



## **Post-Election Meeting**

**Council Chambers**

**Date: 6 April 2016**

**Time: 9:00am**

## **MINUTES**

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## **MEMBERS IN ATTENDANCE**

**Members Present:** Cr T Gilmore (Mayor), Crs, E Brown, K Davies, M Graham, A Pedersen, A Toppin and L Wyatt.

## **DECLARATION OF OFFICE**

The declaration was made by each Councillor in accordance with the provision of Section 169 of the *Local Government Act 2009* prior to the commencement of the meeting.

## **ITEM-1 APPOINTMENT OF DEPUTY MAYOR**

The Mayor called for nominations for the position of Deputy Mayor and Cr Pedersen signified his interest in the position.

Moved by Cr Graham

Seconded by Cr Brown

"That Cr Pedersen be appointed as Deputy Mayor."

**CARRIED**

## **ITEM-2 FIXING OF DAYS AND TIMES FOR HOLDING OF ORDINARY MEETINGS**

Moved by Cr Wyatt

Seconded by Cr Pedersen

"That:

1. Ordinary meetings of the Council be held twice a month on the first and third Wednesday each month commencing at 9:00am unless otherwise determined by Council.
2. Unless otherwise determined by Council, all Ordinary meetings be held at the Council Chambers, Rankin Street, Mareeba.
3. Details of the Ordinary meeting schedule for 2016 be published in the local newspapers, on the MSC website and posted in Council Chambers.
4. The day and time of holding standing committee meetings (if applicable) to be determined."

**CARRIED**

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## **ITEM-3 COUNCILLOR EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES**

Moved by Cr Davies

Seconded by Cr Toppin

"That the Councillor Remuneration, Expenses Reimbursement and Resources policy, attached to these Minutes as Appendix 1, be adopted."

**CARRIED**

## **ITEM-4 CONTACT WITH STAFF**

Moved by Cr Wyatt

Seconded by Cr Toppin

"That Council adopt the Guidelines relating to Requests by Councillors for advice or Information from Staff, attached to these Minutes as Appendix 2."

**CARRIED**

## **NEXT MEETING OF COUNCIL**

The next meeting of Council will be held at 9:45am on 6/04/2016

There being no further business the meeting closed at 9:15am.

.....  
Cr Tom Gilmore  
Mayor

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## APPENDIX 1 - ITEM-3 COUNCILLOR EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES



### COUNCILLOR REMUNERATION, EXPENSES REIMBURSEMENT AND RESOURCES POLICY

Draft <input type="checkbox"/>	Final <input checked="" type="checkbox"/>	Version:	2
Identifier:		Policy Section:	Council and Councillors
Date Adopted:	2 July 2014	Review Date:	2 July 2016
Author:	Chief Executive Officer	Review Officer:	Governance & Compliance Support Officer

Update History:

Version #	Revised by:	Comment
1	Alan Lambert	Original version adopted by Council 19 March 2014
2	Alan Lambert	Revised to include provisions relating to payment of meeting fee component of remuneration to Councillors

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**1. POLICY INTENT**

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The purpose of the policy is to ensure that elected members can receive reimbursement of reasonable expenses and be provided with the necessary facilities to perform their role. The policy will ensure accountability and transparency in the reimbursement of expenses incurred by the Mayor, Deputy Mayor and Councillors.

The policy also includes details of how the remuneration payable to local government Councillors is determined by the Local Government Remuneration and Discipline Tribunal and how and when payment of the meeting fee component of that remuneration will be made by Council.

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**2. STATEMENT OF PRINCIPLES**

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This policy is consistent with the local government principles as set out in the *Local Government Act 2009*:

- Transparent and effective processes, and decision making in the public interest;
- Sustainable development and management of assets and infrastructure, and delivery of effective services;
- Democratic representation, social inclusion and meaningful community engagement;
- Good governance of, and by, local government; and
- Ethical and legal behaviour of Councillors and local government employees.

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**3. SCOPE**

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This policy applies to the Mayor, Deputy Mayor and Councillors of the Mareeba Shire.

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**4. BACKGROUND / SUPPORTING INFORMATION**

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A local government is required to adopt an expenses reimbursement policy in accordance with the relevant provisions of the *Local Government Regulation 2012*.

The adopted policy can be amended, by resolution, at any time and must be able to be inspected and a copy purchased by the public at the local government's public office and also published on the local government's website.

In order to provide clarity around the provisions of the policy, the following will apply:

**Council business** will include attendance at any official meeting of the Council, including the meetings of any Committee appointed by the Council under the relevant section of the *Local Government Regulation 2012*, Councillor forums and workshops and meetings of any external agency, committee, board or organisation on which Council input or representation is desirable and to which a Councillor has been appointed by formal resolution of the Council.

Council business also includes attendance at meetings and functions of community groups and organisations which Councillors have been formally requested or appointed to attend in an official capacity. It should be noted, however, that Council business should result in a benefit being achieved either for the local government and/or the local government area. Council may decide that this extends to performing civic ceremony duties such as opening a school fete, however, participating in a community group event or being a representative on a board not associated with Council is not regarded as Council business.

## **5. POLICY STATEMENT**

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### **5.1 REMUNERATION**

In accordance with the relevant provisions of the *Local Government Act 2009*, the Local Government Remuneration and Discipline Tribunal is responsible for:

- a. Establishing the categories of local governments; and
- b. Deciding which categories each local government belongs to; and
- c. Deciding the remuneration that is payable to the Councillors in each of those categories.

In accordance with the relevant sections of the *Local Government Regulation 2012*, the Tribunal must, on or before 1 December each year and for each category of local government, decide and publish in the Gazette the remuneration schedule that may be paid from 1 July of the following year to a Mayor, Deputy Mayor or a Councillor of a local government in each category.

The remuneration may include, or may separately provide for, remuneration for the duties a Councillor may be required to perform if the Councillor is appointed to a committee, or as chairperson or deputy chairperson of a committee, of a local government.

The remuneration fixed by the Tribunal is all inclusive and no additional remuneration is payable for sick leave, annual leave, or any other benefits otherwise applicable to employees other than superannuation. The remuneration can not include any amount for expenses to be paid or facilities to be provided to a Councillor under the expenses reimbursement section of this policy.

The maximum amount of remuneration payable to a Councillor, as determined by the Tribunal, must be paid to the Councillor unless the local government decides, by resolution, not to pay the maximum amount.

Any resolution not to pay the maximum amount must be made within 90 days after each remuneration schedule is published in the Gazette. Apart from a resolution not to pay the maximum amount, there are no other resolutions required of Council in relation to remuneration and the schedules published by the Tribunal apply automatically from the 1 July in each year.

The Tribunal has determined that the Mareeba Shire Council is a Category 3 Council.

Remuneration for Councillors in Category 3 Councils is split into two components:

1. A base payment equivalent to 50% of the maximum amount of remuneration as determined by the Tribunal or, where a Council decides, by resolution, not to pay the maximum amount, 50% of the lesser amount determined by the Council.
2. A meeting fee component equivalent to the remaining 50% after deducting the base payment in 1 above which is paid to Councillors (other than the Mayor and Deputy Mayor) for attendance at mandated monthly meetings of the Council, subject to certification of attendance by the Mayor or Chief Executive Officer of the Council. Mayors and Deputy Mayors in Category 3 receive the full remuneration.

The following provisions will apply to payment of the meeting fee component to Councillors of the Mareeba Shire:

1. The meeting fee component will be split into equal fortnightly payments.
2. Councillors need only attend one scheduled Ordinary meeting per month to be eligible for payment of the monthly meeting fee.
3. Attendance for only part of an Ordinary meeting will not invalidate a claim for payment of the monthly meeting fee.



**Councillor Remuneration, Expenses Reimbursement and Resources Policy**

4. In the case of absence from both of the scheduled Ordinary monthly meetings, payment of the monthly meeting fee will still be made provided leave of absence has been granted by Council.
5. Certification of attendance at a meeting will be by inclusion of a Councillor's name in the official minutes of the meeting, either as having attended the meeting or being absent with the approval of Council as in 4 above.

**5.1.1 Superannuation and tax**

The Council may, by unanimous Council resolution, elect to be an "eligible local governing body". This empowers the withholding of Councillors' income tax and automatic payment of the superannuation guarantee contribution of 9.25%.

**5.2 EXPENSES****5.2.1 Payment of Expenses**

Reimbursement of expenses will be paid to a Councillor through administrative processes approved by the Council's Chief Executive Officer (CEO) subject to:

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

The administrative process for payment of expenses is:

- Councillors complete the Councillor Expenses Reimbursement Voucher, attaching copies of supporting documentation such as log book extracts and receipts;
- Completed forms submitted to the CEO for approval;
- Office of the CEO forwards approved forms to accounts payable.

**5.2.2 Travel as required to represent Council**

Council will reimburse local and in some cases interstate and overseas travel expenses (e.g. flights, motor vehicle, accommodation, meals and associated registration fees) deemed necessary to achieve the business of Council where:

- a Councillor is an official representative of Council; and / or
- the activity/event and travel have been endorsed by resolution of Council or approved by the Mayor and/or the CEO.

Councillors are to travel via the most direct route, using the most economical and efficient mode of transport.

**5.3 VEHICLES****5.3.1 Use of council vehicles on council business**

A Council vehicle will be provided for exclusive use by the Mayor and other Councillors may have access to a Council vehicle, as required (and if available at the time), for official Council business. A Councillor wishing to use a Council vehicle for Council business must submit a request to the Chief Executive Officer at least two (2) days prior to use, except in exceptional circumstances as determined between the Councillor, Mayor and CEO.



### 5.3.2 Private use of Council vehicles

Private use of Council owned vehicles is only permitted if prior approval has been granted by resolution of Council. Council will, in its resolution authorising private use, set out the terms for the Councillor to reimburse Council for the private use. Unless otherwise stated, reimbursement for private usage will be calculated on the basis of the number of private kilometres travelled as per log book substantiation, multiplied by the appropriate rate per business kilometre as determined by the Australian Taxation Office.

"Private use" in this context does not include incidental and occasional private use if the private destination is on a direct path between Council business destinations. In the case of the vehicle provided to the Mayor, home garaging is approved without the need for reimbursement.

#### Fuel costs

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

Fuel costs associated with use of a Councillor's private vehicle are covered by the private vehicle expenses reimbursement rates.

### 5.3.3 Use of a Councillor's private vehicle

A Councillor's private vehicle usage will be reimbursed by Council if the:

- travel within the region is required to conduct official Council business (this includes driving their own private vehicle to and from Council offices and use of their vehicle to carry out any inspections deemed necessary to fulfil their role as a Councillor, including inspections of roads, Council works and facilities, areas of complaint and development application proposals);
- travel outside the region has been endorsed by Council resolution or by the Mayor;
- claim for mileage is substantiated with log book details; and
- total travel claim, where applicable, does not exceed the cost of the same travel using economy flights plus the cost of taxi transfers.

Reimbursement rates for business kilometres as published by the Australian Tax Office will be applied.

Private vehicle insurance is at the risk of the user for both private and business use.

**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.

### 5.3.4 Policy on vehicle use in cases of where high mileage travel

Reimbursement of private vehicle use is only cost effective under a certain threshold. This threshold is dependent on the type of vehicle; currently for a medium size sedan it is 12,600 km but will be reviewed on an ongoing basis to ensure the most cost efficient method is used.

Where Councillors are expected to, or do, travel over the annual threshold, they can, by request to the Mayor, be provided with a Council vehicle under the same terms and conditions as the Mayor instead of being reimbursed a kilometre allowance. This will also be dependent on the availability of a Council vehicle.

In the event that a Council vehicle is allocated to a Councillor as a result of this clause, this allocation will be reviewed quarterly to ensure that the threshold is still being exceeded. A logbook must be maintained at a standard that the ATO will accept to negate any FBT liability.



### 5.3.5 Car parking amenities

Council will reimburse Councillors for parking costs paid by Councillors while attending to official Council business.

### 5.4 TRAVEL BOOKINGS

All Councillor travel approved by Council will be booked and paid for by Council, unless travelling by private or Council vehicle. Wherever possible, payment for such travel will be made by Council in advance.

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).

Council will pay for reasonable expenses incurred for overnight accommodation when a Councillor is required to stay outside the Mareeba Shire Council local government area.

### 5.5 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.

### 5.6 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. Should more than one Councillor attend the same event, Council will book and pay for a separate accommodation room for each attending Councillor.

### 5.7 MEALS

Council will reimburse the reasonable cost of meals for a Councillor where a Councillor:

- incurs the cost personally; and
- is not provided with a meal:
  - within the registration costs of the approved activity/event;
  - during an approved flight; and
- produces a valid tax invoice.

Council will reimburse the actual cost of meals, however the current Australian Taxation Office determination in this regard will be considered with regard to the reasonableness of the claim.

If a Councillor, for some legitimate reason, is unable to produce a tax invoice and seeks reimbursement for meals while attending official Council business, he/she may claim up to a

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maximum of the following meal allowance amounts (noting this can only occur when the meal was not provided within the registration costs of the approved activity/event):

Breakfast	\$23.00	Applies if the Councillor is required to depart their home prior to 6.00am
Lunch	\$25.00	
Dinner	\$43.00	Applies if the Councillor returns to their home after 9.00pm

No alcohol will be paid for by Council.

Should the Councillor choose not to attend a provided dinner/meal, then the full cost of the alternative meal shall be met by the Councillor.

**5.8 INCIDENTAL ALLOWANCE**

Up to \$20 per day may 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.

**5.9 ADDITIONAL EXPENSES FOR MAYOR****5.9.1 Hospitality**

Council may reimburse the Mayor up to \$1,000 per annum for hospitality expenses deemed necessary in the conduct of Council business (excluding civic receptions organised by Council).

To claim, the Mayor must provide a written statement of whom he/she entertained and an indication of the costs. Receipts, if available, should be provided but are not mandatory.

**5.10 PROVISION OF FACILITIES**

Council will provide facilities for the use of Councillors in the conduct of their respective roles within Council.

All facilities provided to Councillors remain the property of Council and must be returned to Council when a Councillor's term expires.

**5.11 PRIVATE USE OF COUNCIL OWNED FACILITIES**

The facilities provided to Councillors 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 of private use.

**5.12 ADMINISTRATIVE TOOLS**

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

Administrative tools include:

- office space (where available) and meeting rooms
- computer/laptop
- stationery including business cards
- access to photocopiers, printers, fax and/or scanner, shredder

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- name badge
- necessary safety equipment for use on official business (eg safety helmet, boots, safety glasses)
- use of Council landline telephones and internet access in Council offices
- any other administrative necessities which Council resolves are necessary to meet the business needs of Council

Secretarial support may also be provided for the Mayor and Councillors, within the existing staff structure, by Council resolution.

Each Councillor will be provided with a single standard laptop that can be used both at the Council work location and at the Councillor's home office. Each laptop will be loaded with the Microsoft Office Suite and email software.

In recognition of the fact that office space within Council facilities is limited and that use of technology such as internet and electronic distribution of agendas and minutes is generally more efficient and practical than requiring Councillors to travel to the Council administration centre to undertake the day to day tasks associated with their role, Council will ensure that appropriate home office facilities are provided for Councillors.

Accordingly, Council will supply and pay for an internet and land based phone line at the Councillor's residence. An individual combination printer/scanner/fax may also be provided for home office use if required.

Council will pay the installation costs (if required) and the monthly costs for the line rental and current internet package. The amount paid will be based on the Telstra Home Broadband S package (currently valued at \$73 per month).

**iPad**

To further enhance the ability of Councillors to communicate electronically with Council, particularly email communication and distribution of agendas, minutes and other information, Council will pay for the purchase of an iPad and associated internet usage via a monthly package arrangement. The package will be to the value of Telstra Mobile Package M (currently \$56 per month or as amended from time to time by the CEO as required).

The Councillor is to arrange the purchase of the iPad and appropriate monthly data plan in their personal capacity. Council will pay the package amount, as above, to the Councillor on a monthly basis. Any costs over and above the monthly payment by Council will be at the Councillor's expense.

Alternatively, Councillors may elect to have an iPad supplied to them by Council and connected to a Council arranged monthly data plan.

**Mobile Phone**

As per the above arrangements for supply of an iPad for Councillors' use, Council will also pay the costs of a mobile phone package for Councillors.

The package will be to the value of Telstra Mobile Package XL (currently \$134 per month or as amended from time to time by the CEO as required).

The Councillor is to arrange the purchase of the phone and appropriate monthly phone plan in their personal capacity. Council will pay the package amount, as above, to the Councillor on a monthly basis. Any costs over and above the monthly payment by Council will be at the Councillor's expense.

Alternatively, Councillors may elect to have an iPhone supplied to them by Council and connected to a Council arranged monthly phone plan. Where this option is chosen, an amount of \$240 per annum will be deducted from the remuneration payable to the Councillor/s concerned to cover the cost of any private usage of the Council phone unless a Statutory Declaration is signed undertaking not to use the phone for private calls.

**General**

All Council supplied electronic devices are provided under Council's policies relating to computer use, security and internet and email usage. Supplied devices will be supported and maintained through Council's IT Request Tracker system within standard business hours.

Where required, training in the use of the equipment/software that has been provided by Council will be available.

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.

**5.13 INSURANCE COVER**

Council will indemnify or insure Councillors in the event of injury sustained while discharging their civic duties. Specifically, insurance cover will be provided for public liability, professional indemnity, Councillors liability and personal accident.

Council will pay the excess for injury claims made by a Councillor resulting from conducting official Council business and on any claim made under insurance cover.

Council will cover costs incurred through injury, investigation, hearings or legal proceedings into the conduct of a Councillor, or arising out of, or in connection with the Councillor's performance of his/her civic functions. Where it is found that a Councillor breached the provisions of the Local Government Act or that the conduct the subject of investigation, hearings or legal proceedings was intentional, deliberate, dishonest, fraudulent, criminal or malicious, the Councillor will reimburse Council for all associated costs incurred by Council.

**5.14 PROFESSIONAL DEVELOPMENT**

Where Council resolves that all Councillors are to attend training courses, workshops, seminars and conferences that are related to the role of a Councillor (mandatory professional development), Council will reimburse the total costs of their attendance at the nominated events.

In addition, where a Councillor identifies a need to attend a conference, workshop or training to improve skills relevant to their role as a Councillor (discretionary professional development), expenses will be reimbursed as per Council resolution on a case by case basis.

Councillors desirous of undertaking either mandatory or discretionary professional development should therefore advise the CEO of their interest in attending a specific training course, workshop, seminar or conference and the CEO will provide a report to Council seeking Council endorsement of attendance at the event.

**6. REVIEW**

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This policy will be reviewed when any of the following occur:

1. The related documents are amended or replaced.
2. Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this policy is to be reviewed within six months of each quadrennial election.

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## APPENDIX 2 - ITEM-4 CONTACT WITH STAFF



### POLICY

## REQUESTS BY COUNCILLORS FOR ADVICE OR INFORMATION FROM STAFF

Section 170A of The Local Government Act 2009

Draft <input type="checkbox"/>	Final <input checked="" type="checkbox"/>	Version:	1
File ref:		Policy Section:	Council and Councillors
Date Adopted:	2 April 2014	Review Date:	2 April 2017
Author:	Chief Executive Officer	Review Officer:	CEO - Office of the CEO

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## 1. POLICY INTENT

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This policy is made by the Council pursuant to Section 170A of the *Local Government Act 2009* and sets out the requirements Councillors must follow when seeking advice or information from an employee.

## 2. SCOPE

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This policy applies to all Councillors and staff of Mareeba Shire Council.

## 3. BACKGROUND/SUPPORTING INFORMATION

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Section 13(3)(f) of the *Local Government Act 2009* provides that the Chief Executive Officer has, inter alia, the following responsibilities: -

- (f) complying with requests from Councillors under section 170A—
  - (i) for advice to assist the Councillor carry out his or her role as a councillor; or
  - (ii) for information, that the local government has access to, relating to the local government.

Section 170A of the *Local Government Act 2009* provides as follows:—

- (1) A councillor may ask a local government employee provide advice to assist the councillor carry out his or her responsibilities under this Act.
- (2) A councillor may, subject to any limits prescribed under a regulation, ask the chief executive officer to provide information, that the local government has access to, relating to the local government.

*Example of a limit prescribed under a regulation—*

A regulation may prescribe the maximum cost to a local government of providing information to a councillor.

- (3) Subsection (2) does not apply to information—
  - (a) that is a record of the regional conduct review panel or the tribunal; or
  - (b) if disclosure of the information to the councillor would be contrary to an order of a court or tribunal; or
  - (c) that would be privileged from production in a legal proceeding on the ground of legal professional privilege.
- (4) A request of a councillor under subsection (1) or (2) is of no effect if the request does not comply with the acceptable requests guidelines.
- (5) Subsection (4) does not apply to—
  - (a) the mayor; or
  - (b) the chairperson of a committee of the council if the request relates to the role of the chairperson.

(6) The **acceptable requests guidelines** are guidelines, adopted by resolution of the local government, about—

- (a) the way in which a councillor may ask a local government employee for advice to help the councillor carry out his or her responsibilities under this Act; and
- (b) reasonable limits on requests that a councillor may make.

(7) In this section a **local government employee** includes a person prescribed under a regulation.

(8) The chief executive officer must make all reasonable endeavours to comply with a request under subsection (2).

Maximum penalty for subsection (8)—10 penalty units.

The requirement to direct all Councillor requests for advice or information through the Chief Executive Officer is impractical. As noted above, section 170A enables guidelines to be implemented for this necessary Councillor/employee interaction.

Councillors are also reminded of the provisions of Sections 171 and 171A of the *Local Government Act 2009* with regard to this information.

#### **171 Use of information by councillors**

(1) A person who is, or has been, a councillor must not use information that was acquired as a councillor to—

- (a) gain, directly or indirectly, a financial advantage for the person or someone else; or
- (b) cause detriment to the local government.

Maximum penalty—100 penalty units or 2 years imprisonment.

(2) Subsection (1) does not apply to information that is lawfully available to the public.

(3) A councillor must not release information that the councillor knows, or should reasonably know, is information that is confidential to the local government.

#### *Note—*

A contravention of subsection (3) is misconduct that is dealt with by the tribunal.

#### **171A Prohibited conduct by councillor in possession of inside information**

(1) This section applies to a person (the **insider**) who is, or has been, a councillor if the insider—

- (a) acquired inside information as a councillor; and
- (b) knows, or ought reasonably to know, that the inside information is not generally available to the public.

(2) The insider must not cause the purchase or sale of an asset if knowledge of the inside information would be likely to influence a reasonable person in deciding whether or not to buy or sell the asset.

Maximum penalty—1000 penalty units or 2 years imprisonment.



Mareeba Shire Council	Requests By Councillors For Advice or Information From Staff
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	Mayor's or CEO's Personal Assistant
<b>Corporate &amp; Community Services</b>	Director
	Manager Development & Governance
	Governance & Compliance Adviser
	Coordinator Environmental Health & Local Laws
	Environmental Health Officer
	Building Certifier
	Senior Planner
	Planning Officer
	Manager Finance
	Management Accountant
	Financial Accountant
	Manager Systems & Customer Service
	Coordinator Customer Service
	Coordinator Records
	Manager Community Wellbeing
	Community Engagement & Development Officer
	Senior Engagement Officer
	Manager Organisational Development
<b>Infrastructure Services</b>	Director
	Manager Water and Waste
	Manager Technical Services
	Manager Works

A Councillor's request for advice from, or provision of information by, an employee must be made in accordance with the following: -

- Councillors' requests for advice or information must be made in writing (e.g. letter, memo, facsimile or email) unless otherwise approved by the CEO.
- Councillors have access to Council corporate ICT systems and information should be sought from these before requests for information are made to staff.
- Councillors' requests for advice or information must not take the form of an attempt to direct or pressure a staff member to prepare a response in a certain manner, nor should a request be in such a form that it may be taken as an instruction.
- When making requests for advice or provision of information, Councillors must copy all requests under these guidelines to the Mayor, Chief Executive Officer and, where the staff member is not the Director, then the respective Director.
- Councillors must inform the Chief Executive Officer if they believe a staff member has not appropriately responded to a request made under these guidelines.

## 5. REVIEW

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It is the responsibility of the Chief Executive Officer to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed every year or as required by Council.

**This policy is to remain in force until otherwise determined by Council.**