



# **ORDINARY COUNCIL PUBLIC MINUTES**

**TUESDAY 27 AUGUST 2013 AT 9.00 AM**

## **Council Members >>**

The Mayor, Councillor Jenny Hill  
Councillor Suzanne Blom  
Councillor Colleen Doyle  
Councillor Gary Eddiehausen APM  
Councillor Pat Ernst  
Councillor Ray Gartrell  
Councillor Jenny Lane  
Councillor Anthony Parsons  
Councillor Trevor Roberts  
Councillor Vern Veitch  
Councillor Les Walker

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## Goals and Strategies of Townsville City Council >>

### Corporate Plan >>

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#### Goal 1 - Economic Sustainability. A robust, diverse and sustainable economy

The outcomes we want to achieve:

**A robust, prosperous economy which provides opportunities for business and investment.**

- 1.1 Promote investment and assist the development of emergent industries and businesses.
- 1.2 Engage with regional, state and national stakeholders in the creation of a strong and resilient economy.
- 1.3 Increase the city's profile through marketing initiatives, the delivery of festivals and events and support for other community based activities.
- 1.4 Promote the city's distinctive physical character and strong sense of place and identity.

**An integrated approach to long term planning which supports a growing city.**

- 1.5 Develop an integrated approach to the long term provision of infrastructure.
- 1.6 Undertake city and regional planning to reflect the aspirations of the community and create an attractive place to live, work and visit.

**Infrastructure that meets community needs.**

- 1.7 Provide and maintain timely and sustainable infrastructure.
- 1.8 Provide asset management practices which reflect the community's expectations regarding service levels and its ability to pay.

#### Goal 2 - Environmental Sustainability. Our environment is valued, protected and healthy

The outcomes we want to achieve:

**Effective management and protection of our natural and built environment through sustainable growth and development.**

- 2.1 Provide strategic and integrated planning and policy development to sustain our environment.
- 2.2 Effective management, protection and conservation of our natural environment.
- 2.3 Preserve and protect places of natural and heritage significance.

**Demonstrated environmental leadership.**

- 2.4 Develop and implement an Integrated Water Management Strategy.
- 2.5 Develop and implement innovative waste management and recycling strategies.
- 2.6 Minimise greenhouse gas emissions from council's infrastructure, operations and services through sustainable energy practices.
- 2.7 Partner with the community and industry stakeholders to develop and promote environmental protection and sustainability initiatives.
- 2.8 Develop and implement environmental compliance programs and promote community awareness.

**Climatic effects on our community, natural and built environment are minimised.**

- 2.9 Mitigate and communicate the risks and effects of climate change.

#### Goal 3 - Social Sustainability - Enhancement of opportunities for social engagement and wellbeing

The outcomes we want to achieve:

**A safe and healthy community.**

- 3.1 Improve the safety and well-being of the community through the management of public health risks.
- 3.2 Plan for and provide active and healthy lifestyle opportunities.
- 3.3 Coordinate council's response to natural disasters to minimise the effects on the community.

**A cohesive and self reliant community.**

- 3.4 Foster the development of the city as a learning community.
- 3.5 Encourage and facilitate the participation and integration of residents into the community.
- 3.6 Strengthen community networks to collaboratively deliver community services.

**A community with access to services and facilities.**

- 3.7 Plan for community facilities and services to meet the community's current and future needs.
- 3.8 Provide community services and facilities to meet the needs of the community.
- 3.9 Provide community support services to meet the needs of the community.

**A creative community.**

- 3.10 Facilitate and showcase artistic learning and expression through performances, exhibitions, activities and programs.
- 3.11 Support community participation in cultural activities, programs and events.

#### Goal 4 - Responsible Governance - Responsible leadership where decisions are made in a considered and transparent manner

The outcomes we want to achieve:

**Transparent and accountable local government.**

- 4.1 Develop and implement council's Corporate Governance Framework to ensure strategic planning, compliance with all legislation, policies, Codes of Practice and Standards.
- 4.2 Implement robust risk management strategies.
- 4.3 Encourage community participation and ensure that the community is informed and educated about matters that impact their lives.

**A competent, productive and contributing workforce.**

- 4.4 Foster a culture of employee health, safety and well-being.
- 4.5 Implement human resource strategies to become an employer of choice.
- 4.6 Foster diversity, merit and equity, reward and recognition in the workplace.

**Excellence in customer service delivery and organisational management.**

- 4.7 Provide responsive and efficient systems to enable the delivery of council services.
- 4.8 Establish and manage long term financial planning to ensure the future sustainability of council.

# MINUTES

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<b>REPORT</b>	<b>COUNCIL MEETING</b>
<b>DATE</b>	<b>Tuesday 27 August 2013 at 9.02am</b>
<b>ITEMS</b>	<b>1 TO 53</b>

<b>PRESENT</b>	The Mayor, Councillor J Hill Councillor V Veitch Councillor S Blom Councillor C Doyle Councillor G Eddiehausen APM Councillor P Ernst Councillor R Gartrell Councillor J Lane Councillor A Parsons Councillor L Walker
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#### **Opening of Meeting and Announcement of Visitors**

The Mayor, Councillor J Hill opened the meeting at 9.02am.

#### **Prayer**

Reverend Jeff Coop of the Anglican Church delivered the opening prayer.

#### **Apologies and Leave of Absence**

**It was moved by Councillor G Eddiehausen, seconded by Councillor P Ernst:**

"that the apology from Councillor T Roberts be received and that for the purposes of Section 162(1)(e) of the *Local Government Act 2009*, Councillor T Roberts be granted leave of absence from this meeting."

**CARRIED**

#### **Confirmation of Minutes of Previous Meetings:**

**It was MOVED by Councillor V Veitch, SECONDED by Councillor J Lane:**

"that the minutes of the following council meetings be confirmed:

- (i) Ordinary Council meeting of 23 July 2013; and
- (ii) Special Council meeting of 5 August 2013."

**CARRIED**

### **Disclosure of Interests**

- (i) Community and Cultural Committee - Perceived of conflict interest – Item 13 – Councillor S Blom is a member of Rollingstone and District Lions Club Inc.
- (ii) Townsville Water and Waste Committee - Perceived conflict of interest - Item 42 - Councillors V Veitch, S Blom, G Eddiehausen, J Lane, R Gartrell and A Parsons - Col Harkness donated to the Townsville First election campaign.
- (iii) Officer's Reports - Perceived conflict of interest -Item 49 - Councillors V Veitch, S Blom, G Eddiehausen, J Lane, R Gartrell and A Parsons that there may be investors in the properties requesting rating concessions that may have donated to the Townsville First Campaign.

### **Petitions**

- (i) **Objection to the construction of a driveway at the end of the cul-de-sac beside 12 Chesterfield Court, Kirwan.**

#### **PETITION**

**Date** 27 August 2013

Councillor P Ernst tabled a petition from residents of Chestfield Court.

#### **Petition Request**

The petition outlines the objection to the construction of a driveway at the end of the cul-de-sac beside 12 Chesterfield Court, Kirwan.

#### **Council Decision**

That the petition be referred to Infrastructure Services Division for action.

### **Deputations**

There were no deputations.

### **Mayoral Minute**

There was no Mayoral Minute.



## Committee Items

### Planning and Development Committee

#### 1 MI13/0019 MCU (Impact) Telecommunications Facility 12 Slayton Road, Jensen

##### REPORT TO COUNCIL - PLANNING APPLICATION

**Authorised by** Director, Planning and Development  
**Department** Development Assessment  
**Date** 05 July 2013  
**Address** Lot 26 RP 725244, 12 Slayton Road, Jensen  
**Applicant/Owner** NBN Co Limited C/- Aurecon Australia  
**Description** Telecommunications Facility

##### Executive Summary

A Development Application for Material Change of Use (Impact) Telecommunications Facility on Lot 26 RP 725244, situated at 12 Slayton Road, Jensen has been received from the Applicant: NBN Co Limited C/- Aurecon Australia – MI13/0019 12112001 and has been recommended for approval.

The committee also considered the verbal comments of Sandra Chesney and Kate Doughan provided at the meeting.

##### Officer's Recommendation

That council approve application MI13/0019 for a Development Permit for Telecommunications Facility under section 243 of the *Sustainable Planning Act 2009* on land described as Lot 26 RP725244, more particularly 12 Slayton Road, Jensen subject to the following conditions -

##### 1. Site Layout

- a) The proposed development must generally comply with drawings as referenced in the table below and attached as stamped "Approved Subject to Conditions", except as otherwise specified by any condition of this approval.

DRAWING NAME	DRAWING No.	REVISION No.	PLAN DATE
Site Specific Notes and Antenna Table	4DEG-51-13-JENS-C1	3	26 April 2013
Overall Site Plan	4DEG-51-13-JENS-C2	3	26 April 2013
Site Setout Plan	4DEG-51-13-JENS-C3	3	26 April 2013
Site Elevation and Details West and North	4DEG-51-13-JENS-C4	3	26 April 2013
Site Elevation and Details South and East	4DEG-51-13-JENS-C4-1	3	26 April 2013

- b) The proposed development must comply with all conditions of this approval prior to commencement of the use.
- c) The proposed development must comply with all Planning Scheme requirements as applying at the date of this application, except as otherwise specified by any condition of this approval.

## **2. Building Materials**

The proposed monopole and associated equipment shelter must be painted 'Pale Eucalypt'.

## **3. Storage of Materials and Machinery**

All materials and machinery to be used during the construction period are to be wholly stored on the site, unless otherwise approved by Council.

## **4. Lighting**

The developer must ensure all internal and external lighting is fitted with shades and erected in a manner that ensures that adjoining premises and roads are not affected.

## **5. Waste Disposal**

All waste generated as a result of the construction of the premises is to be effectively controlled and contained entirely within the boundaries of the site before disposal. All waste is to be disposed of in accordance with the *Environmental Protection (Waste Management) Regulation 2000*.

## **6. Relocation of Utilities**

The developer must be responsible for any relocation and/or alteration to any public utility installation required as a result of any works carried out in connection with this development at no cost to Council.

## **7. Soil Erosion Minimisation, Sediment Control and Dust Control**

During the construction phase of this development the developer must be responsible for the installation and maintenance of adequate erosion and sediment control management. In particular,

- a) The contingent design, implementation and maintenance of measures must be provided in accordance with *Aus-Spec Specification - C211 Control of Erosion and Sedimentation*.
- b) During the construction and maintenance phases of this development the developer must be responsible for adequate mitigation measures being put in place for the suppression of dust so as not to cause a nuisance to neighbouring property.

## **ADVICE**

### **1. Noise**

The hours of audible noise associated with construction and building work on site must be limited to between the hours of—

- \* 6.30 a.m. to 6.30 p.m. Monday to Saturday; with
- \* No work on Sundays or Public Holidays.

### **2. Environmental Considerations**

DNRM Requirements

Construction must comply with the *Environmental Protection Act 1994*, Policies and Guidelines.

## Committee Recommendation

That council request Aurecon Australia to investigate the bottom end of the property at 12 Slayton Road, Jensen and the site proposed on Old Georgetown Road by way of negotiation between council and Aurecon (before the next Ordinary Council meeting).

## Council Decision

It was **MOVED** by Councillor A Parsons, **SECONDED** by Councillor S Blom:

"that council approve the request of Aurecon Australia for erection of the NBN Tower at 12 Slayton Road Jensen(at amended location/as per Site Plan tabled at the meeting)."

**CARRIED UNANIMOUSLY**

## 2 MI13/0022 MCU (Impact) Car Park 58-62 Patrick Street Aitkenvale

### REPORT TO COUNCIL - PLANNING APPLICATION

<b>Authorised by</b>	Director Planning and Development
<b>Department</b>	Planning and Development – Development Assessment
<b>Date</b>	14 August 2013
<b>Address</b>	58-62 Patrick Street, Aitkenvale
<b>Applicant/Owner</b>	Stockland Development Pty Ltd C/- Brazier Motti
<b>Description</b>	Car Park

### Executive Summary

A Development Application for Material Change of Use (Impact) – Car Park on land at 56-62 Patrick Street and 47-57 Alfred Street, Aitkenvale, more particularly Lots 1-4 RP714814, Lots 1 and 2 RP725255, Lots 1 and 2 RP713993, Lots 1 and 2 RP714762, and Lots 1 and 2 RP717241 has been received from Applicant: Brazier Motti Pty Ltd and has been recommended for approval.

The proposal includes formalising an existing temporary car park and extending the car park over an additional three lots fronting Alfred Street. The proposed car park will provide 308 car parks, eight trolley bays, boundary landscaping, and pedestrian corridors. The car park will maintain its supporting function to the Stockland Shopping Complex providing car parking for both staff and customers of the centre.

### Officer's Recommendation

That council approve application MI13/0022 for a Development Permit for a Car Park under section 243 of the *Sustainable Planning Act 2009* on land described as particularly Lots 1-4 RP714814, Lots 1 and 2 RP725255, Lots 1 and 2 RP713993, Lots 1 and 2 RP714762, and Lots 1 and 2 RP717241, more particularly 56-62 Patrick Street and 47-57 Alfred Street subject to the following conditions -

#### 1. Site Layout

- The proposed development must generally comply with drawings as referenced in the table below and attached as stamped "Approved Subject to Conditions", except as otherwise specified by any condition of this approval.

Drawing Name	Drawing No.	Revision No.	Stamp Date
New Pedestrian Crossing	27890/011	A	16 May 2013
Proposed Car Park	27890/010	A	16 May 2013
Landscape Plan	L01.01	B	16 May 2013

- b) The proposed development must comply with all conditions of this approval prior to commencement of the use.
- c) The proposed development must comply with all Planning Scheme requirements as applying at the date of this application, except as otherwise specified by any condition of this approval.

## **2. Amended Plans**

Prior to the issue of a Development Permit for Building Works, the developer must provide amended plans to Council for approval to include the following amendments:

- a) Removal of the two car parking spaces directly west and adjacent to the Alfred Street Entry point and replacement with landscaping. This change must be reflected on any relevant car park and landscape plans.
- b) Removal of the car parking spaces west of the new pedestrian crossing on the southern side of the road and replacement line marking to reflect a new left turn lane into Elizabeth Street. This change must be reflected on the new pedestrian crossing plan.
- c) Removal of line marking associated with the old pedestrian crossing. This change must be reflected on the new pedestrian crossing plan.
- d) New/revised line marking in Alfred Street to create additional car parking spaces on Alfred Street following the removal of the existing driveways.

## **3. Defined Use**

The use hereby permitted must be conducted at all times in conformity with the associated Planning Scheme definition.

## **4. Amalgamation of Allotments**

The developer must amalgamate Lots 1-4 RP714814, Lots 1 and 2 RP725255, Lots 1 and 2 RP713993, Lots 1 and 2 RP714762, and Lots 1 and 2 RP717241 into a single parcel. The survey plan must be registered, in accordance with the *Land Title Act 1994*, prior to the commencement of the use.

## **5. Operation of the Carpark**

The car park must only operate between 6am and 6pm Monday to Sunday with the exception of Thursday which may operate from 6am to 9pm, unless otherwise approved by Council for extended operating times. Signage must be provided to both car park entry and exits advising patrons that the car park will be locked during the night. The lighting associated with the temporary car park must be turned off when the car park is locked and not in use.

## **6. Storage of Materials and Machinery**

All materials and machinery to be used during the construction period are to be wholly stored on the site, unless otherwise approved by Council.

## **7. Site Appearance**

The site is to be kept in a clean and tidy condition at all times to the satisfaction of Council.

## **8. Lighting**

- a) The developer must ensure all internal and external lighting is fitted with shades and erected in a manner that ensures that adjoining premises and roads are not affected.
- b) Lighting must be provided in accordance with the *Australian/New Zealand Standard AS/NZS1158 Lighting for Roads and Public Spaces*.
- c) Lighting must be turned off when the car park is locked at night and not in use.

## **9. Screen Fencing**

The developer must provide a visual screen between the site and any adjoining land occupied by a residential building or any adjoining land contained in a Residential precinct in accordance with *City Plan Policy 2 Section 4 – Screen Fencing*.

Notwithstanding the above, with the written consent of the proprietor of any adjoining land, the screen on the boundary shared with that neighbour may consist of other materials or lesser height or no fencing. For such a variation the developer must submit to and be approved by Council details of the alternative screen together with the written consent of the applicable adjoining owner prior to a Development Permit for Building Work being issued.

Unless written consent is obtained from the affected adjacent property owner, the developer must not construct a fence adjacent to the property boundary where it impedes the maintenance and serviceability of an existing boundary fence.

Furthermore consultation with adjoining property owners is essential so an amicable result is achieved in respect to the removal or retention of any existing adjoining fence.

The screen must be erected/planted prior to the commencement of the use and maintained thereafter to the satisfaction of the Council.

## **10. Relocation of Utilities**

The developer must be responsible for any relocation and/or alteration to any public utility installation required as a result of any works carried out in connection with this development at no cost to Council.

## **11. Car Parking**

- a) The car parking areas, manoeuvring areas and driveways must be constructed of bitumen seal, concrete or other alternative materials approved by Council. Details must be submitted as part of an application for Compliance Assessment prior to any new works commencing.
- b) All car parking widths and manoeuvring areas must be constructed in accordance with the Parking and Access Code, Council Standards and as detailed in the latest amendment of the Australian/New Zealand Standard AS/NZ 2890 and must be maintained thereafter to the standard.
- c) The layout of the on-site car parking spaces must be designed to ensure that all vehicles entering and leaving the site may do so in a forward direction.
- d) The developer must erect signage indicating the location of the entry and exits to the car parks, specific use bays (eg. Disabled, bus, taxi, bicycle, loading where relevant), as well as regulatory signs controlling movement within the car park. Signage provided to the

entry/exit of the car parking must also identify the hours of operation and advise patrons and staff that the car park will be locked at night.

- e) All signage and line marking must comply with the requirements of the Manual of Uniform Traffic Control Devices.
- f) The car park must be provided with physical barriers in accordance with Australian Standard AS2890 to promote car park safety.

## **12. Stormwater Drainage**

Certification by an appropriately qualified and experienced Registered Professional Engineer of Queensland (RPEQ) of the following requirements must be submitted as part of an application for Compliance Assessment so as to achieve the following. In particular:

- a) The development site must be graded so that it is free draining. All runoff from storms naturally falling into this development site (including roof runoff) must be collected within the property boundaries and discharged to the lawful point of discharge being the existing stormwater drains on Alfred Street or as otherwise agreed upon by Council.
- b) The developer must ensure that no ponding of stormwater occurs on adjacent allotments and that no stormwater formerly flowing onto their development site is diverted onto other neighbouring allotments.
- c) The developer must ensure that for any new works the post development discharge of stormwater from the subject land does not exceed pre-development peak flows.
- d) Overland flow paths and underground drainage must be designed so as not to directly or indirectly cause nuisance to a downstream or adjoining property.
- e) Following the completion of any works for the purposes of stormwater drainage, a stormwater drainage certificate from a Registered Professional Engineer of Queensland (RPEQ) must be submitted to and endorsed by Council. The stormwater drainage certificate must verify that the completed stormwater works associated with the proposed use has been constructed in accordance with the approved design.

## **13. Stormwater Quality Management**

A stormwater quality management plan (SQMP) must be submitted as part of an application for Compliance Assessment. The SQMP must be prepared by a suitably qualified person\*.

In particular, the SQMP must adopt the water quality strategy of council's Coastal Dry Tropics Water Sensitive Urban Design Technical Design Guidelines.

The SQMP must be implemented in accordance with the guideline and incorporate any further reasonable requests from council. All works must be carried out in accordance with council Development Specifications.

- Suitably Qualified Person as defined by the State Planning Policy 4/10 Healthy Waters.

## **14. Sewer Works**

The existing property connections at nos. 55 and 53 Alfred Street must be disconnected and sealed at the sewer.

## **15. Soil Erosion Minimisation, Sediment Control and Dust Control**

During the construction phase of this development the developer must be responsible for the installation and maintenance of adequate erosion and sediment control management. In particular,

- a) The contingent design, implementation and maintenance of measures must be provided in accordance with *City Plan Policy 2 – Development Standards*.
- b) During the construction and maintenance phases of this development the developer must be responsible for adequate mitigation measures being put in place for the suppression of dust so as not to cause a nuisance to neighbouring property.

## **16. Landscaping**

- a) A landscaping plan is required to be submitted to and be approved by Council as part of Compliance Assessment against the applicable Landscaping Code and/or relevant approval.

The Landscape and Irrigation Design Plans must be prepared in accordance with the relevant sections of City Plan Policy 1 – Supporting Information - Section 9 – Landscape Plans. As part of the landscaping plan the following items are to be included:

- \* Shade trees are to be provided to the car park in accordance with SO22 of the Landscape Code. The shade trees must be provided with a minimum of 4m<sup>3</sup> rootball space in accordance with SO12 of the Landscape Code.
  - \* Street trees are required to be planted to the Alfred, Elizabeth and Patrick Street frontages of the site. Where there is limited space in the road reserves shade trees must be planted within the property boundaries to provide shade to the car parks and footpaths in the road reserve.
  - \* All soft landscaping on the site and within the road reserve must be provided with automated irrigation.
  - \* Details showing the existing vegetation existing on site that is to be retained as part of this development.
- b) The landscape plans must be prepared by a suitably Qualified person who:
    - \* is a Qualified Landscape Architect with current membership to the Australian Institute of Landscape Architects; and/or
    - \* is an experienced Landscape Designer
  - c) All works must be completed in accordance with the approved landscaping plan and constructed to a standard detailed within City Plan Policy 2 – Development Standards – Section 10 – Landscape Work Specification. Following the approval of the plan, with or without amendments, the developer must implement the plan prior to the commencement of the use. Furthermore, all landscaped areas must be maintained thereafter to the satisfaction of Council.

## **17 Existing Street Trees**

The existing street trees located within the road reserve must not be damaged, removed, destroyed or lopped without the written consent of Council first being obtained.

## **18. Roadworks and Traffic**

- a) The developer must remove the existing vehicle accesses in Alfred Street, including crossovers in the kerb and channel, replace with new kerb and channel and reinstate the footpath in accordance with Council's Standard Drawing for Concrete Kerbing.

- b) The developer must replace the kerb and channelling as necessary to repair any irregularities or breaks for the full frontage of the site in accordance with Council's Standard Drawing for *Concrete Kerbing*.
- c) The developer must reconstruct the concrete footpath in Alfred Street where footpaths have been removed, in accordance with Council's Standard Drawings.
- d) The developer must turf that section of the footpath in Alfred Street where driveways have been removed. This work must be included in the Landscape plans to be submitted for Compliance Assessment.
- e) During the construction phase, any damages to the road reserve (i.e. footpath/kerb and channel) must be replaced by the developer in accordance with Council's standards.
- f) The developer must submit plans showing the above works and any proposed new/revised line marking in Patrick and Alfred Street for Compliance Assessment.

## 19. Traffic Management

- a) The developer is responsible for all traffic management of the site. The contingent design, implementation and maintenance of traffic management measures during construction must be provided in accordance with City Plan Policy 2 – Development Standards, Section 6 – TCC Variations to Aus-Spec (C201 - Control of Traffic).
- b) During the construction phase of the development all contractors vehicles that are not able to be contained on site must only utilise space within the road reserve that directly fronts the subject allotment, unless otherwise approved by Council. Vehicles must not at any time obstruct footpath areas or sight lines within the vicinity of the development.
- c) All materials and machinery to be used during the construction period are to be wholly stored on the site unless otherwise agreed in writing by Council.

## 20. Further Approvals

### a) Compliance Assessment

A Compliance Assessment application associated with the following conditions must be submitted to Council for approval prior to commencement of works, unless otherwise approved by Council:

Condition 11 – Car Parking  
 Condition 12 – Stormwater  
 Condition 13 – Stormwater Quality Management  
 Condition 16 – Landscaping  
 Condition 18 – Roadworks and Traffic

All engineering and landscaping designs/documentation associated with such an application must be prepared and where necessary, certified by a suitably qualified/experienced person.

<b>Concurrence Agency Conditions – Department of Transport and Main Roads</b>
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Pursuant to Section 285 and Section 287 of the *Sustainable Planning Act 2009*, the Department of Transport and Main Roads advises that it has no objection to Townsville City Council issuing a Development Permit for Material Change of Use subject to the conditions, as attached. The applicant must comply with the Department of Transport and Main Roads conditions as outlined in the Department's correspondence dated 8 July 2013.



## **ADVICE**

### **1. Infrastructure Charges**

An Adopted Infrastructure Charges Notice outlining the estimated infrastructure contributions payable relevant to the Development Permit is attached for your information.

### **2. Noise**

The hours of audible noise associated with construction and building work on site must be limited to between the hours of–

- \* 6.30 a.m. to 6.30 p.m. Monday to Saturday; with
- \* No work on Sundays or Public Holidays.

### **3. Environmental Considerations**

DEHP Requirements

Construction must comply with the *Environmental Protection Act 1994*, Policies and Guidelines.

### **4. Plumbing and Drainage Approval**

A Compliance Permit under the *Plumbing and Drainage Act 2002* to seal off disused sanitary drains and water lines must be obtained prior to the removal of any existing dwellings.

### **5. Asbestos**

All asbestos must be removed, transported and disposed in accordance with the *Public Health Regulation 2005*, *Work Health and Safety Regulation 2011 Chapter 8 Asbestos & How to Safely Remove Asbestos Code of Practice 2011*, *Environmental Protection Act 2004* and Regulations.

### **6. Roadworks Approval**

The developer is responsible for obtaining a Roadworks approval in accordance with Local Laws 4 for the installation of any hoardings, gantries or temporary road closures of the footpath or road prior to the commencement of works. The application must indicate the following:

- i. Completed Roadworks approval application form
- ii. Prescribed fee
- iii. Traffic Management Plan prepared by a suitably qualified traffic professional detailing the traffic management measures put in place to manage all Roadworks including pedestrians, cyclists and vehicles in accordance with the Manual of Uniform Traffic Control Devices Part 3 – Works on Roads.

If the works require closure of part of the road reserve, a temporary Road Closure Permit will be required. This permit allows for a section of road reserve to be closed for the purpose of works. The Queensland Police Service is the issuing authority for these permits. An application will need to be made to Council for a letter of no objection prior to applying to the Queensland Police Service for the permit. The Traffic Management Plan will need to be included with the application to Council.

### **Committee Recommendation**

That the officer's recommendation be adopted subject to the following addition to condition 9. Screen Fencing:

That the property owner and the developer sign off on the fencing agreement.

### **Council Decision**

It was **MOVED** by Councillor A Parsons, **SECONDED** by Councillor V Veitch:

"that the committee recommendation be adopted subject to condition no 9. Screen Fencing being amended as follows:

#### **9. Screen Fencing**

The developer must provide a visual screen between the site and any adjoining land occupied by a residential building or any adjoining land contained in a Residential precinct in accordance with City Plan Policy 2 Section 4 – Screen Fencing.

Notwithstanding the above, the developer is required to consult with the proprietor of 55 Elizabeth Street (Lot 3 RP 717241) in order to negotiate screen fencing to which both parties are agreeable. For such a variation the developer must submit, as part of Compliance Assessment, details of the alternative screen together with the written consent of the applicable adjoining owner.

Unless written consent is obtained from the affected adjacent property owner, the developer must not construct a fence adjacent to the property boundary where it impedes the maintenance and serviceability of an existing boundary fence.

Furthermore consultation with adjoining property owners is essential so an amicable result is achieved in respect to the removal or retention of any existing adjoining fence.

The screen must be erected/planted prior to the commencement of the use and maintained thereafter to the satisfaction of the Council."

**CARRIED UNANIMOUSLY**

### **3 Infrastructure Charging Reform Submission**

#### **REPORT TO COUNCIL**

<b>Authorised by</b>	Director of Planning & Development
<b>Department</b>	Strategic Planning
<b>Date</b>	9 August 2013

#### **Executive Summary**

On 1 July 2013 the Department of State Development, Infrastructure and Planning released its Discussion paper: "Infrastructure planning and charging framework review" (Attached to the Report to Council).

Consultation for the discussion paper closed on 9 August 2013.

Council's submission providing feedback to the discussion paper is attached to the Report to Council for the Information of council.

**Officer's Recommendation**

That council note for information the submission in response to the Queensland Government's "Infrastructure planning and charging framework review" Discussion Paper.

**Committee Recommendation**

That the officer's recommendation be adopted.

**Council Decision**

It was **MOVED** by Councillor A Parsons, **SECONDED** by The Mayor, Councillor J Hill:

"that the committee recommendation be adopted."

**CARRIED UNANIMOUSLY**

## Community and Cultural Committee

**It was MOVED by Councillor S Blom, SECONDED by Councillor G Eddiehausen:**

*"that the committee recommendations to items 4 to 12 and 14 to 16 be adopted; and that Item 13 be considered separately."*

**CARRIED UNANIMOUSLY**

**In accordance with section 173 of the Local Government Act 2009, Councillor S Blom declared a real conflict of interest in regards to item 13.**

- (a) the name of the councillors who have the real or perceived conflict of interest:**  
Councillor S Blom
- (b) the nature of the conflict of interest as described by the Councillor:**  
Councillor S Blom is a member of Rollingstone and District Lions Club Inc.
- (c) how the Councillors dealt with the real or perceived conflict of interest:**  
The Councillor determined that she had a real conflict of interest and left the meeting and did not participate in debate or voting on the matter.
- (d) if the Councillor voted on the issue – how the Councillor voted:**  
The Councillor vacated the chambers during discussion and voting on this item.
- (e) how the majority of persons who were entitled to vote at the meeting voted on the matter.**  
The majority of persons entitled to vote at the meeting voted as per the committee recommendation.

**It was MOVED by Councillor C Doyle, SECONDED by Councillor G Eddiehausen:**

*"that the committee recommendations to item 13 be adopted."*

**CARRIED**

## 4 Community Services - Presentation - Neighbour to Neighbour

### REPORT TO COUNCIL

**Authorised by** Director Community and Environment  
**Department** Community Services  
**Date** 5 August 2013

### Executive Summary

The Combined Churches commenced the Neighbour to Neighbour (N2N) program in Townsville in June 2011 with considerable support from the Townsville City Council (TCC). The Neighbour to Neighbour program operates for one day a year and involves volunteers assisting the elderly members of our community with general household duties.

The intention of the program is to build the care of neighbours back into the ethos of the Townsville community. It is hoped that through the program informal relationships can be established between the volunteers and those who receive assistance.

While this program is delivered on a single day in June, planning for the event takes about three months. During this period council identifies participants who would benefit from a little practical help, particularly those of the elderly and disadvantaged. Those identified have come from the database of the Home Services program. A letter is issued from the Mayor's office inviting the target group to receive assistance from the Combined Churches volunteers. The target group includes the elderly, incapacitated, those with special needs, and those who face difficult circumstances and are unable to

perform normal duties associated with looking after their own homes. Residents who respond to the Mayor's letter are registered with Neighbour to Neighbour program. The Combined Churches then coordinate the allocation of volunteers from multiple Church Groups and Service Organisations to undertake the requested tasks.

#### **Officer's Recommendation**

That council receive the Neighbour to Neighbour presentation from the Combine Churches outlining the program and results to date.

#### **Committee Recommendation**

That the officer's recommendation be adopted.

#### **Council Decision**

**Refer to resolution preceding item 4 on the council minutes (page 6574) where council resolved that the committee recommendation be adopted.**

### **5 Community Services - Purchase of Inflatable Screen**

#### **REPORT TO COUNCIL**

**Authorised by** Director Community and Environment  
**Department** Community Services  
**Date** 6 August 2013

#### **Executive Summary**

In response to an approach from the North Queensland Emerging Leaders Program in 2012 (an initiative of Townsville Enterprise) a feasibility assessment has been performed and it is proposed that council purchase an 8m inflatable projection screen for use at council and community events for such things as outdoor cinema and the support and enhancement of event staging.

#### **Officer's Recommendation**

That council approve the purchase of an inflatable projection screen at an estimated cost of \$20,000.

#### **Committee Recommendation**

That the officer's recommendation be adopted.

#### **Council Decision**

**Refer to resolution preceding item 4 on the council minutes (page 6574) where council resolved that the committee recommendation be adopted.**

## 6 Community Services - Reconciliation Action Plan 6 month report

### REPORT TO COUNCIL

**Authorised by** Director Community and Environment  
**Department** Community Services  
**Committee** Community & Cultural  
**Date** 05 August 2013

### Executive Summary

This report is for the information of council on the progress of actions in the Reconciliation Action Plan 2013-2014. It contains achievements from the first quarter, previously reported, as well as additional information from the second quarter. Achievements include the following;

- Investigation of the erection of additional flag poles at both the Thuringowa Drive and Walker Street Civic centres to fly the Aboriginal and Torres Strait Islander flags.
- The inclusion of Aboriginal and Torres Strait Islander shirts as part of the Townsville City Council uniform.
- The inclusion of traditional owner acknowledgement on the billboard on John Melton Black Drive from the airport.
- Townsville City Council's ongoing support of Reconciliation Week including Mabo Day.
- NAIDOC Week
- Other events specific to Aboriginal and Torres Strait Islander community like the Former Origin Greats Careers EXPO.

In addition, Welcome to Country and acknowledgements of the Bindal and Wulgurukaba peoples as the traditional owners and custodians of Townsville continues to increase both by council and others who have partnerships with council. These include the Townsville 400 Festival, and the Australian Festival of Chamber Music.

### Officer's Recommendation

That council note the progress of the Reconciliation Action Plan 2013-2014 actions.

### Committee Recommendation

That the officer's recommendation be adopted.

### Council Decision

**Refer to resolution preceding item 4 on the council minutes (page 6574) where council resolved that the committee recommendation be adopted.**

**7 Community Services - Totally and Permanently Disabled Ex Servicepersons Association (Townsville) Inc. - amended lease**

**REPORT TO COUNCIL**

**Authorised by** Director Community and Environmental Services  
**Department** Community Services  
**Date** 6 August 2013

**Executive Summary**

The Totally and Permanently Disabled Ex Servicepersons Association (Townsville) Inc. seeks to *amend their lease at Dean Park. The existing lease is over a building that is a council asset situated on crown land located on Lot 718 on Survey Plan 111999 and Lot 734 on Crown Plan EP1695. The building is utilised as a facility to operate the multiple programs the Association offers community members of Townsville.*

The Totally and Permanently Disabled Ex Servicepersons Association (Townsville) Inc. wish to construct a 6 metre x 5 metre steel storage shed at the rear of the premises and an amendment of the existing lease is recommended to include the area where the shed will be constructed.

**Officer's Recommendation**

That council approve an amendment to the existing leased area to enable the Totally and Permanently Disabled Ex Servicepersons Association (Townsville) Inc. to construct a storage shed at Lot 718 on Survey Plan 111999 and Lot 734 on Crown Plan EP1695, subject to relevant planning conditions.

**Committee Recommendation**

That the officer's recommendation be adopted.

**Council Decision**

**Refer to resolution preceding item 4 on the council minutes (page 6574) where council resolved that the committee recommendation be adopted.**

**8 Community Services - Magnetic Island History and Craft Centre Inc - lease renewal - lot 201 and 203 CP 850698**

**REPORT TO COUNCIL**

**Authorised by** Director Community and Environmental Services  
**Department** Community Services  
**Date** 6 August 2013

**Executive Summary**

The Magnetic Island History and Craft Centre Inc. seeks to renew their lease of the buildings on the corner of Barbarra Street and Granite Street, Picnic Bay. The buildings are council assets and are situated on Lot 201 and Lot 203 Crown Plan 850698.

The Magnetic Island History and Craft Centre Inc. has occupied these premises for a number of years with no issues.

### **Officer's Recommendation**

That council approve the entering into a lease with the Magnetic Island History and Craft Centre Inc. over the buildings on the corner of Barbarra Street and Granite Street, Picnic Bay situated on Lot 201 and Lot 203 Crown Plan 850698 for a period of up to 10 years.

### **Committee Recommendation**

That the officer's recommendation be adopted.

### **Council Decision**

**Refer to resolution preceding item 4 on the council minutes (page 6574) where council resolved that the committee recommendation be adopted.**

## **9 Community Services - Tender Evaluation re Smart Lifestyle Centre (Magnetic Island)**

### **REPORT TO COUNCIL**

**Authorised by** Director Community and Environmental Services  
**Department** Community Development  
**Date** 2 August 2013

### **Executive Summary**

The Smart Lifestyle Centre (formerly known as the Magnetic Island Sport and Recreation Centre) is located at 64-88 Horseshoe Bay Road, Horseshoe Bay, Magnetic Island; Lot 13 on Crown Plan EP124292. The facility is a single story level building with a kitchen facility, office space, internal/external toilets, internal/external storage areas and a large open plan meeting/function space. The lease area/boundary is fenced (approximately 1353m<sup>2</sup>) and includes green space and a large outdoor covered stage area which is ideal for holding outdoor events, functions and performances. The facility is currently tenanted by the Magnetic Island Men's Shed who have authorised interim occupancy.

The facility was previously leased by Ergon Energy with responsibility for the building returning to Council in May 2013 after the lease held by Ergon Energy expired. A Request for Tender (RFT) process was initiated to establish a suitable community organisation to occupy the facility under lessee. It was envisaged that the successful lessee could occupy, utilise, and manage the facility in a way that meets community needs, and enables community use.

The RFT was released on the 17<sup>th</sup> June 2013, and closed on the 24<sup>th</sup> July 2013. One submission was received and was assessed in accordance with the selection criteria set out in the RFT submission documentation.

### **Officer's Recommendation**

That council approve the issuing of a lease to the Magnetic Island Men's Shed (auspiced by Magnetic Island Community Care) to establish a 10 year lease over the Smart Lifestyle Centre at 64-88 Horseshoe Bay Road (Lot 13 on EP124292) starting on a mutually agreeable date, for the annual fee of \$1.00 exclusive of GST, payable if requested.

### **Committee Recommendation**

That the officer's recommendation be adopted.



## **Council Decision**

**Refer to resolution preceding item 4 on the council minutes (page 6574) where council resolved that the committee recommendation be adopted.**

## **10 Community Services - Worinda Occasional Care Centre Application for DEEWR Operational Funding Grant**

### **REPORT TO COUNCIL**

**Authorised by** Director Community and Environment  
**Department** Community Services  
**Date** 30 July 2013

### **Executive Summary**

The Worinda Occasional Child Care Centre has received operational funding in the past from the Commonwealth Government via the Department of Education Employment and Workplace Relations (DEEWR). This funding is once again available and an application to obtain it is recommended.

The funds are provided via a three year funding agreement. The funding is paid quarterly based upon "utilisation" (hours of attendance by children). The amount can vary between \$13,000 and \$15,000 per quarter. The funding provided is for the day to day operating costs of the child care service. The total value of the grant being applied for is up to \$180,000.

### **Officer's Recommendation**

That council approve the submission of an application for operational funding for Worinda Occasional Child Care Centre that is available through the Department of Education, Employment, and Workplace Relations (DEEWR) for up to \$180,000.

### **Committee Recommendation**

That the officer's recommendation be adopted.

## **Council Decision**

**Refer to resolution preceding item 4 on the council minutes (page 6574) where council resolved that the committee recommendation be adopted.**

## **11 Community Services - Inclusive Community Advisory Committee - Minutes of Meeting of 20 June 2013**

### **REPORT TO COUNCIL**

**Authorised by** Director Community and Environment  
**Department** Community Services – Community Planning and Services  
**Date** 6 August 2013

#### **Executive Summary**

The council's Inclusive Community Advisory Committee meeting was held on 20 June 2013. The minutes are presented for information.

#### **Officer's Recommendation**

That council note the minutes of the Inclusive Community Advisory Committee meeting of 20 June 2013.

#### **Committee Recommendation**

That the officer's recommendation be adopted.

#### **Council Decision**

**Refer to resolution preceding item 4 on the council minutes (page 6574) where council resolved that the committee recommendation be adopted.**

## **12 Community Services - Partnerships and Sponsorships Recommendations**

### **REPORT TO COUNCIL**

**Authorised by** Director Community and Environment  
**Department** Community Services  
**Date** 5 August 2013

#### **Executive Summary**

Council has received an application for financial support through the Partnerships and Sponsorships Program. This program is part of the Community Grants and Sponsorships Scheme which sits under the Community Development Section of the Community Services Department. The following recommendations are made in accordance with the Financial Assistance Policy adopted by council in April 2010.

The Partnerships and Sponsorships Program aims to assist Townsville organisations to provide community services, cultural development and sport and recreation development activities in Townsville by contributing funds for community based projects, programs and operational expenses.

The following report outlines recommendations from the Financial Assistance and Events Group (FAEG) held 31 July 2013. It is recommended that council not provide support for any applicants

### Officer's Recommendation

That council approve the amounts recommended by the Financial Assistance and Events Group (FAEG) through the Partnerships and Sponsorships Program as detailed in the following table.

The following applications are not recommended for funding:

Organisation	Activity/Project	Rationale for Declining
Townsville Area Woodturners Association	To assist with the purchase of two new lathes and a dust extractor to continue community work, demonstrations and beginner classes Request: \$4,000	<i>Funding for the purchase of assets is not eligible through the grants program. Grants staff will assist the organisation to seek funding through external sources and/or will assist the group in submitting an eligible application to council in the coming months.</i>

### Committee Recommendation

That the officer's recommendation be adopted.

### Council Decision

**Refer to resolution preceding item 4 on the council minutes (page 6574) where council resolved that the committee recommendation be adopted.**

### 13 Community Services - Festivals and Events Grant Program Recommendations

#### REPORT TO COUNCIL

**Authorised by** Director Community and Environmental Services  
**Department** Community Services  
**Date** 5 August 2013

### Executive Summary

Council has received a number of applications for financial support through the Festivals and Events Grant Program. This program is part of the Community Grants and Sponsorships Scheme which sits under the Community Development Section of the Community Services Department.

The aim of council's Festivals and Events Grant Program is to support festivals, community events and celebrations which showcase Townsville's talent and enhance community identity and pride; and bring economic and tourism opportunities to the region.

The following report outlines recommendations from the Financial Assistance and Events Group meeting held 31 July 2013. There were eight (8) applications submitted through this program during July 2013 and it is recommended that council provide support for five (5) applications.

## Officer's Recommendation

That council approve the amounts recommended by the Financial Assistance and Events Group (FAEG) through the Festivals and Events Grant Program as detailed in the following table:

Organisation	Activity/Project	Recommendation 2013/2014 (Ex GST)
<b>Event Category: Community Event</b>		
<b>Leukaemia Foundation of Queensland</b>	Assistance with the delivery of the <i>Light the Night</i> event to be held on The Strand, 16 October 2013 (includes waiver of Strand Park hire fees)	\$1,500 cash plus waiver of park hire fees (value of \$100)
<b>SANDS Townsville Inc.</b>	Assistance with the delivery of the <i>Walk to Remember</i> event to be held on The Strand, 13 October 2013 (includes waiver of Strand Park hire fees)	\$1,500 cash plus waiver of park hire fees (value of \$25)
<b>Rollingstone &amp; District Lions Club Inc.</b>	Assistance with the delivery of the 2013, 2014 and 2015 <i>Pineapple Festival</i> held during September each year at the Rollingstone Community Centre	2013/2014 - \$2,000 2014/2015 - \$2,000 2015/2016 - \$2,000
<b>Rollingstone &amp; District Seniors Inc.</b>	Assistance with the delivery of the 2013, 2014 and 2015 <i>Northern Beaches Seniors Luncheon</i> to be held at the Rollingstone Community Centre during August each year (Note: Council contribution is not to be used towards the purchase of alcohol for this event)	2013/2014 - \$2,210 2014/2015 - \$2,310 2015/2016 - \$2,410
<b>Event Category: One-Off Event</b>		
<b>NQ Supa Tradies (NQ Supa Trowel Inc.)</b>	Waiver of associated hire fees for the <i>NQ Supa Tradies Expo</i> to be held 7 & 8 September 2013 at Reid Park	Waiver of hire fees to the value of \$6,000

The following applications are **not recommended** for funding

Organisation	Activity/Project	Rationale Declining
<b>Event Category: Community Event</b>		
<b>Malayali Association of Townsville Inc.</b>	Towards the IndAusComedy Stars of Townsville held at Holy Spirit School in Cranbrook on 8 July 2013 Request: \$4,500	<i>Event occurred on 8 July with application not received in time to be assessed before occurring, therefore this request for support is not eligible for council funding</i>
<b>LifeChurch Townsville</b>	Funding towards the Shine North Qld Women's Conference Request - \$5,000	<i>Event has limited community reach and promotes a religious affiliation, ticket costs are \$90 per adult which should cover the cost of producing the conference</i>
<b>Boar 'N' Barra Adventures</b>	Funding towards the B&B Shootout Tournament to be held at the Barra Fishing Farm on 21 September 2013 Request: \$8,154	<i>This event is aiming to make a profit of between \$35,000 and \$40,000 that will be gifted to charity, therefore this request for support is not a priority for council funding</i>

## Committee Recommendation

That the officer's recommendation be adopted.

## Council Decision

Refer to resolution preceding item 4 on the council minutes (page 6574) where council resolved that the committee recommendation be adopted.

## 14 Community Services - FAEG 31 July Minutes of Meeting

### REPORT TO COUNCIL

**Authorised by** Director Community and Environment  
**Department** Community Services  
**Date** 7 August 2013

#### Executive Summary

Council's Financial Assistance and Events Group (FAEG) meeting was held 31 July 2013. The minutes are presented for information.

#### Officer's Recommendation

That council note the minutes of the Financial Assistance and Events Group held 31 July 2013.

#### Committee Recommendation

That the officer's recommendation be adopted.

#### Council Decision

**Refer to resolution preceding item 4 on the council minutes (page 6574) where council resolved that the committee recommendation be adopted.**

## 15 Community Services - Arts and Culture Public Working Group

### REPORT TO COUNCIL

**Authorised by** Director Community and Environment  
**Department** Community Services  
**Date** 23 July 2013

#### Executive Summary

One of the tasks of council's *Strategic Cultural Reference Group* (S.C.R.G.) has been to establish a public working group that will assist council in its mission to foster communication between council and the community with the objective of furthering the development and sustainability of Townsville's arts and culture sector.

The establishment of the *Arts and Culture Public Working Group* will facilitate information flow between itself and council around matters of importance to the arts and culture sector, and subsequently be of wider benefit to members of the general public.

The Working Group will comprise of up to 20 individuals that have been sourced via a public nomination process from the city's creative industries that represent a diversity of practices, including music, theatre, visual art, writing and festivals. It is proposed that the Group meets on a quarterly basis each year.

#### Officer's Recommendation

That council endorse the establishment of an Art and Culture Public Working Group, its membership, and its Terms of Reference.

### **Committee Recommendation**

That the officer's recommendation be adopted.

### **Council Decision**

**Refer to resolution preceding item 4 on the council minutes (page 6574) where council resolved that the committee recommendation be adopted.**

## **16 Community Services - Gallery Services - Art Acquisition Working Group Report June 2013**

### **REPORT TO COUNCIL**

**Authorised by** Director Community and Environment  
**Department** Gallery Services  
**Date** 23 July 2013

### **Executive Summary**

Attached to the report to council are the minutes and memorandum of the Art Acquisition Working Group meeting held on 27 June 2013 for the information and consideration of the Committee.

### **Officer's Recommendation**

That the council receive the minutes of the Art Acquisition Working Group meeting of 27 June 2013.

### **Committee Recommendation**

That the officer's recommendation be adopted.

### **Council Decision**

**Refer to resolution preceding item 4 on the council minutes (page 6574) where council resolved that the committee recommendation be adopted.**

## Smart City Sustainable Future Committee

***It was MOVED by Councillor V Veitch, SECONDED by Councillor C Doyle:***

*"that the committee recommendations to items 17 to 19 be adopted."*

**CARRIED UNANIMOUSLY**

### 17 Draft Geoffrey and Alma Bay's Catchment Strategy

#### REPORT TO COUNCIL

**Authorised by** Director Community and Environment  
**Department** Integrated Sustainability Services  
**Date** 7 August 2013

#### Executive Summary

Townsville City Council through its Creek to Coral program, developed the draft Geoffrey Bay and Alma Bay (Arcadia) catchment management strategy in consultation with the community of Magnetic Island. It was developed with community feedback and expert knowledge, and is designed to provide guidance to community and stakeholders with an interest in the catchments of Geoffrey and Alma Bay.

The strategy outlines the environmental features and the condition of the catchments, as well as a synthesis of the community's feedback. It presents a suite of strategies designed to address the issues identified during the consultation and preliminary investigations.

The project was proposed by Geoffrey Bay Coastcare, a group that has been instrumental in attracting funding to undertake natural resource management works in the catchment and especially along the foreshore and waterways including Petersen Creek. The strategy was developed under the recently completed 'Increasing community engagement in Townsville coastal catchments for Biodiversity' project, funded under the Australian Government's Caring for our Country program.

It is proposed to release the draft strategy for consultation with the island community for a period of 20 working days. Feedback will be sought and incorporated as appropriate in order to finalise the strategy.

#### Officer's Recommendation

That council endorse the draft Geoffrey Bay and Alma Bay (Arcadia) Catchment Management Strategy for public consultation on Magnetic Island for a period of 20 working days.

#### Committee Recommendation

That the officer's recommendation be adopted.

#### Council Decision

**Refer to resolution preceding item 17 on the council minutes (page 6585) where council resolved that the committee recommendation be adopted.**

## 18 Draft Townsville City Council Integrated Energy/Carbon Management Framework

### REPORT TO COUNCIL

**Authorised by** Director Community and Environment  
**Department** Integrated Sustainability Services  
**Date** 07 August 2013

### Executive Summary

Council is currently being impacted by the general trend towards higher electricity prices in Queensland. In addition to this the Carbon Price Mechanism has direct and indirect cost impacts on council. The Carbon Management Group was formed in June 2012 to assess and develop strategies to prepare council for the impacts of the Carbon Price Mechanism and to assist council in managing the use of energy in a carbon constrained future. The Carbon Management Group is chaired by the Director Townsville Water and Waste with Integrated Sustainability Services being the Project Leader.

Townsville City Council is a 'liable entity' under the *Clean Energy Act 2011* required to register as such and report under the *National Greenhouse and Energy Reporting Act, 2007*, (NGER). Council's liability stems from its landfill facilities. Council is implementing measures to avoid landfill emissions and reduce its liability. Council is required to satisfy its remaining liability by either surrendering emissions units or paying a unit shortfall charge. The Carbon Management Group has established procedures and a framework for identifying, recording, collating and reporting council's Greenhouse Gas, (GHG) emissions, electricity consumption and associated costs in order to meet council's legal obligations under the *Clean Energy Act 2011* and for internal Energy/Carbon management.

The Carbon Management Group is preparing an Integrated Energy/Carbon Management Framework, identifying existing and potential strategies to reduce council's financial costs associated with energy consumption and greenhouse gas emissions and to meeting community expectations of leadership in adapting to climate change. This includes a 'Townsville Waste Services Greenhouse Gas Mitigation Strategy (Draft)', 'Townsville Wastewater Greenhouse Gas Mitigation Strategy (Draft)', 'Carbon Accounting and Payment Framework (Draft)' and a 'Council wide Greenhouse Gas Emissions Mitigation and Energy Conservation Action Plan (Draft)' documenting past, current and potential council actions that contribute to the implementation of the strategies being developed by the Integrated Energy/Carbon Management Framework. This work builds on the Network Demand Management Pilot Project and the Smarter Cities Framework.

### Officer's Recommendation

That council accept the report as an update of the progress of the Integrated Energy/Carbon Management Framework.

### Committee Recommendation

That the officer's recommendation be adopted.

### Council Decision

**Refer to resolution preceding item 17 on the council minutes (page 6585) where council resolved that the committee recommendation be adopted.**



## 19 Memorandum of Agreement Marine Animal Strandings

### REPORT TO COUNCIL

**Authorised by** Director Community and Environment  
**Department** Integrated Sustainability Services  
**Date** 07 August 2013

### Executive Summary

Marine animal strandings occur along the whole Queensland coast and at times, occur on public beach areas. The Queensland Parks and Wildlife Service (QPWS), part of the Department of National Parks, Recreation, Sport and Racing (NPRSR), has a commitment to investigate and monitor all marine strandings.

QPWS has requested council formalise responsibilities of both council and QPWS through signing of a memorandum of agreement between Queensland Parks and Wildlife Service and Townsville City Council for assistance with the marine animal strandings program.

This would allow us to establish agreed procedures for the support and assistance of council in regards to marine animal stranding in the Townsville City Council local government area. This would not be an enforceable agreement or devolve any statutory jurisdiction or obligation in any matter related to stranding.

### Officer's Recommendation

That council endorse the signing of the memorandum of agreement between Queensland Parks and Wildlife Service and Townsville City Council for assistance with the marine animal strandings program, and council's implementation within operational feasibility and budget constraints.

### Committee Recommendation

That the officer's recommendation be adopted.

### Council Decision

**Refer to resolution preceding item 17 on the council minutes (page 6585) where council resolved that the committee recommendation be adopted.**

## Sports Recreation and Parks Committee

**It was MOVED by Councillor P Ernst, SECONDED by Councillor A Parsons:**

*"that the committee recommendations to items 21 to 28 be adopted and that item 20 be considered separately and in closed session."*

**CARRIED**

**Item 20 was discussed later in the meeting (in closed session) and the decision was:**

**It was MOVED by Councillor P Ernst, SECONDED by Councillor G Eddiehausen:**

- "1. that the report/attachment be deemed a confidential document and be treated as such in accordance with sections 171 and 200 (5) of the Local Government Act 2009 and that the document remain confidential unless council decides otherwise by resolution;
- 2 that the committee recommendation be adopted;
3. that in accordance with Section 235(a) of the Local Government Regulation 2012 council resolves that Stockland is the only supplier reasonably available to perform the work and appoints Stockland on that basis; and
4. that council make funding provision during the March Budget Review of the 2013/14 Capital Works Program."

**CARRIED UNANIMOUSLY**

## 20 Community Services - Partnership to install TCC Waterslides at NBLC

### REPORT TO COUNCIL

**Authorised by** Director Community & Environment  
**Department** Community Services  
**Date** 15 July 2013

### Executive Summary

A proposal has been received to enter into a project partnership with Stockland Development Pty Ltd, the developer of Northshore residential development in the suburb of Burdell. The proposal is for a jointly resourced project to install the existing council waterslides at the Northern Beaches Aquatic Centre. The project outcomes will be the improvement of an important community facility, and the utilisation of an unused council asset, in a cost effective manner, with minimal impact on council operations.

The project would involve council providing the land, the waterslides and funding (valued at \$323,115), Stockland providing the civil engineering works and project management (valued at \$78,600), and the NBLC lessee providing the water circulation and disinfection equipment (valued at \$50,000). In recognition of their financial contribution to the capital improvement of the facility, it is proposed that the current lease to JMS Aquatics be extended by 5 years to end 30 June 2025. During the period of the lease the lessee will take responsibility for the ongoing operation of the amenity in accordance with the conditions of their existing lease conditions.

## Officer's Recommendation

1. That council enter into a project partnership with Stockland Development Pty Ltd for the purpose of installing the council waterslides at the Northern Beaches Leisure Centre.
2. That council extend the term of the existing lease with JMS Aquatics for a period of 5 years under the existing terms and conditions so that the expiry date becomes 30 June 2025.

## Committee Recommendation

That the officer's recommendation be adopted.

## Council Decision

**Refer to resolution preceding item 20 on the council minutes (page 6588) where council resolved the following:**

**That the report/attachment be deemed a confidential document and be treated as such in accordance with sections 171 and 200 (5) of the *Local Government Act 2009* and that the document remain confidential unless council decides otherwise by resolution.**

1. **That the report/attachment be deemed a confidential document and be treated as such in accordance with sections 171 and 200 (5) of the *Local Government Act 2009* and that the document remain confidential unless council decides otherwise by resolution.**
2. **That the committee recommendation be adopted.**
3. **That in accordance with Section 235(a) of the Local Government Regulation 2012 council resolves that Stockland is the only supplier reasonably available to perform the work and appoints Stockland on that basis.**
4. **That council make funding provision during the March Budget Review process of the 2013/14 Capital Works Program.**

## 21 Community Services - Get Active Townsville Project Proposal

### REPORT TO COUNCIL

**Authorised by** Director Community and Environment  
**Department** Community Development  
**Date** 6 August 2013

## Executive Summary

Get Active Townsville (GAT) is a project to develop a healthy lifestyle framework for council that identifies community needs, sources service providers and documents delivery arrangements. Its intention is to meet community needs by facilitating the delivery of sustainable physical activities that will contribute to an active and healthy Townsville.

The GAT project will identify what physical activities, programs, and services are available in the community, including those facilitated by council, by community organisations, and by commercial service providers. Where there are gaps, or identified needs, that are not being met, service providers will be sought to meet the needs. Council assistance and support will be provided (e.g. through the waiver of hire fees) to enhance the sustainability of the activities.

It is envisaged that GAT will become an initiative that is sustainable into the future through developing a community appreciation of the value of having an active and healthy lifestyle, and working with service providers to meet community needs.

GAT will have strong ties with the Active and Healthy Townsville Marketing Communications Plan; and will aim to link and promote (internally and externally) all council and community programs, projects, activities, events, initiatives, and infrastructure that contribute to an active and healthy Townsville community.

#### **Officer's Recommendation**

That council endorse the concept of the Get Active Townsville project initiative to enable progression to the project framework development stage.

#### **Committee Recommendation**

That the officer's recommendation be adopted.

#### **Council Decision**

**Refer to resolution preceding item 20 on the council minutes (page 6588) where council resolved that the committee recommendation be adopted.**

### **22 Community Services - License to Occupy agreements for sport clubs**

#### **REPORT TO COUNCIL**

**Authorised by** Director Community and Environment  
**Department** Community and Environment  
**Date** 31 July 2013

#### **Executive Summary**

Council approval has previously given approval for the establishment of a number of Licenses to Occupy with community groups in order to formalise their use of council controlled spaces.

Licenses to Occupy formalise the conditions under which community groups are able to make use of these spaces.

#### **Officer's Recommendation**

That council approve entering into License to Occupy agreements with the Rowes Bay Archery Club Inc., Thuringowa Touch Association Inc., Crocs Touch Club Inc. and Townsville Target Archers Inc.

#### **Committee Recommendation**

That the officer's recommendation be adopted.

#### **Council Decision**

**Refer to resolution preceding item 20 on the council minutes (page 6588) where council resolved that the committee recommendation be adopted.**

## **23 Community Services - Lease extension for Upper Ross Junior Rugby League Inc. in Charles Moroney Park**

### **REPORT TO COUNCIL**

**Authorised by** Director Community and Environmental Services  
**Department** Community and Environment  
**Date** 31 July 2013

#### **Executive Summary**

The Upper Ross Junior Rugby League Inc. operates at Charles Moroney Park in Kelso. The club has requested an extension to their lease area for the purpose of building a permanent structure to replace the existing shipping containers that they currently use.

A new lease will be issued to Upper Ross Junior Rugby League Inc. for a period of up to 10 years.

#### **Officer's Recommendation**

1. That council rescind the current lease with Upper Ross Junior Rugby League Inc. due to expire on 22/06/2023, over part of Lot 34 on Plan EP 1808.
2. That council approve a new lease to Upper Ross Junior Rugby League Inc. for up to 10 years, for the area shown in Figure 2, part of Lot 34 on Plan EP 1808.

#### **Committee Recommendation**

That the officer's recommendation be adopted.

#### **Council Decision**

**Refer to resolution preceding item 20 on the council minutes (page 6588) where council resolved that the committee recommendation be adopted.**

## **24 Community Services - Woodstock Horse Sports Club Inc - extension of area of lease**

### **REPORT TO COUNCIL**

**Authorised by** Director Community and Environment  
**Department** Community Services  
**Date** 17 July 2013

#### **Executive Summary**

The Woodstock Horse Sports Club Inc. is seeking approval for an extension of the area of their lease at Wordsworth Park (portion of Lot 138 EP 2113) at 38 Glenn Rd, Woodstock.

The club currently holds a 20 year lease which is due to expire 2015 over the clubhouse and amenity block in the park. The growth of the club which has meant increased the use of the site. This growth and use has resulted in the development of additional sport related amenities in the area of the park that is proposed to be included in the extended leased area. The expanded leased area will provide tenure that will ensure that the development of the sport will continue, and address the responsibility for the sport related amenities in the park.

### **Officer's Recommendation**

1. That council approve an extension of the area of the lease area to the Woodstock Horse Sports Club at Wordsworth Park and
2. That the extension of the area of lease be granted on the condition that the club be responsible for the maintenance of the leased area and its improvements.

### **Committee Recommendation**

That the officer's recommendation be adopted.

### **Council Decision**

**Refer to resolution preceding item 20 on the council minutes (page 6588) where council resolved that the committee recommendation be adopted.**

## **25 Community Services - Townsville and JCU Rowing Club Inc - extension to area of lease**

### **REPORT TO COUNCIL**

**Authorised by** Director Community and Environment  
**Department** Community Services  
**Date** 17 July 2013

### **Executive Summary**

The Townsville and JCU Rowing Club are seeking to approval to extend the area of their existing lease at the Riverside Community Centre (Lease A Lot 901 on SP 169642). The current lease area includes part of the ground floor of the facility. The club would like to gain access to the two storage rooms that are located adjacent to their leased area at the facility for the purpose of storing equipment. These store rooms are currently vacant and have been for some period of time.

The club has been advised that if approval is given to extend their leased area to include the storerooms, the storerooms will be included in the leased area on an "as is" basis, and on the condition that it will be their responsibility to clean and maintain the spaces.

### **Officer's Recommendation**

1. That council approve an extension of the area of the lease to the Townsville and JCU Rowing Club at Riverside Gardens Community Centre to incorporate two unoccupied storage rooms that are adjacent to the existing leased area.
2. That the Townsville and JCU Rowing Club accept the extension of leased area on the condition in that the club is responsible for the cleaning and maintenance of the space being added to the leased area.

### **Committee Recommendation**

That the officer's recommendation be adopted.

### **Council Decision**

**Refer to resolution preceding item 20 on the council minutes (page 6588) where council resolved that the committee recommendation be adopted.**

**26 Community Services - Lease for Northern Beaches Cricket Club Inc. of toilet block in Kilcora Park, Mount Low.**

**REPORT TO COUNCIL**

**Authorised by** Director Community and Environment  
**Department** Community and Environment  
**Date** 1 August 2013

**Executive Summary**

The Northern Beaches Cricket Club Inc. operate at Kilcora Park in Mount Low. The Cricket Club seek to lease the existing toilet block in the park from council and use it during their training and games.

Council resolved in April 2010 that the Kilcora Park public toilet would not be retained as a public toilet, and the facility should be decommissioned. Entering into a lease with the cricket club maximises the benefit to the community from this building, allowing it to be used by an active user group in the park, while also reducing council's outgoings on this facility.

A lease will be issued to Northern Beaches Cricket Club Inc. for a period of up to 10 years.

**Officer's Recommendation**

That council approve a new lease for Northern Beaches Cricket Club Inc. for up to 10 years for the area shown in Figure 1, part of Lot 71 on Plan RP808267.

**Committee Recommendation**

That the officer's recommendation be adopted.

**Council Decision**

**Refer to resolution preceding item 20 on the council minutes (page 6588) where council resolved that the committee recommendation be adopted.**

**27 Community Services - NQ Sports Foundation 2013-14 Levy and Board Minutes of 28 June 2013**

**REPORT TO COUNCIL**

**Authorised by** Director Community and Environment  
**Department** Community Services  
**Date** 6 August 2013

**Executive Summary**

The North Queensland Sports Foundation (NQSF), formed in 1983, is an independent body formed by and representing local governments in North Queensland with the purpose of developing sport and sporting events in North Queensland. The NQSF is the peak body who deliver the North Queensland Games (NQ Games) every second year and now deliver the Western Games in the years in between. In April 2014, Townsville will again play host to the North Queensland Games.

Each Local Government authority contributes an annual levy (based on a per capita rate) to support NQSF initiatives and other activities including management of the NQ Games. In 2013/14 the levies have been increased to 21.60c (from 21.07c) per capita, based on the most recent census figures. This represents an increase of 2.5% in line with CPI.

NQSF has requested that Townsville City Council provide its annual levied support for its operations in the 2013/14 period of \$37,683.79 (ex GST).

There is a budget allocation for the NQ Sports Foundation 2013/14 in the Community Grants and Sponsorships annual budget.

In addition, the NQSF Board Minutes from the meeting of 28 June 2013 are tabled for information.

#### **Officer's Recommendation**

1. That council approve payment of the annual levy for the 2013/2014 financial year for the North Queensland Sports Foundation as detailed in the following table.

<b>Organisation</b>	<b>Activity/Project</b>	<b>Recommendation (Ex GST)</b>
North Queensland Sports Foundation	2013/2014 Local Authority Contribution Levy	\$37,683.79

2. The Council note the NQSF Board meeting minutes of 28 June 2013.

#### **Committee Recommendation**

That the officer's recommendation be adopted.

#### **Council Decision**

**Refer to resolution preceding item 20 on the council minutes (page 6588) where council resolved that the committee recommendation be adopted.**

#### **28 Community Services - Lease extension for Townsville Warriors Football Club Inc for toilet block in Melrose Park**

##### **REPORT TO COUNCIL**

**Authorised by** Director Community and Environmental Services  
**Department** Community and Environment  
**Date** 1 August 2013

#### **Executive Summary**

The Townsville Warriors Football Club Inc. operates at Melrose Park in Garbutt. The club wish to lease the toilet block from council.

Council previously resolved in April 2010 that the Melrose Park public toilet should not be retained as a public toilet, and the facility should be offered for lease to the resident sporting club. Townsville Warriors Football Club is the only regular user of this park. Entering into a lease with the football club maximises the benefit to the community from this building, allowing it to be used by an active user group in the park, while also reducing council's outgoings on this facility.

The Townsville Warriors Football Club Inc. lease area will be extended to include the toilet block, and issued to for a period of up to 10 years.



**Officer's Recommendation**

1. That council rescind the current lease with Townsville Warriors Football Club Inc. due to expire on 09/04/2018, over Lease A, part of Lot 737 on Plan EP 1221
2. That council approve a new lease for Townsville Warriors Football Club Inc. for up to 10 years, at the rental fee of \$1.00 exclusive of GST per annum if requested by council, for the area shown in Figure 1, part of Lot 737 on Plan EP 1221.

**Committee Recommendation**

That the officer's recommendation be adopted.

**Council Decision**

**Refer to resolution preceding item 20 on the council minutes (page 6588) where council resolved that the committee recommendation be adopted.**

## Healthy and Safe City Committee

***It was MOVED by Councillor G Eddiehausen, SECONDED by Councillor V Veitch:***

***"that the committee recommendations to items 29 to 30 be adopted."***

**CARRIED**

## 29 Presentation - Temporary Emergency Shelter Information

### PRESENTATION

<b>Authorised by</b>	Director Community and Environment
<b>Department</b>	Community and Environment
<b>Committee</b>	Healthy and Safe City Committee
<b>Date</b>	15 August 2013

### Executive Summary

Anthony Kiriaziz provided a presentation on Kwikbuilt produced foldable transportable buildings that can be used as safe shelter for the community in times of crisis.

### Officer's Recommendation

That council note the Kwikbuilt Temporary Emergency Shelter Information presentation.

### Committee Recommendation

That the officer's recommendation be adopted.

### Council Decision

**Refer to resolution preceding item 29 on the council minutes (page 6596) where council resolved that the committee recommendation be adopted.**

### 30 Community Services - Local Disaster Recovery Plan 2013-14

#### REPORT TO COUNCIL

**Authorised by** Director Community and Environment  
**Department** Community Services  
**Date** 15 August 2013

#### Executive Summary

It is a requirement to review and update the Townsville City Council Local Community, Economic, and Environmental Disaster Recovery Plan (known as the Local Disaster Recovery Plan or LDRP) on an annual basis. This task has been completed for the 2013-2014 operating year through an internal review and confirmation with external stakeholders. The revised and updated plan is presented for adoption.

#### Officer's Recommendation

That council adopt the updated Townsville City Council Local Community, Economic, and Environmental Disaster Recovery Plan 2013-2014, and provide it to the Local Disaster Management Group for its reference.

#### Committee Recommendation

That the officer's recommendation be adopted.

#### Council Decision

**Refer to resolution preceding item 29 on the council minutes (page 6596) where council resolved that the committee recommendation be adopted.**

## **Governance and Finance Committee**

***It was MOVED by Councillor J Lane, SECONDED by Councillor C Doyle:***

*"that the committee recommendations to items 31 to 36 and 38 to 40 be adopted."*

**CARRIED**

***It was MOVED by Councillor J Lane, SECONDED by Councillor V Veitch:***

*"that the committee recommendation to item 37 be adopted."*

***Amendment: It was MOVED by Councillor R Gartrell, SECONDED by Councillor S Blom:***

*"that residents that are not picked up on under this policy and who enjoyed benefit under previous category be granted continued concession."*

***The amendment on being put was lost.***

***The motion on being put was carried.***

## **31 Common Seal Policy**

### **REPORT TO COUNCIL**

**Authorised by** Director Corporate Services  
**Department** Corporate Governance  
**Date** 12 August 2013

### **Executive Summary**

The Local Government Act 2009, Section 11 has reinstated council as a body corporate having a common seal. Legal opinion from King and Company on behalf of the Local Government Association of Queensland states that a common seal never needs to be used. However should council wish to sign a document under common seal it should authorise, by resolution, those who may authenticate the affixation of the seal.

Attachment 1 is a Common Seal policy that proposes to make the Chief Executive Officer the custodian of the seal and identify the Mayor and Chief Executive Officer (and their authorised delegate) as authenticating witnesses. The seal to be utilised will be the impress stamp of the previous Townsville City Council. The proposed documents that will be sealed will be ceremonial in nature such as certificates and awards. All other documentation will be signed in accordance with Section 236 of the Local Government Act 2009.

### **Officer's Recommendation**

1. That the amended Common Seal Policy as follows be adopted by Council;
2. That Council adopt the impressed stamp serial number 42515 as the Townsville City Council's official common seal; and
3. That any combination of two of the persons holding the following positions be approved as an authenticating witness to the affixation of council's common seal:
  - a) Chief Executive Officer (or a person who has been properly appointed as the Acting Chief Executive Officer)
  - b) Mayor
  - c) Deputy Mayor
  - d) Acting Mayor in the absence of the Mayor and Deputy Mayor

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**COMMON SEAL POLICY**

**1. POLICY STATEMENT >>**

To provide guidance for use of council's common seal for ceremonial documentation.

**2. PRINCIPLES >>**

This policy ensures that the council's common seal is utilised in accordance with the provisions of the Local Government Act 2009.

**3. SCOPE >>**

This policy applies to the use of the common seal for ceremonial documentation.

This policy will not apply to documents executed by council under Section 236 of the Local Government Act 2009.

**4. RESPONSIBILITY >>**

The Chief Executive Officer is the custodian of the common seal and is to ensure the safe custody of the seal.

The Chief Executive Officer will maintain a seal register.

**5. DEFINITIONS >>**

**Common seal** - means the official impressed stamp including the Australian coat of arms and the words Townsville City Council Corporate Seal, Incorporated 1866 (Serial Number 42515).

**Ceremonial Documents** – includes certificates, contracts/agreements of historic significance, awards or presentations or documents as decided by resolution of council.

**Seal register** – will be a document maintained by the Chief Executive Officer that will record the date and details of the document signed under the common seal of the council.

**6. POLICY >>**

A combination of any two of the persons holding the following positions are required as authenticating witnesses to the affixing of the common seal:

- Chief Executive Officer (or a person who has been properly appointed as the Acting Chief Executive Officer)
- Mayor
- Deputy Mayor
- Acting Mayor in the absence of the Mayor and Deputy Mayor

The common seal as identified above is the one and only common seal of the Townsville City

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Document No. >> ###  
Authorised by >> Director Corporate Services  
Document Maintained by >> Corporate Governance

Version No.1  
Initial Date of Adoption >>27.08.2013  
Next Review Date>> 27.08.2015  
Current Version Adopted>> 27.08.2013

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Council and cannot be duplicated. It can only be replaced by resolution of council.

The common seal will only be affixed to documents of a ceremonial nature.

**7. LEGAL PARAMETERS >>**

*Local Government Act 2009*  
*Local Government Regulations 2012*

**8. ASSOCIATED DOCUMENTS >>**

Common Seal Register

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COUNCILLOR EXPENSES REIMBURSEMENT POLICY

Version No.1  
Initial Date of Adoption >> 27.08.2013  
Next Review Date >> 27.08.2015  
Current Version Adopted >> 27.08.2013

### **Committee Recommendation**

That the officer's recommendation be adopted.

### **Council Decision**

**Refer to resolution preceding item 31 on the council minutes (page 6598) where council resolved that the committee recommendation be adopted.**

## **32 Councillor Expenses Reimbursement Policy**

### **REPORT TO COUNCIL**

**Authorised by** Director Corporate Services  
**Department** Corporate Governance  
**Date** 8 August 2013

### **Executive Summary**

The Councillor Expenses Reimbursement Policy has been updated to reflect the recent changes in councillor vehicle allocation via a lease arrangement and to amend the media expenses section to include reference to allocated budget. The revised policy also includes a definition of 'reasonable'. All amendments are highlighted in red.

### **Officer's Recommendation**

That the amended Councillor Expenses Reimbursement Policy as follows be adopted by council.



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## COUNCILLOR EXPENSES REIMBURSEMENT POLICY >>

### 1. POLICY STATEMENT >>

To provide guidance for reimbursement of reasonable expenses incurred by councillors in discharging their duties and responsibilities.

### 2. PRINCIPLES >>

This policy ensures that the council's reimbursement of expenses incurred by councillors is consistent with the local government principles and financial sustainability criteria as defined in the *Local Government Act 2009*.

In addition the principles that underpin this policy are:

- the use of public monies in the public interest by responsible budgeting and accounting;
- fair and reasonable allocation of council resources (allowances, facilities and other benefits) to enable all councillors to conduct the duties of their office;
- transparent decision-making by public disclosure of policy and resolutions; and
- accountability for expenditure and use of facilities through full justification and acquittal.

Councillors should not be financially disadvantaged when carrying out their roles, and should be fairly and reasonably compensated in accordance with statutory requirements and community expectations.

Councillors should not receive a private benefit through their role as a councillor and as such this policy provides for actual reimbursement of legitimate expenses and full disclosure through appropriate accountability requirements.

### 3. SCOPE >>

This policy applies to all councillors for the reimbursement of expenses incurred, or to be incurred, by them in undertaking their responsibilities.

This policy does not provide for salaries or other forms of councillor remuneration. Councillor remuneration is determined annually by the Local Government Remuneration and Disciplinary Tribunal.

### 4. RESPONSIBILITY >>

The Chief Executive Officer is responsible for ensuring this policy is understood and adhered to by

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Document No. >> 1001  
Authorised by >> Director Corporate Services  
Document Maintained by >> Corporate Governance

Version No.5  
Initial Date of Adoption >> 24.06.08  
Next Review Date >> 28.06.14  
Current Version Adopted >> 27.08.2013

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all councillors and relevant staff.

## 5. DEFINITIONS >>

**Council business** - means the official business of a councillor as generally described in section 12 of the *Local Government Act 2009*. Council business should result in a benefit being achieved either for the local government and/or the local government area.

*\*\* Participating in a community group event or being a representative on a board not associated with council is not regarded as council business.*

**Entertainment and hospitality** – means the cost to council of providing entertainment or hospitality as outlined in council's Entertainment and Hospitality Expenditure Policy.

**Professional development** – includes study tours, attendance at industry workshops, courses, seminars and conferences that improves councillors' skills and knowledge relevant to their responsibilities as councillor.

**Training** – any facilitated learning activity which is considered by council to be a requirement for councillors to discharge their duties and responsibilities as councillors.

**Budget allocation** – the budget allocation for councillor expenditure will form part of the Corporate Governance department's budget. Council will approve the upper limit of funding of all forms of professional development, training and representation of council and attendance at other forms of conferences, workshops and the like in its annual budget or as determined by resolution from time to time.

**Reasonable:** What would be perceived as prudent, responsible and acceptable to the community. What the community would expect in terms of limits and council being able to demonstrate that there is no excessive use or abuse of public funds.

## 6. POLICY >>

The council will reimburse councillors for expenses as set out in this policy. Any expenses not provided for by this policy will not be reimbursed without express approval from the Chief Executive Officer.

When considering an application for approval of any matter related to this policy, the council or the Chief Executive Officer must have regard to any relevant budget allocation.

### Expense Categories

#### 6.1 Council business

The council will reimburse expenses incurred in undertaking council business which includes:

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Document No. >> 1001

Authorised by >> Director Corporate Services

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COUNCILLOR EXPENSES REIMBURSEMENT POLICY

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- Preparing, attending and participating in council meetings, committee meetings, workshops, strategic briefings, deputations and inspections;
- Attending civic functions or civic events to perform official duties or as an official council representative;
- Attending public/community meetings, presentation dinners and annual general meetings where invited as a councillor;
- Attending a community event where a formal invitation has been received;
- For the Mayor or a councillor attending on behalf of the Mayor, representing council at ordinary meetings, annual general meetings, annual or bi-annual conferences of the North Queensland Local Government Association branch (NQLGA), Local Government Association of Queensland (LGAQ) and Australian Local Government Association (ALGA) are considered council business. The reasonable expenses incurred by any other councillor attending these events will be reimbursed only if the councillor's attendance has been approved by the council.

#### 6.2 Professional development

The council will reimburse expenses incurred for council-approved professional development.

Council will endeavour to ensure all councillors have equal opportunity to attend conferences, seminars, courses and workshops within the available budget. A register of councillor attendance and expenditure at professional development events will be developed and made available to councillors.

A budget for councillors professional development expenditure will be approved on an annual basis as part of budget deliberations.

#### 6.3 Training

Attendance at the following annual training programs will be approved as part of the annual budget: councillor induction and orientation programs, the annual Governance for Elected Members (GEM) program facilitated by the LGAQ, programs facilitated by the State Government and the Australian Institute of Company Directors Diploma Course tailored for local government and held in Townsville are considered requirements for councillors. Councillors' individual training budgets will not be debited for these expenses.

Any additional training programs other than those listed above will require approval from the council or Chief Executive Officer.

#### 6.4 Travel Expenses

The council will reimburse local, interstate and overseas travel expenses (e.g. flights, car, accommodation, meals) deemed necessary for undertaking council business and approved

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Authorised by >> Director Corporate Services

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Initial Date of Adoption >>24.08.08

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Current Version Adopted>> 27.08.2013

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professional development. Travel expenses will be debited against the individual councillor's budget allocation.

Councillors must travel via the most direct route, using the most economical and efficient mode of transport. The amount of the reimbursement will be the actual amount expended by the councillor.

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

#### 6.4.1 Flight bookings

All councillor travel approved by council will be booked and paid for by council. Economy class is to be used where possible although council may approve business class in certain circumstances.

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

#### 6.4.2 Travel transfer costs – Cabcharge, Public Transport tickets (rail, ferry, bus)

Councillors will be provided with Cabcharge cards for use where they are required to travel by taxi to undertake duties relating to the business of council.

Any other travel transfer expenses (e.g. trains, buses and ferry fares) associated with travel will be reimbursed on production of original receipts.

#### 6.4.3 Hire Cars

The requirement for a hire car should be identified at the time of seeking council approval for travel. Any subsequent need for a hire car must be approved by the Chief Executive Officer.

#### 6.4.4 Private vehicle usage

When a councillor has decided to not receive a council-leased vehicle under the Councillor Facilities Policy, payment for use of the councillor's private vehicle on council business will be reimbursed to the councillor on a kilometer rate as set out in the Australian Taxation Office allowable deductions for motor vehicles.

A councillor's private vehicle usage will be reimbursed by council if the claim for mileage is substantiated with log book details, and:

- the travel is within the Townsville local government area and was for council purposes; or
- the travel has been approved by the council and the total travel claim does not exceed the cost of the same travel using economy flights plus the cost of taxi transfers. (If the claim does exceed those flight and taxi costs, then the reimbursement will be limited to the value of the flight and taxi costs).

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#### 6.4.5 Accommodation

All councillor accommodation for council business will be booked and paid for by council.

Accommodation should be selected that provides:

- council with the best price value; and
- convenient to the conference/meeting.

When attending conferences, councillors must take advantage of (any cost savings available from) any package provided by conference organisers and, therefore, stay in the recommended accommodation unless prior approval has been granted by council.

Council may approve alternative accommodation arrangements taking into account the total costs, location, value for money, convenience and traveller safety.

In determining accommodation locations and standards for all councillors, every effort will be made to minimise the total cost associated with attendance at the event. Travel time to the event, taxi costs, convenience and hotel services will be considered when booking accommodation. When practical and available, accommodation will be arranged within close proximity to the event venue.

One night's accommodation prior to the event will only be approved where travel to the event on the day of commencement is not practical.

All expenses incurred at the accommodation venue other than accommodation and meals must be settled at the time of departure. It is the councillor's responsibility to seek reimbursement of legitimate expenses upon return. Reimbursement must be sought using a travel expenses claim form and will not be approved without original receipts.

#### 6.4.6 Meals

Councillors will be reimbursed for the actual cost of meals, associated with official business, when:

- the councillor incurs the cost personally;
- the meal was not provided within the registration costs of the approved activity/event/travel; and
- the councillor can produce original documents sufficient to verify the actual meal cost.

If a councillor cannot produce a receipt for a meal they have purchased then a statutory declaration must be completed to claim the reimbursement.

No alcohol will be paid for by council.

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COUNCILLOR EXPENSES REIMBURSEMENT POLICY

## **POLICY**

### **CORPORATE SERVICES**

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#### **6.4.7 Incidental expenses**

Councillors will be reimbursed for incidental items necessary for travel e.g. newspapers, magazines, and snacks including tea, coffee and drinks.

Incidental expenses will be reimbursed to councillors after the event on receipt of original receipts.

#### **6.4.8 Travel Insurance**

Council has travel insurance arrangements in place that cover all councillors on authorised council business, conferences and courses etc. Full policy details can be obtained from the Corporate Governance Department.

### **7. Hospitality Expenses**

Councillors will be reimbursed hospitality expenses deemed necessary in the conduct of council business and in accordance with the allocated annual budget.

All claims for entertainment and hospitality expenses reimbursement (including partners) must be in accordance with council's Entertainment and Hospitality Expenditure Policy.

### **8. Media Expenses**

Media expenses will be reimbursed when the purpose of the media is for the provision of information or education in the public interest.

Council will assist with the following within the allocated annual budget:

- A maximum of four councillor newsletters made available to constituents either electronically and/or as a bulk mail out (or combination of both).
- A maximum of four notices in school newsletters or other approved publications advising constituents of their local representative.

All media must comply with council's Advertising and Media Relations policies.

### **9. Accountability**

Council is accountable to the community in regards to compliance with this policy.

Details are reported in council's Annual Report and will include:

- the provision of copies of council resolutions resolving to reimburse expenses to councillors;
- a copy of this policy;
- the amount of expenses (including travel, professional development, advertising and

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**CORPORATE SERVICES**  
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hospitality) incurred by each individual councillor;

- details of any overseas travel including councillor names, destination, purpose and all associated costs.

All claims for expenses reimbursement will only be processed using council's approved claim forms with original receipts attached. No claims will be processed through council's petty cash system.

A quarterly report will be provided to councillors detailing expenses in each of the categories that have been reimbursed.

**10. LEGAL PARAMETERS >>**

*Local Government Act 2009*  
*Local Government Regulations 2012*  
*Income Tax Assessment Act 1997*

**11. ASSOCIATED DOCUMENTS >>**

Corporate Plan 2009-2014  
Advertising Spending Policy  
Community Engagement Policy  
Entertainment and Hospitality Expenditure Policy  
Motor Vehicle Policy  
Councillor Facilities Policy  
Taxation Rulings issued by the Australian Taxation Office  
Travel Policy – Council Officers  
Travel Procedures – Council Officers  
Expense Claim Reconciliation Form  
FBT Record Keeping and Reporting Guidelines

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**Committee Recommendation**

That the amended Councillor Expenses Reimbursement Policy as follows amended by the Governance and Finance Committee, be adopted by council.



## **POLICY**

### **CORPORATE SERVICES**

#### **CORPORATE GOVERNANCE**



## **COUNCILLOR EXPENSES REIMBURSEMENT POLICY >>**

### **1. POLICY STATEMENT >>**

To provide guidance for reimbursement of reasonable expenses incurred by councillors in discharging their duties and responsibilities.

### **2. PRINCIPLES >>**

This policy ensures that the council's reimbursement of expenses incurred by councillors is consistent with the local government principles and financial sustainability criteria as defined in the *Local Government Act 2009*.

In addition the principles that underpin this policy are:

- the use of public monies in the public interest by responsible budgeting and accounting;
- fair and reasonable allocation of council resources (allowances, facilities and other benefits) to enable all councillors to conduct the duties of their office;
- transparent decision-making by public disclosure of policy and resolutions; and
- accountability for expenditure and use of facilities through full justification and acquittal.

Councillors should not be financially disadvantaged when carrying out their roles, and should be fairly and reasonably compensated in accordance with statutory requirements and community expectations.

Councillors should not receive a private benefit through their role as a councillor and as such this policy provides for actual reimbursement of legitimate expenses and full disclosure through appropriate accountability requirements.

### **3. SCOPE >>**

This policy applies to all councillors for the reimbursement of expenses incurred, or to be incurred, by them in undertaking their responsibilities.

This policy does not provide for salaries or other forms of councillor remuneration. Councillor remuneration is determined annually by the Local Government Remuneration and Disciplinary Tribunal.

### **4. RESPONSIBILITY >>**

The Chief Executive Officer is responsible for ensuring this policy is understood and adhered to by

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COUNCILLOR EXPENSES REIMBURSEMENT POLICY

## **POLICY**

### **CORPORATE SERVICES**

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- Preparing, attending and participating in council meetings, committee meetings, workshops, strategic briefings, deputations and inspections;
- Attending civic functions or civic events to perform official duties or as an official council representative;
- Attending public/community meetings, presentation dinners and annual general meetings where invited as a councillor;
- Attending a community event where a formal invitation has been received;
- For the Mayor or a councillor attending on behalf of the Mayor, representing council at ordinary meetings, annual general meetings, annual or bi-annual conferences of the North Queensland Local Government Association branch (NQLGA), Local Government Association of Queensland (LGAQ) and Australian Local Government Association (ALGA) are considered council business. The reasonable expenses incurred by any other councillor attending these events will be reimbursed only if the councillor's attendance has been approved by the council.

#### **6.2 Professional development**

The council will reimburse expenses incurred for council-approved professional development.

Council will endeavour to ensure all councillors have equal opportunity to attend conferences, seminars, courses and workshops within the available budget. A register of councillor attendance and expenditure at professional development events will be developed and made available to councillors.

A budget for councillors professional development expenditure will be approved on an annual basis as part of budget deliberations.

#### **6.3 Training**

Attendance at the following annual training programs will be approved as part of the annual budget: councillor induction and orientation programs, the annual Governance for Elected Members (GEM) program facilitated by the LGAQ, programs facilitated by the State Government and the Australian Institute of Company Directors Diploma Course held in Townsville are considered requirements for councillors. Councillors' individual training budgets will not be debited for these expenses.

Any additional training programs other than those listed above will require approval from the council or Chief Executive Officer.

#### **6.4 Travel Expenses**

The council will reimburse local, interstate and overseas travel expenses (e.g. flights, car, accommodation, meals) deemed necessary for undertaking council business and approved

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COUNCILLOR EXPENSES REIMBURSEMENT POLICY

## POLICY

### CORPORATE SERVICES

#### CORPORATE GOVERNANCE



all councillors and relevant staff.

## 5. DEFINITIONS >>

**Council business** - means the official business of a councillor as generally described in section 12 of the *Local Government Act 2009*. Council business should result in a benefit being achieved either for the local government and/or the local government area.

*\*\* Participating in a community group event or being a representative on a board not associated with council is not regarded as council business.*

**Entertainment and hospitality** – means the cost to council of providing entertainment or hospitality as outlined in council's Entertainment and Hospitality Expenditure Policy.

**Professional development** – includes study tours, attendance at industry workshops, courses, seminars and conferences that improves councillors' skills and knowledge relevant to their responsibilities as councillor.

**Training** – any facilitated learning activity which is considered by council to be a requirement for councillors to discharge their duties and responsibilities as councillors.

**Budget allocation** – the budget allocation for councillor expenditure will form part of the Corporate Governance department's budget. Council will approve the upper limit of funding of all forms of professional development, training and representation of council and attendance at other forms of conferences, workshops and the like in its annual budget or as determined by resolution from time to time.

**Reasonable:** What would be perceived as prudent, responsible and acceptable to the community. What the community would expect in terms of limits and council being able to demonstrate that there is no excessive use or abuse of public funds.

## 6. POLICY >>

The council will reimburse councillors for expenses as set out in this policy. Any expenses not provided for by this policy will not be reimbursed without express approval from the Chief Executive Officer.

When considering an application for approval of any matter related to this policy, the council or the Chief Executive Officer must have regard to any relevant budget allocation.

### Expense Categories

#### 6.1 Council business

The council will reimburse expenses incurred in undertaking council business which includes:

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professional development. Travel expenses will be debited against the individual councillor's budget allocation.

Councillors must travel via the most direct route, using the most economical and efficient mode of transport. The amount of the reimbursement will be the actual amount expended by the councillor.

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

#### 6.4.1 Flight bookings

All councillor travel approved by council will be booked and paid for by council. Economy class is to be used where possible although council may approve business class in certain circumstances.

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

#### 6.4.2 Travel transfer costs – Cabcharge, Public Transport tickets (rail, ferry, bus)

Councillors will be provided with Cabcharge cards for use where they are required to travel by taxi to undertake duties relating to the business of council.

Any other travel transfer expenses (e.g. trains, buses and ferry fares) associated with travel will be reimbursed on production of original receipts.

#### 6.4.3 Hire Cars

The requirement for a hire car should be identified at the time of seeking council approval for travel. Any subsequent need for a hire car must be approved by the Chief Executive Officer.

#### 6.4.4 Private vehicle usage

When a councillor has decided to not receive a council-leased vehicle under the Councillor Facilities Policy, payment for use of the councillor's private vehicle on council business will be reimbursed to the councillor on a kilometer rate as set out in the Australian Taxation Office allowable deductions for motor vehicles.

A councillor's private vehicle usage will be reimbursed by council if the claim for mileage is substantiated with log book details, and:

- the travel is within the Townsville local government area and was for council purposes; or
- the travel has been approved by the council and the total travel claim does not exceed the cost of the same travel using economy flights plus the cost of taxi transfers. (If the claim does exceed those flight and taxi costs, then the reimbursement will be limited to the value of the flight and taxi costs).

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COUNCILLOR EXPENSES REIMBURSEMENT POLICY



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#### **6.4.5 Accommodation**

All councillor accommodation for council business will be booked and paid for by council.

Accommodation should be selected that provides:

- council with the best price value; and
- convenient to the conference/meeting.

When attending conferences, councillors must take advantage of (any cost savings available from) any package provided by conference organisers and, therefore, stay in the recommended accommodation unless prior approval has been granted by council.

Council may approve alternative accommodation arrangements taking into account the total costs, location, value for money, convenience and traveller safety.

In determining accommodation locations and standards for all councillors, every effort will be made to minimise the total cost associated with attendance at the event. Travel time to the event, taxi costs, convenience and hotel services will be considered when booking accommodation. When practical and available, accommodation will be arranged within close proximity to the event venue.

One night's accommodation prior to the event will only be approved where travel to the event on the day of commencement is not practical.

All expenses incurred at the accommodation venue other than accommodation and meals must be settled at the time of departure. It is the councillor's responsibility to seek reimbursement of legitimate expenses upon return. Reimbursement must be sought using a travel expenses claim form and will not be approved without original receipts.

#### **6.4.6 Meals**

Councillors will be reimbursed for the actual cost of meals, associated with official business, when:

- the councillor incurs the cost personally;
- the meal was not provided within the registration costs of the approved activity/event/travel; and
- the councillor can produce original documents sufficient to verify the actual meal cost.

If a councillor cannot produce a receipt for a meal they have purchased then a statutory declaration must be completed to claim the reimbursement.

No alcohol will be paid for by council.

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COUNCILLOR EXPENSES REIMBURSEMENT POLICY

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#### **6.4.7 Incidental expenses**

Councillors will be reimbursed for incidental items necessary for travel e.g. newspapers, magazines, and snacks including tea, coffee and drinks.

Incidental expenses will be reimbursed to councillors after the event on receipt of original receipts.

#### **6.4.8 Travel Insurance**

Council has travel insurance arrangements in place that cover all councillors on authorised council business, conferences and courses etc. Full policy details can be obtained from the Corporate Governance Department.

### **7. Hospitality Expenses**

Councillors will be reimbursed hospitality expenses deemed necessary in the conduct of council business and in accordance with the allocated annual budget.

All claims for entertainment and hospitality expenses reimbursement (including partners) must be in accordance with council's Entertainment and Hospitality Expenditure Policy.

### **8. Media Expenses**

Media expenses will be reimbursed when the purpose of the media is for the provision of information or education in the public interest.

Council will assist with the following within the allocated annual budget:

- A maximum of four councillor newsletters made available to constituents either electronically and/or as a bulk mail out (or combination of both).
- A maximum of four notices in school newsletters or other approved publications advising constituents of their local representative.

All media must comply with council's Advertising and Media Relations policies.

### **9. Accountability**

Council is accountable to the community in regards to compliance with this policy.

Details are reported in council's Annual Report and will include:

- the provision of copies of council resolutions resolving to reimburse expenses to councillors;
- a copy of this policy;
- the amount of expenses (including travel, professional development, advertising and

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hospitality) incurred by each individual councillor;

- details of any overseas travel including councillor names, destination, purpose and all associated costs.

All claims for expenses reimbursement will only be processed using council's approved claim forms with original receipts attached. No claims will be processed through council's petty cash system.

A quarterly report will be provided to councillors detailing expenses in each of the categories that have been reimbursed.

#### 10. LEGAL PARAMETERS >>

*Local Government Act 2009*

*Local Government Regulations 2012*

*Income Tax Assessment Act 1997*

#### 11. ASSOCIATED DOCUMENTS >>

Corporate Plan 2009-2014

Advertising Spending Policy

Community Engagement Policy

Entertainment and Hospitality Expenditure Policy

Motor Vehicle Policy

Councillor Facilities Policy

Taxation Rulings issued by the Australian Taxation Office

Travel Policy – Council Officers

Travel Procedures – Council Officers

Expense Claim Reconciliation Form

FBT Record Keeping and Reporting Guidelines

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## **Council Decision**

**Refer to resolution preceding item 31 on the council minutes (page 6598) where council resolved that the committee recommendation be adopted.**

## **33 Councillor Facilities Policy**

### **REPORT TO COUNCIL**

<b>Authorised by</b>	Director Corporate Services
<b>Department</b>	Corporate Governance
<b>Date</b>	8 August 2013

### **Executive Summary**

The Councillor Facilities Policy has been revised to reflect the vehicles supplied to council under lease arrangement. The policy is shown at Attachment 1 with the changes highlighted in red for adoption by council.

### **Officer's Recommendation**

That the amended Councillor Facilities Policy as follows be adopted by council.



## POLICY

### CORPORATE SERVICES

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## COUNCILLOR FACILITIES POLICY>>

### 1. POLICY STATEMENT >>

To provide councillors with the facilities necessary to efficiently discharge their duties and responsibilities as councillors.

### 2. PRINCIPLES >>

This policy ensures that the council's provision of facilities to councillors is consistent with the local government principles and financial sustainability criteria as defined in the *Local Government Act 2009*.

In addition the principles that underpin this policy are:

- the use of public monies in the public interest by responsible budgeting and accounting;
- fair and reasonable allocation of council resources (allowances, facilities and other benefits) to enable all councillors to conduct the duties of their office;
- transparent decision-making by public disclosure of policy and resolutions; and
- accountability for expenditure and use of facilities through full justification and acquittal.

Councillors should not be financially disadvantaged when carrying out their roles, and should be provided with reasonable facilities in accordance with statutory requirements.

Councillors should not receive a private benefit in relation to the provision of facilities and full disclosure through appropriate accountability requirements will be met.

### 3. SCOPE >>

This policy is for the provision of facilities to councillors for the purpose of discharging their responsibilities and civic duties.

The provision of facilities will be authorised by the Chief Executive Officer.

This policy does not provide for salaries or other forms of councillor remuneration. Councillor remuneration is determined annually by the Queensland Local Government Remuneration Tribunal.

### 4. RESPONSIBILITY >>

The Chief Executive Officer is responsible for ensuring this policy is understood and adhered to by all councillors and relevant staff.

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## POLICY

### CORPORATE SERVICES

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## 5. DEFINITIONS >>

**Official Council business** – refers to all telephone calls on a council owned mobile that assists the Mayor and Councillors to carry out their responsibilities as an elected member. [refer to Section 12 of the Local Government Act 2009]. Council business should result in a benefit being achieved either for the local government and/or the local government area.

**Facilities** - the amenities and tools necessary for councillors to perform their duties efficiently and effectively.

## 6. POLICY >>

The Council will provide the Mayor and Councillors with facilities as set out in Schedule A of this policy.

Councillors will be provided with facilities that enable them to discharge their responsibilities of a councillor. All facilities provided to councillors remain the property of council (unless otherwise stated) and must be returned to council when a councillor's term of office expires.

Council will not supply Uniforms.

## 7. Accountability

Council is accountable to the community in regards to compliance with this policy.

Details are reported in council's Annual Report and will include:

- the provision of copies of council resolutions resolving to provide facilities to councillors;
- a copy of this policy; and
- the facilities provided to each individual councillor.

A quarterly report will be provided to councillors detailing expenses of the facilities that have been provided.

## 8. LEGAL PARAMETERS >>

*Local Government Act 2009*

*Local Government Regulation 2012*

*Income Tax Assessment Act 1997*

## 9. ASSOCIATED DOCUMENTS >>

Corporate Plan 2009-2014

Motor Vehicle Administrative Directive and associated procedures

Councillors Motor Vehicle Reimbursement Procedure

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**CORPORATE SERVICES**  
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**SCHEDULE A**

Facilities supplied	Supplied to	Items/Services supplied	Conditions of supply
Personal Protective Equipment	Mayor and Councillors	Safety helmet Boots Vest	Items do not need to be returned to Council at the end of a Councillor's term  Must be worn on all construction site inspections as arranged by Council <i>Note: site induction may be required prior to entry onto construction sites</i>
Stationery supplies	Mayor and Councillors	Personalised letterhead Business cards Name badge Council Email address	<i>Note: All correspondence reflecting the view of council (and not the individual councillor) must be written by council officers, classified as council correspondence and must be recorded in council's record management systems.</i>
Full Administrative Support	Mayor	Secretarial services Office Executive Assistant	<i>Note: The Chief Executive Officer is responsible for implementing the organisation structure required to allow the provision of full administrative support.</i>
Limited Administrative support	Councillors	Diary management including the management of attendance at functions;  Coordination and distribution of councillor information;  Monitoring and reporting of councillor expense accounts;  Providing and oversight of councillor correspondence and information	Supplied by the Governance Support Officers

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**CORPORATE SERVICES**  
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Facilities supplied	Supplied to	Items/Services supplied	Conditions of supply
		requests;  Coordination of councillor travel, training and professional development.  Assistance to book meeting rooms and/or office space.	
Telecommunication Facilities	Mayor and Councillors	Mobile telephone (of a similar standard as those provided to council's senior management)  Reimbursement of home land line expenses in accordance with Table 2 – Reimbursement Eligibility Schedule of the Telecommunications Reimbursement – Councillors Procedure  Wireless USB Internet connection  Reimbursement of connection to ADSL or similar internet connection at home office	Personal calls made by Councillors via the mobile telephone provided by council, or via existing council supplied land line, are to be reimbursed to council in accordance with the procedure in the Telecommunications Reimbursement – Councillors.
Office Facilities	Mayor	Dedicated full office facilities	
Shared Office Facilities	All Councillors	Shared office facilities at Walker Street, Townsville consisting of:  Office space (subject to availability);	Governance Support Officers may provide assistance to book meeting rooms or office space

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Facilities supplied	Supplied to	Items/Services supplied	Conditions of supply
		Docking station for lap top and broadband internet connectivity (including wireless connectivity);  Access to office facsimile machines, printers and scanners; and  Landline telephone access.	
Home Office Facilities	Councillors	Laptop with docking station and USB wireless modem;  Reimbursement of home office telephone/internet connection;  Telephone handset;  Multi-function printer/scanner/ facsimile machine	Council will reimburse the cost of the connection, landline calls, rental and internet in accordance with the Telecommunications Reimbursement – Councillors Procedure;

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CORPORATE SERVICES  
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Facilities supplied	Supplied to	Items/Services supplied	Conditions of supply
Private Vehicle Use (optional)	Mayor and Councillors	Claim reimbursement for business use of private vehicle	Refer to Councillor Expenses Reimbursement Policy
Council leased vehicle (optional)	Mayor and Councillors	Supplied with a fully maintained 4 or 6 cylinder motor vehicle for the four year term of council which shall be used for official council business.  Fuel card  Motor Vehicle insurance	Refer to Council's Motor Vehicle Policy  Any motor vehicle leased by council and provided to a councillor must be surrendered to an authorised representative of council upon expiry of the term of the councillor.  <i>Private use of this vehicle is permitted on the basis that councillors reimburse council for the percentage of private use based on log book records in accordance with the Australian Taxation Office legislation. The amount to be reimbursed will be calculated according to fringe benefits tax legislation.</i>

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**Committee Recommendation**

That the amended Councillor Facilities Policy as follows amended by the Governance and Finance Committee, be adopted by council.



## POLICY

### CORPORATE SERVICES

#### CORPORATE GOVERNANCE



## COUNCILLOR FACILITIES POLICY>>

### 1. POLICY STATEMENT >>

To provide councillors with the facilities necessary to efficiently discharge their duties and responsibilities as councillors.

### 2. PRINCIPLES >>

This policy ensures that the council's provision of facilities to councillors is consistent with the local government principles and financial sustainability criteria as defined in the *Local Government Act 2009*.

In addition the principles that underpin this policy are:

- the use of public monies in the public interest by responsible budgeting and accounting;
- fair and reasonable allocation of council resources (allowances, facilities and other benefits) to enable all councillors to conduct the duties of their office;
- transparent decision-making by public disclosure of policy and resolutions; and
- accountability for expenditure and use of facilities through full justification and acquittal.

Councillors should not be financially disadvantaged when carrying out their roles, and should be provided with reasonable facilities in accordance with statutory requirements.

Councillors should not receive a private benefit in relation to the provision of facilities and full disclosure through appropriate accountability requirements will be met.

### 3. SCOPE >>

This policy is for the provision of facilities to councillors for the purpose of discharging their responsibilities and civic duties.

The provision of facilities will be authorised by the Chief Executive Officer.

This policy does not provide for salaries or other forms of councillor remuneration. Councillor remuneration is determined annually by the Queensland Local Government Remuneration Tribunal.

### 4. RESPONSIBILITY >>

The Chief Executive Officer is responsible for ensuring this policy is understood and adhered to by all councillors and relevant staff.

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Initial Date of Adoption >> 24.06.08  
Next Review Date>> 08.05.2012  
Current Version Adopted>08.05.2014

## POLICY

### CORPORATE SERVICES

#### CORPORATE GOVERNANCE



## 5. DEFINITIONS >>

**Official Council business** – refers to all telephone calls on a council owned mobile that assists the Mayor and Councillors to carry out their responsibilities as an elected member. [refer to Section 12 of the Local Government Act 2009]. Council business should result in a benefit being achieved either for the local government and/or the local government area.

**Facilities** - the amenities and tools necessary for councillors to perform their duties efficiently and effectively.

## 6. POLICY >>

The Council will provide the Mayor and Councillors with facilities as set out in Schedule A of this policy.

Councillors will be provided with facilities that enable them to discharge their responsibilities of a councillor. All facilities provided to councillors remain the property of council (unless otherwise stated) and must be returned to council when a councillor's term of office expires.

Council will not supply Uniforms.

## 7. Accountability

Council is accountable to the community in regards to compliance with this policy.

Details are reported in council's Annual Report and will include:

- the provision of copies of council resolutions resolving to provide facilities to councillors;
- a copy of this policy; and
- the facilities provided to each individual councillor.

A quarterly report will be provided to councillors detailing expenses of the facilities that have been provided.

## 8. LEGAL PARAMETERS >>

*Local Government Act 2009*

*Local Government Regulation 2012*

*Income Tax Assessment Act 1997*

## 9. ASSOCIATED DOCUMENTS >>

Corporate Plan 2009-2014

Motor Vehicle Administrative Directive and associated procedures

Councillors Motor Vehicle Reimbursement Procedure

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Authorised by >> Director Corporate Services

Document Maintained by >> Corporate Governance

Version No.4

Initial Date of Adoption >> 24.06.08

Next Review Date>> 08.05.2012

Current Version Adopted>08.05.2014

**POLICY**  
**CORPORATE SERVICES**  
CORPORATE GOVERNANCE



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Councillor Expenses Reimbursement Policy  
Taxation Rulings issued by the Australian Taxation Office  
FBT Record Keeping and Reporting Guidelines

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COUNCILLOR FACILITIES POLICY

Version No.4  
Initial Date of Adoption >> 24.08.08  
Next Review Date>> 08.05.2012  
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## Councillor Facilities Policy – Page 4 of 7

### POLICY

#### CORPORATE SERVICES

##### CORPORATE GOVERNANCE



### SCHEDULE A

Facilities supplied	Supplied to	Items/Services supplied	Conditions of supply
Personal Protective Equipment	Mayor and Councillors	Safety helmet Boots Vest	Items do not need to be returned to Council at the end of a Councillor's term  Must be worn on all construction site inspections as arranged by Council <i>Note: site induction may be required prior to entry onto construction sites</i>
Stationery supplies	Mayor and Councillors	Personalised letterhead Business cards Name badge Council Email address	<i>Note: All correspondence reflecting the view of council (and not the individual councillor) must be written by council officers, classified as council correspondence and must be recorded in council's record management systems.</i>
Full Administrative Support	Mayor	Secretarial services Office Executive Assistant	<i>Note: The Chief Executive Officer is responsible for implementing the organisation structure required to allow the provision of full administrative support.</i>
Limited Administrative support	Councillors	Diary management including the management of attendance at functions;  Coordination and distribution of councillor information;  Monitoring and reporting of councillor expense accounts;  Providing and oversight of councillor correspondence and information	Supplied by the Governance Support Officers

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Initial Date of Adoption >> 24.06.08  
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## Councillor Facilities Policy – Page 5 of 7

### POLICY

#### CORPORATE SERVICES

#### CORPORATE GOVERNANCE



Facilities supplied	Supplied to	Items/Services supplied	Conditions of supply
		requests;  Coordination of councillor travel, training and professional development.  Assistance to book meeting rooms and/or office space.	
Telecommunication Facilities	Mayor and Councillors	Mobile telephone (of a similar standard as those provided to council's senior management)  Reimbursement of telephone expenses in accordance with Table 2 – Reimbursement Eligibility Schedule of the Telecommunications Reimbursement – Councillors Procedure  Wireless USB Internet connection  Reimbursement of connection to ADSL or similar internet connection at home office	Personal calls made by Councillors via the mobile telephone provided by council, or via existing council supplied land line, are to be reimbursed to council in accordance with the procedure in the Telecommunications Reimbursement – Councillors.
Office Facilities	Mayor	Dedicated full office facilities	
Shared Office Facilities	All Councillors	Shared office facilities at Walker Street, Townsville consisting of:  Office space (subject to availability);	Governance Support Officers may provide assistance to book meeting rooms or office space

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COUNCILLOR FACILITIES POLICY

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## Councillor Facilities Policy – Page 6 of 7

### POLICY

#### CORPORATE SERVICES

#### CORPORATE GOVERNANCE



Facilities supplied	Supplied to	Items/Services supplied	Conditions of supply
		Docking station for lap top and broadband internet connectivity (including wireless connectivity);  Access to office facsimile machines, printers and scanners; and  Landline telephone access.	
Home Office Facilities	Councillors	Laptop with docking station and USB wireless modem;  Reimbursement of home office telephone/internet connection;  Telephone handset;  Multi-function printer/scanner/ facsimile machine	Council will reimburse the cost of the connection, landline calls, rental and internet in accordance with the Telecommunications Reimbursement – Councillors Procedure;

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## Councillor Facilities Policy – Page 7 of 7

**POLICY**  
**CORPORATE SERVICES**  
 CORPORATE GOVERNANCE



Facilities supplied	Supplied to	Items/Services supplied	Conditions of supply
Private Vehicle Use (optional)	Mayor and Councillors	Claim reimbursement for business use of private vehicle	Refer to Councillor Expenses Reimbursement Policy
Council leased vehicle (optional)	Mayor and Councillors	<p>Supplied with a fully maintained 4 or 6 cylinder motor vehicle for the four year term of council which shall be used for official council business.</p> <p>Fuel card</p> <p>Motor Vehicle insurance</p>	<p>Refer to Council's Motor Vehicle Policy</p> <p>Any motor vehicle leased by council and provided to a councillor must be surrendered to an authorised representative of council upon expiry of the term of the councillor.</p> <p><i>Private use of this vehicle is permitted on the basis that councillors reimburse council for the percentage of private use based on log book records in accordance with the Australian Taxation Office legislation. The amount to be reimbursed will be calculated according to fringe benefits tax legislation.</i></p>

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## Council Decision

Refer to resolution preceding item 31 on the council minutes (page 6598) where council resolved that the committee recommendation be adopted.

## 34 Councillor Remuneration

### REPORT TO COUNCIL

**Authorised by** Director Corporate Services  
**Department** Corporate Governance  
**Date** 9 August 2013

### Executive Summary

The Queensland Independent Remuneration Tribunal Bill 2013 has been introduced into State Parliament. The implications for Local Government are summarised in Attachment 1 of the Report to Council - a Circular provided by the Local Government Association of Queensland.

The Bill introduced into State Parliament on Tuesday 6 August 2013 includes amendments to the *Local Government Act 2009* and *Local Government Regulation 2012* relating to the determination of salaries paid to mayors, deputy mayors and councillors. The key points of the amendment include the Local Government Remuneration and Discipline Tribunal determining the maximum amount of remuneration that is payable to mayors, deputy mayors and councillors within each category without a direct link to the salaries of State members of parliament.

The Local Government Association of Queensland seeks further feedback from its members on the Principles outlined in the recommendation as they are relevant to ongoing submissions on the topic:

Feedback is sought by 31 August 2013.

### Officer's Recommendation

That council confirm in a submission to the Local Government Association of Queensland that it agrees to the five principles relating to councillor remuneration:

1. the Tribunal continue its independent role of establishing categories of councils and determining the salaries for mayors, deputy mayors and councillors;
2. the Tribunal be given the additional role of determining the payment of allowances covering the expenses of office of mayors, deputy mayors and councillors;
3. the Tribunal make its determinations on salaries and allowances on an annual basis;
4. the Tribunal have regard to relevant wage fixing principles and the salaries paid to Members of Parliament – State and Federal, and the economic circumstances of local governments in its determination of salaries for mayors, deputy mayors and councillors; and
5. the Tribunal, in undertaking its annual review and determination vary the salaries by no less than an agreed wage movement index.

### Committee Recommendation

That the officer's recommendation be adopted.



## Council Decision

Refer to resolution preceding item 31 on the council minutes (page 6598) where council resolved that the committee recommendation be adopted.

## 35 Asset Management Summary Plan

### REPORT TO COUNCIL

**Authorised by** Director Corporate Services  
**Department** Corporate Asset Management and Systems  
**Date** 6 August 2013

### Executive Summary

Council's Asset Management Summary Plan 2013/14 – 2022/23 summarises a suite of individual asset management plans and outlines key information of council's overall strategy towards managing Townsville's key assets.

### Officer's Recommendation

That council note the Asset Management Summary Plan 2013/14 – 2022/23.

### Committee Recommendation

That the officer's recommendation be adopted.

## Council Decision

Refer to resolution preceding item 31 on the council minutes (page 6598) where council resolved that the committee recommendation be adopted.

## 36 Show Day Public Holiday 30 June 2014

### REPORT TO COUNCIL

**Authorised by** Director Corporate Services  
**Department** Corporate Governance  
**Date** 07 August 2013

### Executive Summary

Correspondence dated 30 July 2013 has been received from the Townsville Pastoral Agricultural & Industrial Association request that the public holiday for the Townsville Show in 2014 be scheduled for Monday 30 June 2014.

### Officer's Recommendation

That council write to the Attorney-General and Minister for Justice requesting that Monday 30 June 2014 be declared a regional public holiday for the purpose of the annual Townsville Show.

### Committee Recommendation

That the officer's recommendation be adopted.

## Council Decision

Refer to resolution preceding item 31 on the council minutes (page 6598) where council resolved that the committee recommendation be adopted.

## 37 Building Units with Land Use Code 3/98

### REPORT TO COUNCIL

**Authorised by** Director Corporate Services  
**Department** Finance  
**Date** 7<sup>th</sup> August 2013

### Executive Summary

For many years the council allowed a re-categorisation of the land use code for rating purposes of certain duplex properties in order to provide a (de facto) rates concession to the owner/occupiers when there was a family and an ongoing care-giving relationship between the occupants.

During the 2013/14 budgeting process the council ceased the re-categorisation because:

- the giving of a rates concession in that way did not comply with the current law; and
- over time, the concession had been extended to apply to situations where there was not the ongoing medium to high-level care relationship that the concession was intended to support.

The correction resulted in 52 properties losing an entitlement to the concession.

This report recommends that the council resolves to provide a concession in a way that complies with the *Local Government Act 2009* and is limited to duplex properties where there is a the provision of ongoing care by an occupant of one of the properties to an occupant of the adjoining property.

### Officer's Recommendation

That council resolve to grant a general rates concession to eligible property owners of land with a land use code 3/98 as Category 1 (owner occupied) in respect of rates levied on duplex properties. The eligibility criteria have been identified as the following:

- one of the premises forming part of the duplex is occupied by a person who requires ongoing daily care in order to remain in occupation of the premises;
- the other premises forming part of the duplex is occupied by a person who provides that care; and
- the need for the provision of care to one occupant, and the ability of the other occupant to provide that care, is evidenced by way of a certification from the treating medical practitioner.

### Committee Recommendation

That the officer's recommendation be adopted.

## Council Decision

Refer to resolution preceding item 31 on the council minutes (page 6598) where council resolved that the committee recommendation be adopted.

## 38 Budget Variance Report - Whole of Council - July 2013

### REPORT TO COUNCIL

**Authorised by** Director Corporate Services  
**Department** Financial Services  
**Date** 7 August 2013

#### Executive Summary

On behalf of the Chief Executive Officer, the Acting Executive Manager Finance will present and discuss the Budget Variance Report for the whole of council for July 2013, pursuant to section 204 of the *Local Government Regulation 2012*.

The July report is still being influenced by end of year processing for June 2013. While the end of year work continues, any further adjustments that may result in a change to the 2013/14 financial year will be processed in the current open period, August 2013.

The Acting Executive Manager will circulate separately to the Agenda the Budget Variance Report for the whole of council for July 2013.

#### Officer's Recommendation

That council note the financial report for July 2013 and budget variance explanations, pursuant to section 204 of the *Local Government Regulation 2012*.

#### Committee Recommendation

That the officer's recommendation be adopted.

#### Council Decision

**Refer to resolution preceding item 31 on the council minutes (page 6598) where council resolved that the committee recommendation be adopted.**

## 39 Concession on rates and charges

### CONFIDENTIAL REPORT TO COUNCIL

**Authorised by** Director Corporate Services  
**Department** Finance  
**Date** 23 July 2013

#### Executive Summary

A request has been received for a concession for the general rates on property number 506040. In accordance with Part 10, Section 119 of the *Local Government Regulation 2012*, council may grant a concession for rates or charges under certain eligibility criteria.

The organisation is an incorporated associated and has made application to council for a concession in accordance with the *Local Government Regulation 2012* and meets the criteria for granting a concession, specifically in relation to a land parcel owned and operated by an entity whose objects do not include making a profit and it is recommended a concession be granted.

### Officer's Recommendation

1. That the report/attachment be deemed a confidential document and be treated as such in accordance with sections 171 and 200 (5) of the *Local Government Act 2009* and that the document remain confidential unless council decides otherwise by resolution.
2. That council resolve a concession be granted for the general rates for the property number 506040 and that the concession include general rates from the 1 July 2013.
3. That council resolve the concession will continue to be granted until such time that the land use changes or a change of ownership for the property is recorded.

### Committee Recommendation

That the officer's recommendation be adopted.

### Council Decision

**Refer to resolution preceding item 31 on the council minutes (page 6598) where council resolved that the committee recommendation be adopted.**

### 40 PSA7026 - Supply and Delivery of Hardware Products

#### CONFIDENTIAL REPORT TO COUNCIL

**Authorised by** Director Corporate Services  
**Department** Finance – Procurement Contracts Unit  
**Date** 7 June 2013

### Executive Summary

Council issued tender number PSA7026 on 5 January 2013 for a preferred supplier arrangement for the Supply and Delivery Hardware Products to the Garbutt Store. The tender closed on 30 January 2013 and one submission was received.

The value of the large-size contractual arrangement is expected to be worth more than \$200,000 excluding GST per annum. The Local Government Regulation requires a large sized contractual arrangement for the total expected value in a financial year.

The contract will be for 12 months with the option of a further two 12-month periods. At the completion of the 12 month contract period, the contract performance will be reviewed and if the performance is satisfactory, the extension options will be negotiated as per conditions of contract.

Extensions to existing contracts allow council to reduce the extensive administrative costs required as part of the full tender process.

### Officer's Recommendation

1. That the report/attachment be deemed a confidential document and be treated as such in accordance with sections 171 and 200 (5) of the *Local Government Act 2009* and that the document remain confidential unless council decides otherwise by resolution.
2. That council award PSA7026 - Preferred Supplier Arrangement for Supply and Delivery of Hardware Products to:
  - J.Blackwood & Son Pty
3. That council award PSA7026 – Preferred Supplier Arrangement for the Supply and Delivery of Hardware Products for 12 months with the option of a further 2 x 12-month periods.

**Committee Recommendation**

That the officer's recommendation be adopted.

**Council Decision**

**Refer to resolution preceding item 31 on the council minutes (page 6598) where council resolved that the committee recommendation be adopted.**

## Townsville Water and Waste Committee

***In accordance with section 173 of the Local Government Act 2009, Councillors V Veitch, S Blom, G Eddiehausen, J Lane, R Gartrell and A Parsons declared a perceived conflict of interest in regards to item 42.***

- (a) *the name of the councillors who have the real or perceived conflict of interest:***  
*Councillors V Veitch, S Blom, G Eddiehausen, J Lane, R Gartrell and A Parsons.*
- (b) *the nature of the conflict of interest as described by the Councillor:***  
*Col Harkness donated to the Townsville First election campaign.*
- (c) *how the Councillors dealt with the real or perceived conflict of interest:***  
*The Councillors dealt with the conflict by disclosing the perceived conflict of interest and proposing to exclude themselves from the meeting throughout consideration of the item, but noted that this would leave the meeting without a quorum and therefore in reliance upon Section 173(6) of the Local Government Act 2009, remained in the meeting and participated in the discussion about and voting upon the item.*
- (d) *if the Councillor voted on the issue – how the Councillor voted:***  
*The Councillors voted as per the committee recommendation.*
- (e) *how the majority of persons who were entitled to vote at the meeting voted on the matter.***  
*The majority of persons entitled to vote at the meeting voted as per the committee recommendation.*

***It was MOVED by Councillor R Gartrell, SECONDED by Councillor P Ernst:***

*"that the committee recommendations to items 41 to 44 be adopted."*

**CARRIED UNANIMOUSLY**

## 41 Water Operations - CBD Water Mains Replacement Report

### REPORT TO COUNCIL

**Authorised by** Director Townsville Water and Waste  
**Department** Townsville Water  
**Date** 2 August 2013

### Executive Summary

A study has been carried out on the replacement and upgrade requirements of the water mains in the CBD area. The report concluded that there are a range of water pressure and flow issues in the CBD due to old cast iron mains which have reduced carrying capacity, along with increased demands from recent developments. \$25M worth of new and replacement mains are required, with \$14M currently in the 10 year capital budget. A shortfall of \$11M for mains replacement and upgrade will need to be identified in the next review of the 10 year capital works plan, subject to the relative priorities of works currently defined in the plan.

The annual allocation for mains replacement across the city is \$4M, increasing to \$6M in the next two years. In the current financial year \$1M of mains replacement funding has been allocated to the detailed design of the replacement CBD mains. Further funding will need to be added to the next few years to complete the works.

### Officer's Recommendation

1. That council note the proposed works and estimated costs for the upgrade of the CBD water infrastructure as detailed in the planning report attached to the Report to Council.
2. That council note that the detailed design of the CBD water infrastructure works will be conducted in the 2013/14 year.
3. That council note the 2013/14 10 year capital works plan has insufficient funding for water mains replacement to complete the proposed works.
4. That council approve the inclusion of the works to upgrade the CBD water infrastructure for consideration in the next review of the 10 year capital works plan.

### Committee Recommendation

That the officer's recommendation be adopted.

### Council Decision

**Refer to resolution preceding item 41 on the council minutes (page 6640) where council resolved that the committee recommendation be adopted.**

## 42 Strategic Planning - Raw Water Supply

### CONFIDENTIAL REPORT TO COUNCIL

**Authorised by** Director Planning and Development & Director Townsville Water and Waste  
**Department** Strategic Planning  
**Date** 31 July 2013

### Executive Summary

The Townsville Golf Club has approached Townsville City Council to discuss sourcing irrigation water for their proposed redeveloped golf course. The Townsville Golf Club would like to obtain an in-principle agreement with council to assist in the detailed planning of the golf course irrigation.

The committee also considered the verbal comments of Col Harkness provided at the meeting.

### Officer's Recommendation

1. That the report/attachment be deemed a confidential document and be treated as such in accordance with sections 171 and 200 (5) of the *Local Government Act 2009* and that the document remain confidential unless council decides otherwise by resolution.
2. That council receive the planning report "Townsville Golf Club – Raw Water for Irrigation Request Investigation Report, dated 31 July 2013" (Attachment 2 of the Report to Council).
3. That council advise the Townsville Golf Club that:
  - a. it is not prepared to subsidise the cost of raw water to the Townsville Golf Club for the irrigation of the proposed redeveloped golf course;
  - b. it is prepared to enter into negotiations with them, to determine the level of financial assistance required from council for the Townsville Golf Club to continue reusing effluent on site; and
  - c. if they wished to in fact continue with the raw water supply option at full cost of around \$1.01 per kL, then further work would be required to determine whether council would in fact be able to supply the Golf Club with raw water from Aplin's Weir.

4. That council resolve that the Chief Executive Officer be authorised to enter into negotiations with the Townsville Golf Club, to determine the level of financial assistance required from council for the Townsville Golf Club to continue reusing effluent on site.

#### **Committee Recommendation**

1. That officer's recommendations 1 and 2 be adopted.
2. That council advise the Townsville Golf Club that:
  - a. it is not prepared to supply raw water to the Townsville Golf Club for the irrigation of the proposed redeveloped golf course; and
  - b. it is prepared to enter into negotiations with them, to determine the level of financial assistance required from council for the Townsville Golf Club to continue reusing effluent on site.
3. That council resolve that the Chief Executive Officer be authorised to enter into negotiations with the Townsville Golf Club, to determine the level of financial assistance required from council for the Townsville Golf Club to continue reusing effluent on site with recommendations to be forwarded to the Townsville Water and Waste Committee for consideration.

#### **Council Decision**

**Refer to resolution preceding item 41 on the council minutes (page 6640) where council resolved that the committee recommendation be adopted.**

#### **43 Townsville Waste Services - Tender Recommendation TCW00006 - Installation of Final Capping to Hervey Range Landfill (Stage A)**

##### **CONFIDENTIAL REPORT TO COUNCIL**

**Authorised by** Director Townsville Water and Waste  
**Department** Utility Services  
**Date** 12 August 2013

#### **Executive Summary**

Tenders for the installation of the final clay capping layer and geo-synthetic clay liner for the Hervey Range Landfill (Stage A) were called for and closed at 10:00am on Wednesday, 7 August 2013. Contractors were invited to submit tenders for the project through a public tender process. Eight Contractors submitted tenders. Submissions were assessed on both Price and Non-Price criteria.

#### **Officer's Recommendation**

1. That the report/attachment be deemed a confidential document and be treated as such in accordance with sections 171 and 200 (5) of the *Local Government Act 2009* and that the document remain confidential unless council decides otherwise by resolution.
2. That council award Tender TCW00006 – Supply and Installation of final Capping to Hervey Range Landfill to Northwest Construction Pty Ltd for the contract value of \$966,102.00 (incl. GST). Northwest Construction Pty Ltd is being recommended on the basis that they provided council the best value for money.

#### **Committee Recommendation**

That the officer's recommendation be adopted.



## Council Decision

Refer to resolution preceding item 41 on the council minutes (page 6640) where council resolved that the committee recommendation be adopted.

## 44 TWW Business Management and Compliance - Monthly Report Card - July 2013

### CONFIDENTIAL REPORT TO COUNCIL

**Authorised by** Director Townsville Water and Waste  
**Department** TWW Business Management and Compliance  
**Date** 15 August 2013

### Executive Summary

Townsville Water and Waste's monthly report card containing year to date operating results for 2013/2014 is submitted for the month of July 2013.

### Officer's Recommendation

1. That the report/attachment be deemed a confidential document and be treated as such in accordance with sections 171 and 200 (5) of the *Local Government Act 2009* and that the document remain confidential unless council decides otherwise by resolution.
2. That council note the report card from Townsville Water and Waste for the month of July 2013.

### Committee Recommendation

That the officer's recommendation be adopted.

## Council Decision

Refer to resolution preceding item 41 on the council minutes (page 6640) where council resolved that the committee recommendation be adopted.

## Officers Reports

### Corporate Services

#### 45 2012/13 Quarter 4 Corporate Performance Report

##### REPORT TO COUNCIL

**Authorised by** Director Corporate Services

**Department** Corporate Governance

**Date** 19 August 2013

##### Executive Summary

The Chief Executive Officer is required to provide a written assessment of council's Corporate and Operational Plans on a quarterly basis. The Corporate Performance Report, under separate cover, provides an assessment of council's progress towards implementing council's Corporate and Operational Plans.

##### Officer's Recommendation

That in accordance with section 174 of the *Local Government Regulation 2012* council receive the Corporate Performance Report for the fourth (and final) quarter of 2012/13, being the period from 1 July 2012 to 30 June 2013 (as presented in attachment 1).

##### Council Decision

**It was MOVED by Councillor V Veitch, SECONDED by Councillor A Parsons:**

"that the officer's recommendation be adopted."

**CARRIED UNANIMOUSLY**

#### 46 Report to Council - Committee Structure Review

##### REPORT TO COUNCIL

**Authorised by** Chief Executive Officer

**Department** Corporate Governance

**Date** 20 August 2013

##### Executive Summary

Following the March 2012 local government elections, the Townsville City Council established eight standing committees. This structure was adopted in May 2012, at council's post-election meeting. The standing committee structure has been reviewed in accordance with the Terms of Reference and council's request to conduct a review after twelve months.

The review included a survey of councillors, an assessment of the number of meetings held and a workshop with councillors to consider the pros and cons of other standing committee structures.

The councillor workshop indicated a desire to retain the current decision making framework comprising of eight standing committees and an ordinary council meeting on a monthly cycle.

The Local Government Association of Queensland annual conference will be held 21-24 October 2013. Council's Ordinary meeting was scheduled for 22 October. To allow for a number of councillors to attend the conference and maintain a quorum it is proposed to defer the October council meeting to 29 October 2013.

#### **Officer's Recommendation**

1. In accordance with section 264 of the *Local Government Regulation 2012*, council retain the current decision making framework consisting of the following eight Standing Committees and one Ordinary meeting every month:
  - a) Infrastructure Committee (IC)
  - b) Townsville Water and Waste Committee (TWW)
  - c) Planning and Development Committee (PDC)
  - d) Community and Cultural Committee (CCC)
  - e) Smart City / Sustainable Future Committee (SCSF)
  - f) Sports Recreation and Parks Committee (SRP)
  - g) Healthy and Safe City Committee (HSC)
  - h) Governance and Finance Committee (GFC)
2. That the Ordinary meeting proposed for 22 October 2013 be postponed to Tuesday 29 October at 9am due to the Local Government Association of Queensland Annual Conference.

#### **Council Decision**

**It was MOVED by Councillor G Eddiehausen, SECONDED by Councillor S Blom:**

"that the officer's recommendation be adopted."

**CARRIED**

#### **47 Recommendation Report for Preferred Supplier Arrangement for Graphic Design Goods and Services**

##### **REPORT TO COUNCIL**

**Authorised by** Director Corporate Services  
**Department** Communications & Customer Relations  
**Date** 21 August 2013

#### **Executive Summary**

Council invited submissions for suitably qualified suppliers to provide Graphic Designer Services. The preferred suppliers would allow Council access to quality graphic design services, improved adherence to the Graphics Standards Manual and therefore more stability for the council brand as a whole.

- (a) Townsville City Council would like to secure an hourly rate as well as a menu of costs for common creative needs to be reviewed every year in line with the approved formula.

The contract will be for 12 months, with the option of 2 x 12 month extensions as detailed in the General Conditions of Contract.

### Officer's Recommendation

That council approve TBD Communications Design, Vetta Productions and Butterfly House as the preferred suppliers for Graphic Designer Services for a period of twelve months with an option of 2 x 12 months extension at the rates tendered in the general conditions of contract.

### Council Decision

**It was MOVED by Councillor G Eddiehausen, SECONDED by Councillor P Ernst:**

"that the officer's recommendation be adopted."

**CARRIED**

### Confidential Items

**It was MOVED by Councillor A Parsons, SECONDED by Councillor P Ernst:**

"that council RESOLVE to close the meeting in accordance with Section 275 (d)(e) of the *Local Government Regulation 2012* which permits the meeting to be closed to the public for business relating to the following:

Section 275(1) (d) rating concessions. (Item 49)

Section 275(1) (e) contracts proposed to be made by it." (Items 48, 50, 51)

**CARRIED**

The council discussed the items.

**It was MOVED by Councillor A Parsons, SECONDED by Councillor P Ernst:**

"that council RESOLVE to open the meeting."

**CARRIED**

### **48 Engineering Services - T8159 - Tender Evaluation Report for the Construction of Blakeys Crossing Upgrade Project on Ingham Road**

#### **CONFIDENTIAL REPORT TO COUNCIL**

**Authorised by** Director Infrastructure Services

**Department** Engineering Services

**Date** 12 August 2013

#### **Executive Summary**

The purpose of this report is to seek endorsement firstly of the project budget including design, contingencies, provisional items and base/core construction items and secondly the report seeks endorsement to award a construction contract for the delivery of the Blakeys Crossing Upgrade (BXU) project.

Council is seeking to appoint a suitably qualified contractor with the necessary skills, staff and experience to construct the project to undertake this work. This report outlines council's recommendation for awarding Tender T8159 - Blakeys Crossing Upgrade Project.

### Officer's Recommendation

1. That the report/attachment be deemed a confidential document and be treated as such in accordance with sections 171 and 200 (5) of the *Local Government Act 2009* and that the document remain confidential unless council decides otherwise by resolution.
2. Adopt the overall project budget of \$24,000,000.
3. That council award tender T8159 to BMD Constructions Pty Ltd for the core contract works items at a value of \$10,988,611.81 (exc GST) plus an allowance for contingencies associated with the works to a value of \$4 million.
4. That the Chief Executive Officer be delegated authority to approve construction and design ..... variations and additional provisional scope items within the funding approval of \$24,000,000 as ..... detailed in this report.

### Council Decision

It was **MOVED** by Councillor S Blom, **SECONDED** by Councillor L Walker:

"that the officer's recommendation be adopted."

**CARRIED UNANIMOUSLY**

The Mayor, Councillor J Hill thanked the staff for the great outcome with regards to the above item.

In accordance with section 173 of the *Local Government Act 2009*, Councillors A Parsons, V Veitch, S Blom, R Gartell, J Lane and G Eddiehausen declared a perceived conflict of interest in regards to item 49.

- (a) **the name of the councillors who have the real or perceived conflict of interest:**  
Councillors A Parsons, V Veitch, S Blom, R Gartell, J Lane and G Eddiehausen.
- (b) **the nature of the conflict of interest as described by the Councillor:**  
There may be investors in the properties requesting rating concessions that may have donated to the Townsville First Campaign.
- (c) **how the Councillors dealt with the real or perceived conflict of interest:**  
The Councillors dealt with the conflict by disclosing the perceived conflict of interest and proposing to exclude themselves from the meeting throughout consideration of the item, but noted that this would leave the meeting without a quorum and therefore in reliance upon Section 173(6) of the *Local Government Act 2009*, remained in the meeting and participated in the discussion about and voting upon the item.
- (d) **if the Councillor voted on the issue – how the Councillor voted:**  
The Councillors voted as per the officer's recommendation.
- (e) **how the majority of persons who were entitled to vote at the meeting voted on the matter.**  
The majority of persons entitled to vote at the meeting voted as per the officer's recommendation.

**CONFIDENTIAL REPORT TO COUNCIL**

**Authorised by** Director Corporate Services  
**Department** Finance  
**Date** 22 August 2013

**Executive Summary**

During the 2013/14 budget process the council adopted the new rates categories 22 and 23 to ensure areas identified for development contributed to the community rate base in an equitable manner. The categorisation and consequent rating was viewed as appropriate because the identification of the land as a development area distinguished it from land that was currently under the same use (generally grazing) but which was not identified as a development area.

The category 22 and 23 properties are located in the State Development Area, predominantly in the Rocky Springs Area, and for more than a decade have been identified as being within the city's urban growth boundary as a residential development area.

The council has recently received requests on behalf of several ratepayers affected by the council's adoption of the new rates categories 22 and 23, requesting that the council re-assess the categorisation of the land and arguing that it is not appropriate to categorise the land other than by reference to its currently approved use.

This report recommends that the council decline the requests to re-categorise the land, and emphasise the council's commitment to ensuring that sufficient land is available to achieve identified planning objectives.

**Officer's Recommendation**

1. That the report/attachment be deemed a confidential document and be treated as such in accordance with sections 171 and 200 (5) of the *Local Government Act 2009* and that the document remain confidential unless council decides otherwise by resolution.
2. That council resolve to refuse the requests for concessions and re-categorisation of land for Assessment Numbers 6601024 and 5402012.

**Council Decision**

**It was MOVED by Councillor V Veitch, SECONDED by Councillor P Ernst:**

"that the officer's recommendation be adopted."

**CARRIED**

**Item 20 was discussed. Refer to resolution on the council minutes page 6588.**

## 50 CONFIDENTIAL REPORT - CEO 2012/13 Performance Review

### CONFIDENTIAL REPORT TO COUNCIL

**Authorised by** Director Corporate Services  
**Department** Corporate Governance  
**Date** 27 August 2013

#### Council Decision

That this Item be withdrawn.

## 51 CONFIDENTIAL REPORT - CEO 2012/2013 Performance Review

### CONFIDENTIAL REPORT TO COUNCIL

**Authorised by** Director Corporate Services  
**Department** Corporate Governance  
**Date** 27 August 2013

#### Executive Summary

Council's Chief Executive Officer Ray Burton was appointed under a five year performance based contract in August 2008. In accordance with that Contract a formal performance review was conducted on 13 August 2013. The Review Panel was made up of the Mayor, the Deputy Mayor and the Governance and Finance Committee Chair.

The Review Panel considered Mr Burton's performance against the responsibilities outlined in the Local Government Act, the Employment Contract including the Success Profile the council adopted prior to his commencement, and the 2012/13 Performance Plan as adopted by council in May 2013.

As required under the contract a Performance Agreement has been prepared for the 2013/14 financial year against which Mr Burton's performance will be monitored for that period. A copy of that Performance Plan is attached and a copy of the performance report for 2012/13 is on the S drive for information of councillors.

HR specialist firm Mercer has assessed the movement in executive remuneration for the period ended June 30 2013 and advised an increment for council's Directors for 2012/13 was at an average of 4%. In accordance with Mr Burton's contract an increment of 3.75% be recommended from 1 July 2013.

#### Officer's Recommendation

1. That the report/attachment be deemed a confidential document and be treated as such in accordance with sections 171 and 200 (5) of the *Local Government Act 2009* and that the document remain confidential unless council decides otherwise by resolution.
2. That council receive and note this report.
3. That council receive and note the Chief Executive Officer's Performance Plan for 2013/14.
4. That council provide a 3.75% increment to the remuneration package of the Chief Executive Officer applicable from 1 July 2013 as provided under the Employment Contract.

## **Council Decision**

**It was MOVED by The Mayor, Councillor J Hill, SECONDED by Councillor V Veitch:**

"that the officer's recommendation be adopted."

**CARRIED UNANIMOUSLY**

## **52 Strategic Planning - City Planning Unit - Council submission to the Queensland Plan**

### **REPORT TO COUNCIL**

**Authorised by** Director Planning and Development

**Department** City Planning Unit

**Date** 21 August, 2013

### **Executive Summary**

The Queensland Plan is being developed during 2013 through a collaborative process involving community members, business and industry representatives, state and local government officers and Members of Parliament.

The Queensland Plan will outline our shared vision for the next 30 years and identify local and state-wide priorities. The Queensland Plan proposes 6 strategic questions to generate public feedback. Council has prepared a response to the questions which is provided below.

### **Officer's Recommendation**

That council forward to the State Government the tabled response to the Queensland Plan survey.

## **Council Decision**

**It was MOVED by Councillor C Doyle, SECONDED by Councillor J Lane:**

"that the officer's recommendation be adopted."

**CARRIED UNANIMOUSLY**



## 53 Strategic Planning - Economic Development and Strategic Projects - Economic Opportunity Analysis for Northern Australia

### REPORT TO COUNCIL

**Authorised by** Director Planning and Development  
**Prepared by** Manager, Economic Development and Strategic Projects  
**Department** Strategic Planning  
**Date** 25 August 2013

### Executive Summary

It is proposed that five of Northern Australia's leading Local Government authorities (Mackay, Townsville, Cairns, Darwin and Roebourne) will form an alliance to undertake an independent economic opportunity analysis for Northern Australia.

It is estimated that the cost of completing this analysis will be in the vicinity of \$250,000.00. It is proposed to share costs equally across the five participating Local Government Authorities, with Townsville City Council share being \$50,000.00.

### Officer's Recommendation

1. That council provide in-principle support to join with Mackay Regional Council, Cairns Regional Council, Darwin City Council and the Shire of Roebourne to undertake an independent economic analysis of development opportunities for Northern Australia;
2. Conditioned on agreement on project scope, objectives and governance, that Townsville City Council's proposed contribution of up to \$50,000.00 be referred to the next budget review for funding.
3. That the Northern Australia Alliance seek funding assistance from the Federal Government to reduce direct costs of this project.

### Council Decision

**It was MOVED by The Mayor, Councillor J Hill, SECONDED by Councillor C Doyle:**

"that the officer's recommendation be adopted."

**CARRIED UNANIMOUSLY**

## General Business

### (i) The Cost of Solar Lights

#### GENERAL BUSINESS ITEM

**Raised by** Councillor L Walker  
**Committee** Ordinary Council  
**Date** 27 August 2013

Councillor L Walker noted an article in the Townsville Bulletin on 21 August that reported that the Liberal National Party (LNP) has committed \$650,000 to fund the installation of solar lighting on Castle Hill if they win the election. Councillor Walker queried if council has a written commitment that this will happen if the LNP is elected.

Councillor Walker also queried what the total cost of the project to install the solar lights on Castle Hill would be.

The Director Infrastructure Services responded to Councillor Walker's question by stating that the on ground construction would cost approximately \$650,000 with an additional \$180,000 for investigation into soil types plus design, an estimation of approximately \$800,000. The Director stated that this project is not in councils 10 year Capital Plan.

### (ii) Round Table Summit Overview

#### GENERAL BUSINESS ITEM

**Raised by** The Mayor, Councillor J Hill  
**Committee** Ordinary Council  
**Date** 27 August 2013

Councillor J Hill provided an overview of the Local Government Financial Sustainability Round Table on 15 August 2013.

Some of the topics discussed were:

- the problems for local government ahead in terms of financial sustainability and
- sustainable asset management.

Some of the questions asked at the facilitated workshop were:

- what are the three biggest challenges for local governments to fix;
- what are the three biggest opportunities for local government and
- how do we implement those outcomes.

The CEO and Mayor have responded to the Department of Local Government on the preferred top three priorities for Cabinet to consider, for the Local Government Department and for the LGAQ.

**(iii) Seniors Week Luncheon**

## GENERAL BUSINESS ITEM

<b>Raised by</b>	The Mayor, Councillor J Hill
<b>Committee</b>	Ordinary Council
<b>Date</b>	27 August 2013

Councillor S Blom thanked Jeff Jimmieson Manager Performing Arts, Events and Protocol for the successful planning and implementation of Seniors Week Luncheon on Friday 23 August.

Councillor L Walker noted that the location was fantastic and that YWAM were a tremendous help on the day.

## Close of Meeting

The Chair, Mayor Councillor J Hill declared the meeting closed at 11.25am

**CONFIRMED** this                      day of                      2013

**MAYOR**

**CHIEF EXECUTIVE OFFICER**