

# CAIRNS REGIONAL COUNCIL

## MINUTES

### FINANCE & ADMINISTRATION COMMITTEE

**19 JUNE 2008**

COMMENCING AT 10.00 AM

PRESENT: Cr A Blake (Chairperson)  
Cr S Bonneau  
Cr M Cochrane  
Cr L Cooper  
Cr D Forsyth  
Cr P Gregory  
Cr N Lanskey  
Cr K Lesina  
Cr J Leu  
Cr R Pyne  
Cr V Schier

OFFICERS:

N Briggs	Chief Executive Officer
B Grosser	General Manager Corporate Services
B Gardiner	General Manager Water & Waste
L Kirchner	Manager Corporate Performance
G Schofield	Manager Community Relations
J Brozek	Manager Financial Services
E Marafioti	Supervisor Revenue Collections
R Reilly	Senior Coordinator Revenue & Collections
C Bowen	Team Leader Business Improvement
S Godkin	Minute Secretary

## **PURPOSE OF MEETING**

**To consider the matters listed on the agenda.**

1. CORPORATE SERVICES MONTHLY REPORT FOR MAY 2008 ..... 1  
Brett Grosser: sg : 1/3/83-01: #1541269v13

**BONNEAU / COOPER**

**That the report of the Corporate Services Department for the month of May 2008 be received and noted.**

*carried*

2. EXECUTIVE SUPPORT MONTHLY REPORT FOR MAY 2008..... 31  
Gary Schofield: 1/59/1-01: #1514587v10m

**LANSKEY / LESINA**

**That the report from Executive Support for the month of May 2008 be received and noted.**

*carried*

3. GENERAL POLICY – REMUNERATION LEVEL, PROVISION OF SUPPORT AND PAYMENT TO ELECTED REPRESENTATIVES..... 45  
Linda Kirchner : 1/3/87-05: #1720089

**COCHRANE / GREGORY**

**That Cairns Regional Council readopt General Policy – Remuneration Level, Provision of Support and Payment to Elected Representatives in accordance with Section 236 of the *Local Government Act 1993*.**

**In accordance with the Department of Local Government, Sport and Recreation Guidelines for Councils, Councillors must reimburse Council for any private use of Council owned vehicles. Reimbursement shall be in accordance with rates prescribed in the Queensland Local Government Officers Award (Federal).**

That Council comply with the Act and the Department's guidelines by providing a copy to the Department's Chief Executive Officer for approval and by public notice of the amended expenses policy in both the Cairns Post and the Mossman Gazette.

*carried*

4. PROPOSED CHANGE TO THE MEETING DATES 2008..... 60  
Linda Kirchner : 1/58/15-04: #1721770

GREGORY / COOPER

1. That the following changes be made to Committee meeting dates in July 2008:

<u>July 2008</u>	<u>Current Date</u>	<u>Proposed Change</u>
Planning & Environment Committee	Thursday 10 July 2008 (10.00 am)	No Change
Finance & Administration Committee	Thursday 17 July 2008 (10.00 am)	Wednesday 16 July 2008 (10.00 am)
Sports, Arts, Culture & Community Services Committee	Thursday 17 July 2008 (following Finance & Administration)	Wednesday 16 July 2008 (following Finance & Administration)
Works & Services Committee	Thursday 17 July 2008 (2.00 pm)	Wednesday 16 July 2008 (2.00 pm)
Water & Waste Committee	Thursday 17 July 2008 (following Works & Services)	Wednesday 16 July 2008 (following Works & Services)
Ordinary	Thursday 24 July 2008 (10.00 am)	No change

2. That Council resolve that the August Ordinary Meeting of Cairns Regional Council be held in Babinda commencing at 10.00 am on Thursday 28 August 2008 and that deputations will be heard between 11.30 and 12.30.
3. That these changes be advertised in the relevant newspapers.

*carried*

5. ADDITIONAL AUTHORISED SIGNATORIES FOR BANK AND INVESTMENT ACCOUNTS AND AUTHORISERS FOR ELECTRONIC PAYMENT FILES ..... 63  
Ellie Marafioti : 17/49/9-06 #1726535

BONNEAU / FORSYTH

1. That Emily Requadt, Senior Coordinator Financial Accounting, be added to the list of signatories that are authorised to sign financial documents on behalf of Council on Council's bank and investment accounts.
2. That John Rehn, Senior Coordinator Management Accounting, be added to the list of signatories that are authorised to approve electronic payments via our online banking facility with a daily limit of \$5,000,000 each.

*carried*

6. FINANCIAL STATEMENTS FOR PERIOD ENDED 30 MAY 2008 ..... 66  
Lisa James: 17/49/9-06: #1724707

COCHRANE / FORSYTH

**That the Income Statement for the period ended 30 May 2008 be adopted by Council.**

*carried*

7. CONSOLIDATION OF CAIRNS REGIONAL GALLERY LIMITED INTO THE FINANCIAL STATEMENTS OF CAIRNS CITY COUNCIL ..... 80  
Lisa James : 17/49/9-06: #1726363

COOPER / COCHRANE

**The annual assessment of whether the financial statements of the Cairns Regional Gallery should be consolidated into the financial statements of Cairns City Council for the period ended 14 March 2008 has been undertaken with a recommendation that they not be consolidated.**

**Council should advise the Audit Committee and Queensland Audit Office of this recommendation.**

*carried*

8. IMPLEMENTATION OF CHANGES TO DAINTREE RIVER FERRY CHARGES..... 86

Linda Kirchner : 1/3/87: #1722439

LEU / FORSYTH

1. That a moratorium be placed on the proposed adjustments to all components of the Daintree River Ferry fees and charges until 1 August 2008 to ensure that all necessary changes can be implemented.
2. That Council resolves to adjust its Fees and Charges schedule to Visitors Tickets books being restricted to books of 55 tickets for \$13.00.
3. That Cairns Regional Council property owners who lodge building applications for a parcel north of the Daintree River be issued with 15 free visitors tickets.

*carried*

9. FEES & CHARGES SCHEDULE 2008/09 ..... 96

Jull-Ann Brozek: 17/9/21-01: #1724527

COCHRANE / LANSKEY

1. That the Fees and Charges Schedule 2008/2009 be adopted, effective 1 July 2008.
2. That the Fees and Charges Schedule 2007/2008 be nullified from close of business 30 June 2008.
3. That Council publicise the Schedule to key customer groups to ensure awareness of the changes to fees and their implications.
4. That the Chief Executive Officer be delegated the authority to negotiate fees and charges where circumstances warrant.
5. The Developer Contributions charges as required under the: 2006 Douglas Shire Planning Scheme, Planning Policy No 11 Water Supply and Sewerage Headworks and Works External Contributions; and the 1996 Douglas Shire Planning Scheme, Local Planning Policy, Determination of Contributions For Water Supply & Sewerage Headworks and Works External be set as follows:

Water Supply Headworks	
District	Headworks Contribution per EDC
Whyanbeel	\$7,577.80
Miallo	\$11,428.20
Kingston Road Area	\$9,032.32
Bamboo Creek Area	\$9,558.90

Rocky Point	\$10,616.53
Wonga	\$12,033.03
O'Donoghue/Mt Somerset	\$18,514.08
Mossman North	\$4,085.17
Mossman South	\$3,594.37
Cassowary	\$14,892.88
Port Douglas	\$6,123.29
Mowbray	\$12,880.48
Cooya	\$6,432.97
Newell	\$9,307.35
<b>Sewerage Headworks</b>	
<b>District</b>	<b>Headworks Contribution per EDC</b>
Mossman Scheme	\$5,913.10
<b>Port Douglas Scheme (PDS)</b>	
PDS: Town Area	\$2,734.63
PDS Mirage and Adjacent Area	\$3,015.25
PDS The Four Mile Area	\$3,333.88
PDS Portions 105/93	\$2,795.00
PDS Craglie	\$2,431.65
<b>Car Parking Contributions</b>	
<b>District</b>	<b>Rate for each off street car parking space not provided</b>
Central Tourist Area – Port Douglas	\$21,912.80
Central Business Area – Port Douglas	\$3,996.85
Central Business Area – Mossman	\$3,996.85
Outside Central Business Areas	\$1,995.63

6. The charges listed in (5) above be increased quarterly in accordance with the Australian Bureau of Statistics, Road and Bridge Construction (Producer Price Indexes 6427 Table 16, Queensland (4121)) for the adjustment of the Infrastructure Charges quarterly.
7. Page 33 – Registered Premises – Accommodation item 6 last line to be deleted – plus per site 2007/08 Rate including GST DSC - 2008/2009 Rate including GST \$10.00
8. Page 67 Botanic Gardens – delete fee for guided walks Schools Education Program per student.

*LEU / PYNE moved an amendment*

*That the following charges not apply to the waste transfer stations of Cow Bay, Daintree, Killaloe and Newell for a twelve month period.*

*Page 12 - Disposal of General Waste - Domestic*

*Car, Station Wagon - \$4.00*

*Car and Trailer, Utility, Van - \$7.00*

*Ute and Trailer, Tandem Trailer - \$ 13.00*

*Page 13 - Disposal of Vegetation/Greenwaste - Domestic: Shredable Green Waste*

*Car, Station Wagon - \$4.00  
Car and Trailer, Utility, Van - \$7.00  
Ute and Trailer, Tandem Trailer - \$ 13.00*

The amendment was lost with Councillors Bonneau, Cochrane, Cooper, Blake, Lanskey and Gregory voting against the motion.

*The original motion was then put and carried with Councillors Schier, Leu, Forsyth, Lesina and Pyne voting against the motion*

## **GENERAL BUSINESS**

1. CAIRNS REGIONAL COUNCIL, WATER & WASTE DEPARTMENT IMPLEMENT A PUBLIC EDUCATION PROGRAM IN THE PREVIOUS DOUGLAS SHIRE COUNCIL AREA REGARDING WASTE MANAGEMENT TO HELP WITH TRANSITION PERIOD FOR FEES AND CHARGES IN THE FIRST BILLING PERIOD OF SEPTEMBER

GREGORY / LEU

*carried*

## **CLOSED SESSION**

BONNEAU / COCHRANE

**COUNCIL RESOLVE INTO CLOSED SESSION TO DISCUSS THE FOLLOWING MATTERS AS LISTED IN THE AGENDA:**

1. PREJUDICIAL MATTER – INDEPENDENT RATE RELIEF TRIBUNAL 1  
Ellie Marafioti: 17/25/1-03: #1724519
  
2. BUDGETARY MATTER - WRITE OFF OF DEBTOR BALANCES ..... 8  
Ellie Marafioti: 17/5/1-03: #1716194
  
3. PREJUDICIAL MATTER - INTERNAL AUDIT THREE YEAR PLAN .. 10  
Brett Grosser: sg : 1/58/15-04: #1725281v1
  
4. CONTRACTUAL MATTER - EXPRESSION OF INTEREST FOR THE  
PROVISION OF A COUNCIL INFORMATION SYSTEM..... 29  
Clare Bowen: 1/51/48-01: #1722442
  
5. BUDGETARY MATTER – OUTSTANDING DEBT REPORT ..... 43  
Ellie Marafioti: 19/23/1-23: #1721684

Cr Cooper left the meeting 11:11 a.m.  
Cr Cooper returned 11:13 a.m.

Cr Leu left the meeting 11:16 am..  
Cr Leu return 11:17 a.m.

Cr Pyne left the meeting 11:20 a.m.  
Cr Pyne returned 11:29 a.m.

Cr Lesina left the meeting 11:22 a.m.  
Cr Lesina returned 11:24 a.m.

*carried*

**OUT OF CLOSED SESSION**

**COUNCIL RESOLVE TO MOVE OUT OF CLOSED SESSION**

COOPER / SCHIER

*carried*

**RESOLUTIONS ARISING FROM MATTERS DISCUSSED IN CLOSED SESSION.**



## 1. PREJUDICIAL MATTER – INDEPENDENT RATE RELIEF TRIBUNAL 1

Ellie Marafioti: 17/25/1-03: #1724519

## BONNEAU / LESINA

1. That Council endorse the recommendation of the Independent Rate Relief Tribunal for Assessment numbers 470070, 192609, 435628, 290858, 619254, 479972, and 123968.
2. That Council note the results of the review presented to the Independent Rate Relief Tribunal 6 June 2008 as contained in the minutes.

<u>Assessment Number</u>	<u>Recommended Rate Relief</u>	<u>Other Arrangements</u>
470070	Direct debit of \$30 per week over four years	<ul style="list-style-type: none"> <li>• If all rates are cleared by June 2012 interest will be refunded from the IRRT budget.</li> </ul>
192609	Direct debit of \$30 per week over four years	<ul style="list-style-type: none"> <li>• If all rates are cleared by June 2012 interest will be refunded from the IRRT budget.</li> </ul>
435628	Direct debit of \$200 per fortnight over three years	<ul style="list-style-type: none"> <li>• If all rates are cleared by June 2011 interest will be refunded from the IRRT budget.</li> </ul>
290858	Direct debit of \$20 per week over three years	<ul style="list-style-type: none"> <li>• Ratepayer is to attempt to fund additional amounts on top of the direct debit amount of \$20 per week to be reviewed in three years.</li> </ul>
619254	Direct debit of \$40 per fortnight over 18 months	<ul style="list-style-type: none"> <li>• Ratepayer is to attempt to fund additional amounts on top of the direct debit amount of \$40 per fortnight to be reviewed in 18 months. If ratepayer clears the debt by 2011 interest will be refunded from the IRRT budget.</li> </ul>
479972	Direct debit of \$60 per fortnight over two years	<ul style="list-style-type: none"> <li>• If all rates are cleared by June 2010 interest will be refunded from the IRRT budget.</li> </ul>
123968	Direct debit of \$50 per fortnight over two years	<ul style="list-style-type: none"> <li>• If all rates are cleared by June 2010 interest will be refunded from the IRRT budget.</li> </ul>

*carried*

2. BUDGETARY MATTER - WRITE OFF OF DEBTOR BALANCES ..... 8  
Ellie Marafioti: 17/5/1-03: #1716194

LANSKEY / SCHIER

**That Council approve the write-off of the following debtor accounts as bad debts:**

**Fretwell Park Sporting Trust amounts outstanding:**

- Sundry Debtor Loan - \$86,250.00
- Rates - \$13,855.88 plus interest
- Water - \$5,164.78 plus interest

*carried*

3. PREJUDICIAL MATTER - INTERNAL AUDIT THREE YEAR PLAN .. 10  
Brett Grosser: sg : 1/58/15-04: #1725281v1

FORSYTH / COCHRANE

**That Council note the updated Three Year Internal Audit Plan.**

*carried*

4. CONTRACTUAL MATTER - EXPRESSION OF INTEREST FOR THE  
PROVISION OF A COUNCIL INFORMATION SYSTEM..... 29  
Clare Bowen: 1/51/48-01: #1722442

LEU / BONNEAU

**That Council is satisfied that it would be in the public interest to invite expressions of interest under section 489 of the Local Government Act 1993 for the provision of a Council Information System before inviting tenders to more efficiently and effectively inform any subsequent invitation to tender process.**

*carried*

5. BUDGETARY MATTER – OUTSTANDING DEBT REPORT..... 43  
Ellie Marafioti: 19/23/1-23: #1721684

COOPER / LESINA

That Council note that it has been updated on the status of the outstanding debt owed to Council as at 30 May 2008.

*carried*

**THE MEETING CLOSED AT 11:41 AM**

**CONFIRMED THIS                      DAY OF                      2008**

.....  
**MAYOR**

.....  
**CHIEF EXECUTIVE OFFICER**