked and paid for by Council.
(b) Council will pay for the most economical accommodation arrangement available.
(c) Where possible, the minimum standards for Councillors’ accommodation should be three or four star rating.
(d) 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.

1.1.7. **Meals**

Councillors receive an allowance as stipulated in the ‘Travel Policy’.
2. FACILITIES

2.1. 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.

2.2. Private use of Council-owned facilities

Based on the principles of transparent and effective process, good governance and ethical and legal behaviour the facilities provided to Councillors by Hope Vale Aboriginal Shire Council are to be used only for council business unless prior approval has been granted by resolution of Council.

2.3. Facilities Categories

2.3.1. Administrative tools

Administrative tools should be provided to Councillors as required to assist Councillors in their role. Administrative tools may include:

(a) office space and meeting room
(b) mobile telephone for the Mayor and Deputy Mayor
(c) access to computers
(d) stationery
(e) access to photocopiers
(f) access to printers
(g) access to facsimile machines
(h) publications
(i) use of Council landline telephones and internet access in Council offices
(j) Secretarial support may also be provided for mayor and councillors

2.3.2. 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.

2.3.3. Name Badge and Safety Equipment for Councillors

A local government may provide Councillors with:

(a) a name badge; and
(b) the necessary safety equipment for use on official business, eg safety helmet/boots.

2.3.4. Use of Council Vehicles on Council Business

Councillors may access a Council vehicle for use on official business.

2.3.5. Telecommunications Costs
Councillors will be paid an allowance of $50.00 per week to cover Council related telephone calls. This clause is not applicable to the Mayor and Deputy Mayor who have a Council telephone.

2.3.6   Fuel Allowance

Councillors will be paid an allowance of $120.00 per week for fuel to allow them to undertake Council related business in their private vehicles. This clause is not applicable to the Mayor and Deputy Mayor who have a Council vehicle attached to their position.

2.3.7   Insurance Cover

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

3.   CLAIMS FOR REIMBURSEMENT

All claims for reimbursement of expenses will be made on the approved form and submitted with original receipts to the Chief Executive Officer for approval.

Failure to comply with this policy, falsifying claims or logbooks or the misuse of facilities may breach the Council’s Code of Conduct and/or represent an offence under the Criminal Code and may be referred to the Crime and Corruption Commission.

4.   NOTIFICATION OF ADOPTION OF EXPENSES REIMBURSEMENT POLICY

(1) As soon as practicable after a local government adopts its expenses reimbursement policy, the local government must give public notice of the policy.

(2) The public notice must be published—

   (a) in a newspaper circulating generally in the local government area; and
   (b) on the local government’s website.

5.   POLICY WILL BE DISCUSSED AT AN OPEN MEETING.

A local government cannot resolve under section 72 that a meeting at which a proposed expenses reimbursement policy is discussed (including its adoption or amendment, for example) be closed.
APPENDIX 2

AUDITED FINANCIAL STATEMENTS