

An **ORDINARY MEETING** of the Douglas Shire Council will be held on **TUESDAY 15 JULY 2014 at 10.00a.m.** at the Council Chambers, 64-66 Front Street, Mossman, and the attendance of each Councillor is requested.

## AGENDA

### **'ACKNOWLEDGEMENT OF COUNTRY'**

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

1. Attendance & Apologies
2. Conflict of Interest/Material Personal Interest
3. Mayoral Minutes
4. Confirmation of Minutes of the following meetings:-
  - Ordinary Council Meeting held on **24 June 2014**
  - Special Council (Budget) Meeting held on **27 June 2014**
5. Agenda Items as Listed
6. Notices of Motion
7. Urgent Business
8. Closed Session Items as Listed
9. Consideration of matter

*s discussed in Closed Session*

### **NEXT ORDINARY MEETING – 5 AUGUST 2014**



**CHIEF EXECUTIVE OFFICER**

# DOUGLAS SHIRE COUNCIL

## ORDINARY MEETING

TUESDAY 15 JULY 2014

10.00 A.M.

### TABLE OF CONTENTS

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#### AGENDA ITEM 5 – AGENDA ITEMS AS LISTED

5.1	PROPOSED TRUSTEE LEASE TO PORT DOUGLAS OUTRIGGER CANOE CLUB .....	3
5.2	FNQROC PROPOSED ECONOMIC DEVELOPMENT RESOURCE AND PERFORMANCE AGREEMENT WITH ADVANCE CAIRNS.....	13
5.3	TOURISM PORT DOUGLAS-DAINTREE RESOURCE & PERFORMANCE AGREEMENT .....	16
5.4	PORT DOUGLAS EVENT MANAGEMENT – RESOURCE & PERFORMANCE AGREEMENT .....	33
5.5	INTERIM FINANCIAL REPORT – PERIOD ENDING 30 JUNE 2014 .....	38
5.6	OPERATIONAL PLAN 2013/2014 + OPERATIONAL PLAN JANUARY 14 TO JUNE 2014.....	42
5.7	COUNCILLOR REMUNERATION GENERAL POLICY .....	57
5.8	REPORT FROM CHIEF EXECUTIVE OFFICER.....	63

#### AGENDA ITEMS 6 – NOTICES OF MOTION

6.1	NOTICE OF MOTION – CR CLARKE: INVITATION TO MINISTER FOR ENVIRONMENT & HERITAGE PROTECTION.....	71
6.2	NOTICE OF MOTION – CR MELCHERT: WATER LEAKAGE RELIEF POLICY .....	72
6.3	NOTICE OF MOTION – CR MELCHERT: MAINTENANCE AND MANAGEMENT MOSSMAN SHOWGROUND PLAYING FIELD.....	73
6.4	NOTICE OF MOTION – CR MELCHERT: MAINTENANCE AND MANAGEMENT OF MOSSMAN SHOWGROUND JOINT-USE CLUB ROOMS.....	74
6.5	NOTICE OF MOTION – CR MELCHERT: PROPOSED INSTALLATION OF GASEOUS CHLORINE WATER SUPPLY DISINFECTION .....	77

<b>COUNCIL ORDINARY MEETING</b>	<b>5.1</b>
<b>15 JULY 2014</b>	

**PROPOSED TRUSTEE LEASE TO PORT DOUGLAS OUTRIGGER CANOE CLUB**

Graham Busby: Property Officer; #424217

Darryl Crees: General Manager Corporate Services

**RECOMMENDATION:**

That Council:

**Repeal the following resolution of 11 March 2014:**

1. gives in principle approval for the issue of a trustee lease to Port Douglas Outrigger Canoe Club Incorporated (Lessee) over an area of about 1600 m<sup>2</sup> of lot 110 on SR606, Solander Avenue, Port Douglas, for the purpose of boat storage, a clubhouse and related community use, subject but not limited to the following terms and conditions:
  - “in-principle” approval being obtained from the Minister of Natural Resources and Mines;
  - for a term of ten (10) years to commence on a date yet to be agreed;
  - rent for the first year of the term to be \$139.96 (including GST) and subject to annual review in accordance with the Brisbane All Groups Consumer Price Index (CPI);
  - lessee to be responsible for all reasonable costs associated with the preparation, execution and registration of the lease;
  - the terms and conditions in Council’s Standard Terms Document for Trustee Leases registered under dealing number 713488911;
  - in accordance with Council’s general policy ‘Managing Tenure over Council Owned or Controlled Property’;
2. delegates authority to the Chief Executive Officer in accordance with Section 257 of the *Local Government Act 2009* to determine and finalise any and all matters associated with the lease, including the provision of an interim Trustee Permit to the Lessee.

**Proceed with the following new resolution:**

1. gives in principle approval for the issue of a trustee lease to Port Douglas Outrigger Canoe Club Incorporated (Lessee) over an area of approximately 1500 m<sup>2</sup> of lot 64 on SR573, Barrier Street, Port Douglas, for the purpose of boat storage, a clubhouse and related community use, subject but not limited to the following terms and conditions:
  - “in-principle” approval being obtained from the Minister of Natural Resources and Mines;
  - for a term of ten (10) years to commence on a date yet to be agreed;
  - rent for the first year of the term to be \$144.35 (including GST) and subject to annual review in accordance with the Brisbane All Groups Consumer Price Index (CPI);
  - lessee to be responsible for all reasonable costs associated with the preparation, execution and registration of the lease;
  - the terms and conditions in Council’s Standard Terms Document for Trustee Leases registered under dealing number 713488911;
  - in accordance with Council’s general policy ‘Managing Tenure over Council Owned or Controlled Property’;
2. delegates authority to the Chief Executive Officer in accordance with Section 257 of the *Local Government Act 2009* to determine and finalise any and all matters associated with the lease, including the provision of an interim Trustee Permit to the Lessee.

**EXECUTIVE SUMMARY:**

Following the outcome of public consultation on the proposed relocation of the Port Douglas Outrigger Canoe Club (“Club”) to Solander Boulevard Port Douglas, submissions were then also sought on an alternate site situated at Barrier Street Port Douglas (Four Mile Park).

In view of the outcome of public consultation undertaken on both the proposed sites, it is recommended that Council repeal its previous decision where it was resolved to provide “in principle” approval for the Club to relocate to Solander Boulevard and proceed with a new resolution to provide “in principle” approval for the club to relocate to Barrier Street (Four Mile Park).

**BACKGROUND:**

The Club currently hold a lease over Reserve land, which is situated adjacent to the Yacht Club off Wharf Street at Port Douglas. This lease is for a term of twenty (20) years and is due to expire on 30 May 2022.

Due to the safety concerns of its club members, brought about by the number of crocodiles now situated in Dickson Inlet and with the volume of traffic coming in and out of the Yacht Club while

trying to move their boats to the nearby launch ramp, the Club is now seeking an alternative site to lease. Once a site can be secured, the Club intends to surrender its current lease and move existing infrastructure from the old site to the new site.

In order to provide a safer boat launch site, at Council's Ordinary Meeting of 11 March 2014, it was resolved to give "in principle" approval for the issue of a trustee lease to the Club over an area of approximately 1600m<sup>2</sup> of part of lot 110 on SR606, Solander Boulevard, Port Douglas.

Following this resolution of Council, concerns were raised amongst residents regarding the lack of community consultation associated with this decision.

As a consequence, Council advertised this proposal for public comment and when submissions closed, a total of 31 objections had been received. Given some of the key concerns raised in the submissions received, it was decided to seek community comment on an alternative site which had previously been deemed unsuitable by Council officers.

This alternate site was part of Lot 64 on SR573, Barrier Street Port Douglas (Four Mile Park). When submissions closed on this alternate site, a total of 8 objections had been received.

### **PROPOSAL:**

Council Officers have now considered all of the submissions received in respect of both the proposed sites, along with the comments which were sought from and then provided by the Club regarding the key concerns raised through this consultation process.

After an exhaustive process of consideration, which included a comparison of all elements pertaining the sites, the general amenity of the area, hours of use, issues raised, club requirements, access, parking and pedestrian safety, it is recommended that Council repeal its resolution of 11 March 2014 regarding the proposed relocation of the Club to Solander Boulevard Port Douglas and now provide its "in principle" approval for the club to relocate to Barrier Street (Four Mile Park).

The basis for this recommendation is as follows:

- The Barrier Street site provides more room for future growth of the club, negating the need to clear vegetation which may have been required at the Solander Boulevard site. No vegetation will be cleared at the Barrier Street site;
- Further space for parking of vehicles exists at the Barrier Street site. Overflow of parking associated with the Club's annual regatta can be better catered for along Barrier Street, which is much wider than Solander Boulevard;
- Beach access for the launching of canoes at the Barrier Street site is more practical and direct, rather than having to traverse around and through the leased area of the Sailing Club at Solander Boulevard;
- The Barrier Street site offers the most sheltered water point of entry along Four Mile Beach; and
- The position of existing vegetation at Barrier Street is better able to screen the building structures which are proposed to be erected by the Club.

While the proposed lease for the Barrier Street site is under consideration by the Department of Natural Resources and Mines (DNRM), it is proposed to offer security of tenure to the Port Douglas Outrigger Canoe Club by way of a twelve (12) month Trustee Permit. Depending upon the time required to receive Ministerial approval for this new lease, further Trustee Permits may need to be issued by Council.

**CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE:**

This report complies with Council's general policy 'Managing Tenure over Council Owned and Controlled Property'.

This report has been prepared in accordance with:

- Corporate Plan – Goal 1.1.5 – “*Support local non-profit community, sporting and cultural organisations to build their capacity*”.
- Corporate Plan – Goal 1.3.4 – “*Provide and enhance community facilities and opportunities that cater for the arts, recreational and cultural pursuits*”.

**COUNCIL'S ROLE:**

Council can play a number of different roles in certain circumstances and it is important to be clear about which role is appropriate for a specific purpose or circumstance. The implementation of actions will be a collective effort and Council's involvement will vary from information only through to full responsibility for delivery.

**FINANCIAL/RESOURCE IMPLICATIONS:**

Loss of lease rental income (\$144.35) to Council from the surrendered lease would be compensated by way of a similar amount of rent for the proposed new site.

**RISK MANAGEMENT IMPLICATIONS:**

The proposed lease site provides the Port Douglas Outrigger Canoe Club a safer site to from which to launch its boats.

**INTERNAL/EXTERNAL CONSULTATION:**

Council has undertaken public consultation in respect to each of the two (2) proposed sites.

In order to progress the proposed new Trustee Lease with DNRM, Council Officers will need to prepare a Land Management Plan for the use of this Reserve land. This Land Management Plan will be advertised for public consultation.

**ATTACHMENTS:**

- Attachment 1 – Letter from Port Douglas Outrigger Canoe Club dated 8/05/2014 - #424174  
Attachment 2 – Aerial photograph of proposed lease area at Barrier Street - #424223

## Attachment 1



**Port Douglas Outrigger Canoe Club Inc.**  
P.O. Box 42, Port Douglas, Qld, 4877

ABN: 779 721 31640

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ATTEN: Darryl Crees  
General Manager of Corporate Services  
DOUGLAS SHIRE COUNCIL  
FRONT STREET  
MOSSMAN QLD 4873  
[darryl.crees@douglas.qld.gov.au](mailto:darryl.crees@douglas.qld.gov.au)

8<sup>th</sup> May 2014

**RE: PDOCC PROPOSAL to Relocate to FOURMILE with BEACH ACCESS**

Dear Darryl,

After consultation with the Mayor, Councilors and staff of the Douglas Shire Council on 1<sup>st</sup> May at the PCOCC Club House and then the proposed Fourmile site, we would like to formally put in a proposal to forgo our current Lease and ask for at least a 10 - 20 year Lease on the Fourmile Recreational Council land with beach access. Obviously, this is a proposal for a "long term lease" at this location, however we still need to get Council approval **urgently** for a temporary lease.

We received a unanimous vote and approval verbally by most of the Council for this to go ahead back in February, yet we are still launching from our existing site. The publicity of our clubs predicament, which gathered much local support, is now having an adverse effect on our clubs growth. The delay appears to be because of complaints from a few residents in Solander, which we haven't been able to formally respond to! Could we please get a copy of the concerns and complaints from the residents? We would only be too happy to give a written response and hopefully speed the process up.

We realise that it will take at least 12 months before approval of the long-term lease however we urgently impress the need for a temporary operating location and put forward that we need a temporary lease for the next 12 months and ask approval of the following:

1. Relocate our OC1/OC2 racks and canoes to the Fourmile site - the proposed short term site is marked on the attached sketch.
2. Relocate 2 x OC6 canoes on trolleys to the Fourmile site - they would be parked in the area marked "existing vegetation" and be least obtrusive.
3. If there were no short-term approval to install a "secure structure" around the OC1/2's - (preferably a lockable shed), we would need to be able to install a small garden shed (no slab) to lock our paddles and lifejackets in - refer sketch

**There are four main safety concerns at the current club site:**

- The increasing number of large croc's in the Inlet and no eradication program to deal with this.
- The habitual paddling habits of club nights and methods of entry are contrary to all advice given of how to behave when near Croc inhabited waters.
- The boat ramp dinghy congestion often means added time at the water's edge to shift craft and allow canoe entry.
- Because we are at least 1km up the Inlet we have to deal with mud and slime rendering the boat ramp surface treacherous.

There is also the matter of traffic entering the yacht club, members are considerate but with the increased Tourism and our Wednesday Club night coinciding with the Yacht Clubs Sailing night we cause an unfortunate traffic hazard especially on returning to the Club Pavilion at dusk or dark.

Another major concern is for our club's growth. In past years many locals have told us that they would love to try our sport and join the club but don't because of where we launch our canoes. They will not go near the Inlet because of the crocs! This has been a very frustrating problem indeed for the sport's growth in our Shire.

For training and safety reasons canoe access needs to be from the most sheltered water point of entry and of the three sites offered by Council the Fourmile site is the most sheltered part of Port Douglas' beach.

There is adequate room to re-locate our Pavilion and considering its nautical theme would be in harmony with its beach surrounds. It allows minimal visual obstruction of the foreshore due to its open design. Existing screening and mature vegetation would offer both privacy and sound absorption to the sites closest neighbors.

The position of the oc6 pavilion on the sketch allows space to still maneuver the 14.5m long canoes. This will need to house 5 club oc6 canoes by the end of the year. Each new oc6 is worth upward of \$25k and our present heavier training canoes would cost \$20k a piece to replace. A total of \$135k plus worth of equipment which has been worked hard for by the PDOCC members in fundraising efforts and grant applications.

This is an additional reason for alternative storage to be created to house the smaller canoes and storage of other club equipment presently taking up valuable oc6 parking. The future acquisition of further oc6 canoes has been considered and we would implement a racking or stacking system when the time arises. Therefore the club would not be seeking to increase its storage oc6 footprint at this site.

The Toilet amenities are close enough to not need our own, however we do require running water to wash down our canoes and equipment at the proposed site and have made note of an existing tap close to the entry of this bollarded area which would facilitate running a metered line from. Power will also be needed at both the Pavilion and the Shed.

**Attached is a sketch of PDOCC'S preferred permanent site at Fourmile.**

When looking at the sketch please note that we are only asking for the long term lease of the building footprints of the land immediately surrounding the 'OC6 pavilion and the OC1/OC2' secure storage area and be able to park our club trailers at the site marked on the sketch. We also will need to maintain clear access to the beach as indicated which is easily done and can remain a public thorough-fair. This allows the rest of the surrounding parkland and recreation land to be utilized by the public as well as us. However, if the governing body's (NRM) will not allow us this first option, we will ask for approx 1500m<sup>2</sup> encompassing the proposed pavilion and storage shed area.

We are aware that this is a public recreational area and would like to feel integrated into it rather than alienating the community from it.

We would also like to maintain and assist the Council's efforts to deter vehicle access as was explained regarding the reason behind the installation of the timber bollards. We would suggest a keyed padlock on the existing gate and if required on a chain to prevent vehicle access to the beach.

What we would like to do if granted this Lease:

#### OC6 pavilion

1. Lay a slab down 15m X 15m
2. Move the Club sail structure to site - (marked OC6 pavilion on sketch)

#### OC1/OC2 secure storage

Please see attached sketch of the Sheds internal layout provided and justification for its intended size and use.

This would be our preferred choice to have a lockable shed erected 10m x 12m and we would provide additional side screening to blend in with area.

The second option would be to move our existing oc1/oc2 racks to the "proposed short term" site on the sketch and erect a timber posted and corrugated structure with strip footings. An open and exposed structure with no security from the public. It is stressed that the smaller club oc1/oc2 canoes are more vulnerable, not only in their construction but they are easily transported via roof rack and could arouse unwanted attention.

Our current position has the advantage of some security vigilance from the yacht club members.

This was something that had been considered with the Solander site as the club felt that the need for security in this area would not require a permanent structure for temporary usage as there are care takers onsite.

Therefore it will be essential to provide adequate, secure storage for insurance reasons, temporary or permanently against the prevention of any unauthorized usage that may result in misadventure, damage or theft by others.

**The site positioning of the new pavilion and secure storage has taken into account:**

- The room needed to maneuver oc6 canoes – 14.5 meters long
- Accessibility to the oc6 pavilion to allow loading for transport.
- The size of the oc1/oc2 storage shed needed is a minimum of 10m x 12m to house racks, paddles, life jackets, rigging and safety equipment. In addition other club items such as marquees, trestles etc.
- To allow easy access for loading onto oc1/2 trailer.
- To allow safe handling and passage for single paddlers carrying canoes to the beach.
- To allow ample club parking and future Regatta usage by utilizing the existing public car parking outside the perimeter of the proposed new site.
- A shed housing all smaller club equipment in one area prevents it spreading in an unsightly manner through the reserve.
- Complete cover over the oc1/oc2 canoes maximizes protection to equipment from the damaging beach elements.
- The club trailers will be permanently parked in a tidy parked manner, within the allocated area of the land surrounding the proposed pavilion site and storage shed.

The beach access on the sketch is wide enough between all existing vegetation. There is a large rock placed by Council to obstruct Vehicle access which needs to be shifted otherwise the track is clear of all obstruction and tidal effects.

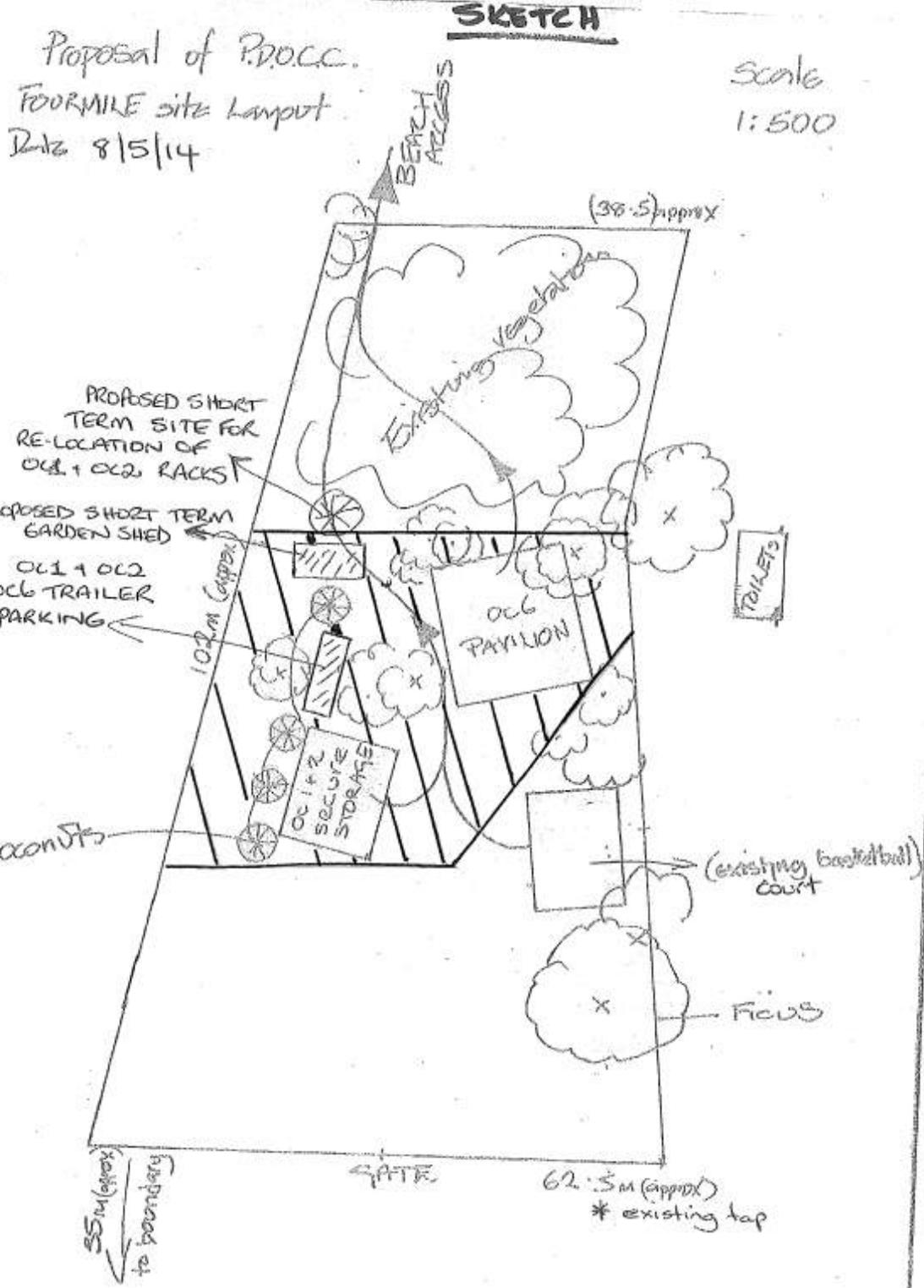
We would also like to reaffirm that we have two club nights Monday and Wednesday commencing at 5pm and finishing on dark, which are about paddling, we organize ourselves quickly and efficiency to get on the water as it maximizes our training and paddling time. We are not a Footy club with floodlights and would like residents to take on board that our club time is out on the water not at the storage facilities. We do train at other times but this is individual or single team training (6 Paddlers).

Thank you for your time and consideration of this matter.

Regards

Danielle Bellero

Secretary on behalf of the PORT DOUGLAS OUTRIGGER CANOE CLUB



### Barrier Street, Port Douglas (Four Mile Park)



©2014 Douglas Shire Council (DSC). Based on or contains data provided by DSC and the State of Queensland Department of Natural Resources & Mines (NRMM) [2014]. In consideration of these agencies permitting use of the data you acknowledge and agree that these agencies give no warranty in relation to the data (including accuracy, reliability, completeness, currency or suitability) and accept no liability (including without limitation, liability in negligence) for any loss, damage or costs (including consequential damage) relating to any use of the data. Data must not be used for direct marketing or be used in breach of the privacy laws.

Scale  
1cm = (?? m or km) at A4  
Map Grid of Australia  
Zone 55 (GDA94)



<b>COUNCIL ORDINARY MEETING</b> <b>15 JULY 2014</b>	<b>5.2</b>
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**FNQ REGIONAL ORGANISATION OF COUNCILS – PROPOSED ECONOMIC DEVELOPMENT RESOURCE AND PERFORMANCE AGREEMENT WITH ADVANCE CAIRNS**

Kerrie Hawkes: Executive Officer #424092

Linda Cardew: Chief Executive Officer

**RECOMMENDATION:**

That Council:

1. Resolve that, as a new Council with a focus on the consolidation of its activities over its first full year of business, the request by FNQ Regional Organisation of Councils for funding of \$25,000 for Advance Cairns Limited to provide regional economic development advocacy and assistance be declined.
2. Note that during the 2014/2015 financial year, Council will be undertaking a diverse range of economic advocacy and economic development activities as adopted in its Operational Plan and funded by the adopted 2014/2015 Budget.
3. Monitor the success of Council's economic development activities over the next 12 months, and then again consider the opportunity to enter into a further Agreement with Advance Cairns in the future.

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**EXECUTIVE SUMMARY:**

FNQROC has requested \$25,000 for the 2014 - 2015 financial year for the purpose of entering into an Agreement with Advance Cairns Limited (Advance Cairns) for the provision of economic development advocacy and assistance that is regionally beneficial.

This report proposes Council take 2014 – 2015 to establish its policy and administrative priorities, and its regional and broader networks.. This will also allow Council to clearly define its role in economic development and the future direction of the region.

This decision can be reviewed in future should it be considered that Douglas' inclusion in the regional approach of Advance Cairns is required.

**BACKGROUND:**

There is a current agreement between FNQROC and Advance Cairns regarding the economic development services and assistance Advance Cairns provides. This current Agreement includes Cassowary Coast Regional Council (CCRC), Tablelands Regional Council (TRC) and Cook Shire Council (CSC). In the 2013/14 year, each Council contributed annual funding to FNQROC which in turn contracts Advance Cairns for the delivery of specific services and projects. Cairns Regional Council (CRC) has an independent agreement with Advance Cairns.

Under de-amalgamation arrangements Douglas Shire Council has been included in this agreement for the six months to 30 June 2014, as has Mareeba Shire Council.

**PROPOSAL:**

While there would appear to be benefits to funding Advance Cairns for a regionally collaborative approach to economic development, staff believe this first full year of Council should be taken to establish its policy and administrative priorities, and its regional and broader networks.

Officers have commenced building relationships with Economic Development Officers from the Councils that share the boundaries with the Douglas Shire Council Local Government Area. These relationships will see a collaborative approach to cross boundary events, initiatives and opportunities. Douglas Shire Council is also represented on FNQROC.

A significant number of initiatives have been identified to take place during the 2014 – 2015 financial year that will promote economic development within the Douglas region. These are, including but not limited to, investment opportunities, providing resource information and tools to the business sector, maintaining or creating employment opportunities.

Opportunity for advocacy to State and Federal Governments can be achieved through the proactive approaches of the Mayor and Councillors.

Taking the first full financial year of Council's operations to review and evaluate our practices and economic development initiatives, while also taking the opportunity to view the structure and performance of Advance Cairns and the possible benefits or achievements to the region throughout the year, is an efficient use of Council resources.

This report is proposing that Council not enter into the Agreement at this time and reserve the right to review this decision prior to the 2015 - 2016 financial year.

**CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE:**

Douglas Shire Council Corporate Plan 2014 – 2019

- Celebrating Our Communities
- Building a Sustainable Economic Base
- Improving Environmental Performance
- Engaging, Planning, Partnering
- Ensuring Excellence in Governance

Douglas Shire Council Operational Plan January 2014 – June 2014

**FINANCIAL/RESOURCE IMPLICATIONS:**

Funding has not been allocated in the 2014 – 2015 budget for this Agreement. Funding this Agreement would also impact upon staffing resources due to monitoring the performance and provision of information to Advance Cairns.

**RISK MANAGEMENT IMPLICATIONS:**

No risks have been identified as entering into this Agreement can be reviewed for the 2015 – 2016 financial year.

**INTERNAL/EXTERNAL CONSULTATION:**

External

Consultation has taken place with an officer from Advance Cairns and the Economic Development Officers from Cook Shire Council, Mareeba Shire Council, Tablelands Regional Council and Cassowary Coast Regional Council.

Internal

Consultation regarding the funding request took place at a Councillor workshop on Tuesday 7 July 2014 And with the General Manager of Corporate Services, General Manager Operations, the CEO unit and the Chief Executive Officer.

<b>COUNCIL ORDINARY MEETING</b>	<b>5.3</b>
<b>15 JULY 2014</b>	

**TOURISM PORT DOUGLAS DAINTREE – RESOURCE AND PERFORMANCE AGREEMENT**

Kerrie Hawkes: Executive Officer: #424251

Linda Cardew: Chief Executive Officer

**RECOMMENDATION:**

That Council:

1. resolve to support Tourism Port Douglas Daintree with funding of \$430,000 (ex GST) per year for a term of three (3) years with a Resource and Performance Agreement dated 1 July 2014 to 30 June 2017;
2. resolve that the Mayor represent Douglas Shire Council on the Tourism Port Douglas Daintree Board of Directors in recognition of the significance of tourism and destination marketing of the region and the influences on economic growth;
3. delegate authority to the Mayor and Chief Executive Officer in accordance with the *Local Government Act 2009* to finalise any minor amendments in relation to the execution of the Resource and Performance Agreement.

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**EXECUTIVE SUMMARY:**

Council has an existing Resource and Performance Agreement with Tourism Port Douglas Daintree (TPDD) for the purpose of developing the regional economy through the marketing of Douglas as a destination to the local, domestic and international markets.

Council is currently represented on the Board of Directors by the Mayor.

**BACKGROUND:**

Council has provided funding to TPDD, formerly operating as Port Douglas Daintree Tourism, since 2006 with the former Douglas Shire Council. This funding comprised the Area Promotion Levy and general rates.

Upon amalgamation with Cairns Regional Council, the Area Promotion Levy was no longer applied and funding was sourced from general rates. TPDD and Cairns Regional Council entered into a Resource and Performance Agreement from 1 July 2009 to 30 June 2013 for an annual amount of \$430,000 paid in two stages to TPDD for the provision of destination marketing.

TPDD also received two additional grants from Cairns Regional Council of \$40,000 for the Discover Paradise campaign and \$10,000 for Social Media and website marketing campaign.

Council staff have worked with the new Executive Officer of TPDD to identify opportunities for improvement to the reporting requirements of the Agreement. Key Performance Indicators (KPIs) have also been implemented following negotiation with between Council and TPDD officers.

**PROPOSAL:**

The proposed Agreement contains all terms and conditions applicable in the adopted standard Agreement. However, due to the scale of TPDD’s obligations and the level of funding involved, there are extensive reporting requirements that are not contained in the standard Agreement. For this reason, the complete TPDD Agreement is attached to this report.

Council officers are proposing that the Agreement be for a three year term to offer TPDD funding security, subject to an annual review to confirm TPDD’s satisfactory completion of the Agreement terms and KPIs. The Agreement is also to be reviewed annually by Council in conjunction with TPDD, to ensure the Agreement meets the objectives of both organisations.

**CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE:**

Douglas Shire Council Draft Corporate Plan 2014 2019

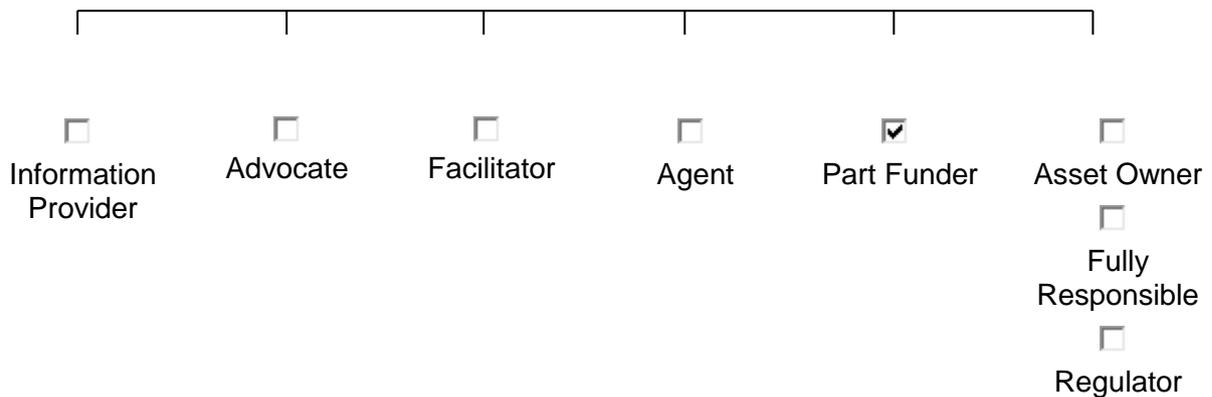
- Celebrating our Communities
- Building a Sustainable Economic Base
- Planning, Partnering, Engaging

Douglas Shire Council Operational Plan January 2014 – June 2014

**COUNCIL’S ROLE:**

Council can play a number of different roles in certain circumstances and it is important to be clear about which role is appropriate for a specific purpose or circumstance. The implementation of actions will be a collective effort and Council’s involvement will vary from information only through to full responsibility for delivery.

The following areas outline where Council has a clear responsibility to act:



**Part Funder:**            Sharing the cost of a program or activity with other organisations.

**FINANCIAL/RESOURCE IMPLICATIONS:**

The funding for this Agreement has been allocated in the 2014 -2015 budget.

**RISK MANAGEMENT IMPLICATIONS:**

Clear terms, conditions and reporting requirements will mitigate the inappropriate use of public funds. Quarterly reports and an annual review ensure the objectives of Council will be met.

**INTERNAL/EXTERNAL CONSULTATION:**

External

The Agreement and KPIs have been developed in conjunction with the Executive Officer of TPDD.

Internal

Consultation has taken place with Councillors at a workshop Tuesday 7 July. Consultation has also taken place with the CEO Unit, General Manager of Operations, General Manager of Corporate Services and the Chief Executive Officer.

**ATTACHMENTS:**

Tourism Port Douglas Daintree Resource and Performance Agreement 2014 – 2017 (#422498)



## **Resource & Performance Funding Agreement**

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**Douglas Shire Council**

("Council")

**and**

**Tourism Port Douglas Daintree Limited**

("Recipient ")

**For the period**

**1 July 2014 to 30 June 2017**

## Dated

June 2014

## Parties

<b>Douglas Shire Council</b> PO Box 723 Mossman QLD 4873 <b>ABN 71 241 237 800</b>	<b>("Council")</b>
<b>Tourism Port Douglas Daintree</b> PO Box 511 Port Douglas QLD 4877 <b>ACN 121 516 916</b>	<b>("Recipient")</b>

## Background

- A. The Parties intend to work together to facilitate sustainable economic growth in the tourism sector of the Douglas Shire Council region.
- B. The Parties intend to carry out their obligations in accordance with the terms of this Agreement.

## The Parties Agree:

### 1. SPECIFIC INFORMATION

ITEM NO.	DATA	DETAILS
Item 1	<b>Recipient:</b>	Tourism Port Douglas Daintree
	<b>Address for Notices:</b>	PO Box 511 Port Douglas QLD 4877
	<b>Email:</b>	eo@tpdd.com.au
	<b>Telephone:</b>	07 4099 4588
Item 2	<b>Commencement Date:</b>	01/07/2014
	<b>Expiry Date:</b>	30/06/2015
Item 3	<b>Funding:</b>	\$430,000.00 (ex GST) cash payment

Item 4	Description of how the funding will be used by the Recipient:	The purpose of the funding is to:	Key Performance Indicators or Required Outcomes:
		<p>a. achieve continued economic growth in the Douglas region through marketing Douglas as a destination to the local, domestic and international markets;</p>	<p>Engage with both domestic and international trade with the assistance of partners to achieve increased sales through traditional distribution channels.</p> <ul style="list-style-type: none"> <li>• Quarterly industry newsletter</li> <li>• Develop a trade portal on the TPDD website</li> <li>• Answer incoming enquiries from trade</li> <li>• Provide information packs and access to images to increase regional content for media and trade</li> </ul> <p>Engage with both domestic and international media with the assistance of partners to achieve increased media exposure</p> <ul style="list-style-type: none"> <li>• Conduct 2 media full hosted media famils annually</li> <li>• Achieve 5 destination focused editorials annually</li> <li>• Produce and distribute 10 media releases annually</li> </ul> <p>Support cruise ship visits</p> <ul style="list-style-type: none"> <li>• TPDD to actively meet all cruise ship arrivals</li> </ul> <p>Increase website visitation through unique visits</p> <ul style="list-style-type: none"> <li>• 5% Growth in Unique visitors</li> </ul> <p>Increase in the social media presence of Tourism Port Douglas Daintree across Facebook and Instagram 5 % Growth in followers and engagement</p>

		<p>b. increase visitor numbers, source markets, identify preferences and trends, and increase yields to maximise benefit to the region;</p>	<p>Work with the marketing committee in consultation with operators and TTNQ to develop an annual destination marketing plan that identifies source markets and opportunities to increase yield</p> <ul style="list-style-type: none"> <li>• Marketing plan</li> </ul> <p>Undertake Douglas region research to identify source markets, preferences and travel trends.</p> <p>Leveraging off TA, TEQ and TTNQ marketing campaigns for the benefit of the Douglas region</p> <p>Support and administer the Port Douglas Incentives and Port Douglas Wedding Professionals Advisory Groups</p> <ul style="list-style-type: none"> <li>• Foster development of group marketing activities</li> <li>• Increase website visitation for <a href="http://www.portdouglasincentives.com.au">www.portdouglasincentives.com.au</a> by 5%</li> </ul> <p>Increase website visitation for <a href="http://www.weddingsportdouglas.com.au">www.weddingsportdouglas.com.au</a> by 5%</p>
		<p>c. encourage and facilitate longer term and strategic tourism development planning for the region;</p>	<p>Engage with private enterprise, TTNQ, TEQ, QTIC and the Chamber in respect to tourism development planning for the Douglas region.</p> <p>Respond to enquiries within one week</p>

		<p>d. promote key tourism development initiatives for the Douglas region;</p>	<p>Develop integrated marketing plan with relevant RTO for domestic, international and business events as required.</p> <ul style="list-style-type: none"> <li>• TPDD to attend all RTO meetings and STO meetings held in region</li> </ul> <p>Support DSC regional development projects through consultation and the provision of tourism information.</p> <ul style="list-style-type: none"> <li>• Meet as required</li> </ul> <p>Work with the Daintree Marketing Co-operative to align marketing activities and to support tourism initiatives in the Daintree region.</p> <p>In conjunction with TTNQ, develop and implement a Drive Strategy to encourage regional dispersal.</p> <p>Assist the Douglas Shire Council, TTNQ and TEQ to secure events for the region.</p> <ul style="list-style-type: none"> <li>• Work with key events to promote the region and attract increased visitation.</li> </ul> <p>Assist Council with the promotion of key events that to attract increased visitation and a platform to promote the region.</p>
		<p>e. engage key tourism organisations and business leaders to facilitate short, medium and long term planning;</p>	<p>Engage with private enterprise, TTNQ, TEQ, QTIC and the Chamber in respect to tourism planning for the Douglas region.</p> <ul style="list-style-type: none"> <li>• Meet as required</li> </ul> <p>Foster a positive relationship with the Chamber of Commerce.</p> <ul style="list-style-type: none"> <li>• Quarterly meeting with the Chamber executive</li> <li>• Present Business Plan and Marketing Plan to Chamber board – July</li> </ul> <p>Support the Douglas Chamber of Commerce to identify and communicate training needs for the tourism industry</p> <ul style="list-style-type: none"> <li>• Meet with QTIC to discuss training needs and opportunities for the Douglas region</li> </ul> <p>Work with the Chamber to communicate training opportunities to TPDD members</p>

		<p>f. manage the key issues and opportunities facing the tourism industry in the region;</p>	<p>Engage with local industry, TTNQ, TEQ, QTIC and the Chamber in respect to issues and opportunities facing the tourism industry.</p> <p>Representation at state and federal government meetings affecting the tourism industry.</p> <p>Represent the Douglas region with TEQ, QTIC and ATEC in regards to issues facing tourism in the region.</p>
		<p>g. present a single, co-ordinated voice to all levels of government and relevant members of the tourism industry in relation to tourism in the Douglas region.</p>	<p>Membership - Increase in member mix and representation with introduction of new membership structure</p> <ul style="list-style-type: none"> <li>• Implement a revised membership structure capable of increasing membership and revenue to support year on year growth.</li> </ul> <p>Present a leadership position on tourism issues for the region in the media and with tourism organisations such as QTIC and TEQ. TPDD Executive Officer to provide a unified position on tourism to media outlets and tourism organisations for TPDD</p>

## 2. DEFINITIONS AND INTERPRETATIONS

**“Agreement”** means this Funding Agreement.

**“Annual Report”** means the TPDD Annual Report.

**“Board of Directors”** means the Board of Directors of TPDD.

**“Commencement Date”** means period commencing 1 July 2014

**“Council Logo”** means the current graphic representation/symbol of Douglas Shire Council

**“Council Representative”** means the person nominated by Council under clause 7 to represent Council on the Board of Directors.

**“DMC”** means Daintree Marketing Cooperative

**“Expiry Date”** means ceasing on 30 June 2015

**“Force Majeure”** means an act, omission or circumstance over which Council could not reasonably have exercised control, including without limitation, cyclone, employee strike, terrorist incident, floods and the like

**“Funding”** means the funding to be provided by Council in accordance with clause 5 and 6 of the Agreement.

**“Marketing”** means any one or more of the activities identified in the annual marketing plan referred to in clause 5.2.2.2.

**“Specific Information”** means the Information table in clause 1 of this Agreement;

**“Term”** means the period commencing 1 July 2014 and ceasing on 30 June 2015.

**“TEQ”** means Tourism and Events Queensland.

**“TTNQ”** means Tourism Tropical North Queensland.

**“Written”** or **“in writing”** includes but is not limited to, hand written and typed and includes documents or correspondence transmitted by mail, facsimile or email.

## 3. AGREEMENT

- 3.1 The Agreement will remain in full force and effect for the Term, unless the parties otherwise agree in writing.
- 3.2 The Agreement may not be varied other than by written agreement between the parties expressly stating that the terms of this Agreement are varied.
- 3.3 Any waiver or relaxation by Council partly or wholly of any provision of this Agreement is valid only if in writing and signed by Council. Any such waiver or relaxation is restricted to its written terms and unless expressly stated otherwise applies to that particular occasion only, is not continuing and does not constitute a waiver or relaxation of any other provision.

#### 4. RELATIONSHIP OF PARTIES

Unless otherwise stated:

- (a) nothing in this Agreement creates a joint venture, partnership, or the relationship of principal and agent, or employee and employer between the parties; and
- (b) no party has the authority to bind any other party by any representation, declaration or admission, or to make any contract or commitment on behalf of any other party or to pledge any other party's credit.

#### 5. OBLIGATIONS OF THE PARTIES

##### 5.1 Council's obligations

- 5.1.1 Council will provide the Funding in accordance with clause 6 of this Agreement and will otherwise comply with the terms of this Agreement;

##### 5.2 TPDD's obligations

- 5.2.1 TPDD will use its best endeavours to facilitate sustainable growth of tourism in the Douglas region;

- 5.2.2 TPDD must prepare a;

- 5.2.2.1 business plan;
- 5.2.2.2 marketing plan; and
- 5.2.2.3 budget

which comply with TPDD's obligations under this Agreement. TPDD will comply with all reasonable requests and directions of Council in preparing these documents;

- 5.2.3 TPDD will initially provide Council with a copy of the documents referred to in clause 5.2.2, within 1 month of the date of this Agreement. TPDD will provide copies of the documents referred to in clause 5.2.2.2 and 5.2.2.3 for each year of the Term, no later than 30 September of each year of the Term;

- 5.2.4 TPDD will comply with all relevant laws, notices, orders, local laws, regulations, requirements or requisitions of any government department or agency and will give all notices and pay all fees, levies and taxes payable under or in connection with this Agreement.

- 5.2.5 TPDD will effect and maintain the following insurances:

- 5.2.5.1 Public liability insurance for no less than \$20 million per claim; and
- 5.2.5.2 Such other insurance as may be required by Council acting reasonably, including but not limited to insurance for the replacement costs of the tangible assets of TPDD.

- 5.2.6 TPDD will ensure its Board of Directors has the requisite skills and abilities to comply with its obligations under TPDD's Constitution and the terms of this Agreement;

- 5.2.7 TPDD will provide Council with a quarterly report in a form satisfactory to Council, detailing the financial status and dealings of TPDD and the major initiatives undertaken in the previous quarter and with sufficient information to enable full and proper assessment of TPDD's financial capacity and liquidity. This report will, at a minimum, contain the following information;

- 5.2.7.1 Latest financial statements (including trading account, profit and loss statement, balance sheet, statement of cash flows, signed director's report and notes to the accounts) and details of any material changes since the last financial statements;
- 5.2.7.2 Any actual or threatened legal proceedings, details of any contract defaults and any present or pending claims under any Professional Indemnity policy;
- 5.2.7.3 Any assignment of any assets and any fixed and / or floating charges over TPDD's assets.
- 5.2.8 TPDD will provide Council with a copy of its Annual Report within two (2) months of the Board of Directors adopting the audited financial statements. TPDD will, within a reasonable time after a request by Council to do so, provide a formal briefing to Council on its Annual Report, or any other matters arising out of or in connection with this Agreement;
- 5.2.9 TPDD will, within 21 days (or such longer period as may be agreed between the parties) of receipt of a written request by Council provide to Council a detailed advice on any matters arising out of or in connection with this Agreement, which Council considers to be relevant to Council policy, planning and strategy.
- 5.2.10 TPDD will collaborate and work in conjunction with TTNQ, TEQ and DMC to ensure that the activities of each organisation are consistent and complimentary and are carried out with a minimum of duplication. In particular, TPDD will consider the marketing plans and aims of DMC in formulating its marketing plan;
- 5.2.11 TPDD will develop new or upgraded brand and image identifiers consistent with the regional branding of TTNQ, using the special characteristics of the Douglas region;
- 5.2.12 TPDD will, in acknowledgement of Council's compliance with this Agreement:
  - 5.2.12.1 Include Douglas Shire Council's logo on all material produced by TPDD, including but not limited to its website and major publications, which is in whole or part paid for out of the Funding;
  - 5.2.12.2 Invite Douglas Shire Councillors (and where appropriate, staff) to all appropriate functions or events in which TPDD is involved;
  - 5.2.12.3 Publicly acknowledge Douglas Shire Council support in all relevant press releases and public speeches;
  - 5.2.12.4 Refrain from entering into any sponsorship or other arrangement which precludes TPDD from complying with this clause 5.2.11 unless Council has expressly waived compliance with the clause in writing.

## 6. FUNDING AND EXPENDITURE

- 6.1 Council will pay to TPDD, at the times and in the manner stated in clause 6.2, the following amounts ("the Funding"):
  - 6.1.1 For the 2014/2015 financial year, an amount of **\$430,000.00** ex GST.
- 6.2 The relevant Funding will be provided in two equal instalments as follows:
  - 6.2.1 the first payment to be made no earlier than 1 July of the relevant financial year and no later than 14 days after a valid tax invoice for the payment is received by Council; and

- 6.2.2 the second payment to be made no earlier than 1 January of the relevant financial year and no later than 14 days after a valid tax invoice for the payment is received by Council.

In this clause "valid tax invoice" means a tax invoice which complies with all requirements of relevant law and which is issued, in relation to the first payment, no earlier than 1 July in the relevant financial year and in relation to the second payment, no earlier than 1 January in the relevant financial year.

- 6.3 Council may, in its absolute discretion, agree to provide additional funding for specific TPDD initiatives upon written request from the Board of Directors, or otherwise as determined by Council. Such funding will be provided at the times and in the manner determined by Council in its absolute discretion. For the purposes of this Agreement, any additional funding approved and paid by Council will form part of the Funding.
- 6.4 The Funding must be deposited into a bank account nominated by TPDD and agreed to by Council.
- 6.5 The Funding must be used only for the purposes stated in clause 1 item 4 and for related administrative purposes. Unless otherwise authorised in writing, the Funding must be allocated as follows:
- |       |  |     |
|-------|--|-----|
| 6.5.1 | Marketing  | 76% |
| 6.5.2 | Other activities (including research, strategic planning and management) | 24% |

## **7. REPRESENTATION BY THE MAYOR**

- 7.1 The Mayor will represent Douglas Shire Council on the Board of Directors. TPDD must, within 28 days of signing this Agreement, appoint the Mayor to the Board of Directors. The Mayor will have powers equivalent to any other member of the Board of Directors, other than the Chairman of the Board.

## **8. DEFAULT AND DISPUTE RESOLUTION**

### **8.1 TPDD Default**

- 8.1.1 TPDD is in default under this Agreement if it:

- 8.1.1.1 Breaches, or threatens to breach any of its obligations under this Agreement;
- 8.1.1.2 Fails to comply with any direction or request of Council under this Agreement; or
- 8.1.1.3 Becomes, threatens or resolves to become or is in jeopardy of becoming subject to any form of insolvency administration.

### **8.2 Council Default**

- 8.2.1 Council is in default under this Agreement if it:

- 8.2.1.1 Breaches any of its obligations under this Agreement (including failing to provide the Funding in the amounts and at the times provided in this Agreement); or
- 8.2.1.2 Unreasonably withholds consent, or makes an unreasonable request or issues an unreasonable direction where its consent, direction or request is allowed or required under this Agreement.

- 8.3 If either party (“the defaulting party”) commits a default under this Agreement, then the other party may issue a Notice of Default to the defaulting party. The defaulting party will have 14 days to remedy any default, or satisfy the other party that it has taken reasonable steps to do so.
- 8.4 If the default is not remedied, or the other party is not satisfied in accordance with clause 8.3, then, within 7 days after the expiry of the time referred to in clause 8.3, the parties shall confer at least once to resolve the dispute or to agree on methods of doing so. At every such conference each party shall be represented by the Chief Executive Officer or equivalent person having authority to agree to such resolution or methods. All aspects of every such conference except the fact of occurrence shall be privileged.
- 8.5 If the dispute has not been resolved within 14 days of service of the notice of dispute, that dispute shall be and is hereby referred to mediation.
- 8.6 The Parties shall within 14 days of the matter being referred to mediation agree on the appointment of a Mediator, or failing agreement, a Mediator shall be appointed by the President for the time being of the Queensland Law Society. The Parties agree to tender mediation as soon as reasonably possible.
- 8.7 If the matter is not resolved within twenty – eight (28) days of the matter being referred to mediation, or such extended time as agreed between the Parties, then:
- 8.7.1 If the defaulting party is TPDD;
- 8.7.1.1 Council may immediately and without further notice suspend payment of any outstanding amounts to TPDD;
- 8.7.1.2 To the extent allowed by law, TPDD must immediately, cease spending the Funding; and /or
- 8.7.1.3 Council may terminate this Agreement, in which case TPDD must, without limiting Council’s rights at law or under this Agreement and to the extent allowed at law, immediately repay any unexpended Funding to Council.
- 8.7.2 If the defaulting party is Council;
- 8.7.2.1 TPDD may immediately suspend the carrying out of its obligations but only to the extent that the breach of the Agreement by Council precludes it from carrying out such obligations; and /or
- 8.7.2.2 TPDD may terminate this Agreement in which case TPDD must, to the extent allowable at law immediately cease expenditure of any unexpended Funding and must immediately on request by Council repay any unexpended Funding to Council.

## **9. TERMINATION FOR CONVENIENCE**

- 9.1 Notwithstanding any other provision of this Agreement, Council may terminate this Agreement at any time, for any reason in its absolute discretion, on the giving of 60 days written notice (“the Notice Period”) to TPDD.
- 9.2 If Council terminates under the above clause, then subject to clause 9.3, TPDD must:
- 9.2.1 Immediately upon receipt of the written notice under clause 9.1, cease expenditure of any Funding; and
- 9.2.2 Immediately on the expiry of the Notice Period, refund to Council the unexpended amount of Funding.

- 9.3 Notwithstanding clause 9.2, TPDD may continue to utilise the Funding during the Notice Period in respect of property, materials and or services which have been ordered and for which TPDD is legally bound to pay, but only if legal title to the property or material will pass to Council on payment.

## **10. CONFIDENTIALITY**

- 10.1 Unless otherwise required at law, each party must keep all information which becomes available to that party under or in connection with this Agreement as well as the terms of this Agreement, reports, records, data and studies made in connection with this Agreement and any other information obtained in connection with this Agreement or during the negotiations preceding this Agreement, confidential and must not disclose it to any person except:
- 10.1.1 To employees, legal advisers, auditors and other consultants requiring the information in connection with the Agreement;
  - 10.1.2 With the consent of the other party;
  - 10.1.3 If the information is, at the date of this Agreement, lawfully in the possession of the recipient of the information through sources other than the other party;
  - 10.1.4 If required by law or a stock exchange;
  - 10.1.5 If strictly and necessarily required in connection with legal proceedings relating to this Agreement;
  - 10.1.6 If the information is generally and publicly available other than as a result of a breach of confidence; or
  - 10.1.7 To a financier or prospective financier (or its advisors) of a party.

## **11. NOTICES**

- 11.1 A notice required to be served under this Agreement will be served if it is delivered or sent by mail or facsimile to the address provided in this Agreement, or the address or facsimile number last notified to the other party in writing.
- 11.2 Any such notice shall be deemed to have been served when delivered (if delivered by hand) or 48 hours after posting if sent by mail or on transmission by the sender (if sent by facsimile) as evidenced by the transmission report from the sender's facsimile.

## **12. GOODS AND SERVICES TAX**

- 12.1 If GST is imposed on any supply made by either party under this Agreement then the other party must pay, in addition to any (GST exclusive) consideration, an additional amount calculated by multiplying the prevailing GST rate by the GST exclusive consideration.
- 12.2 The supplying party shall on request, for each claim, submit a Tax Invoice which is in accordance with the requirements of the GST legislation.
- 12.3 Each party shall use reasonable endeavours to assist the other to claim any GST credit including a full input tax credit for any amount paid or allowed by the one party to the other.

## **13. ASSIGNMENT**

This Agreement may not be assigned by the Recipient without Council's written consent, which consent may (at Council's sole discretion) be granted, granted with conditions or withheld.

## **FORCE MAJEURE**

- 14.1 If Council is rendered unable, wholly or in part, by Force Majeure to carry out or observe any of its obligations under this Agreement, it shall give to the other party prompt written notice providing full details of the Force Majeure.
- 14.2 Subject to sub-clause 14.1, the obligations of the parties under this Agreement, to the extent affected by Force Majeure, will be suspended and no claim by either of the parties against the other party will avail by reason of such Force Majeure provided that Council must, to the extent practicable, take all reasonable steps to remove the Force Majeure as soon as possible. Such reasonable steps will not require Council to settle any reasons for the Force Majeure on unfavourable terms.

## **14. APPLICABLE LAW**

- 15.1 This Agreement is governed by, and is to be construed in accordance with, the law of the State of Queensland, Australia.
- 15.2 The parties agree that the courts of the State of Queensland will have exclusive jurisdiction to hear disputes arising out of or relating to either this Agreement or the formation of this Agreement.

## **15. ENTIRE AGREEMENT**

This Agreement contains the entire Agreement between the parties in relation to the Funding.

## **16. FURTHER ASSURANCES**

Each party must promptly execute all documents and do all things necessary or desirable to give full effect to the arrangements set out in this Agreement.

## **18. LEGAL FEES**

- 18.1 Each party is responsible for its own legal fees in relation to the negotiation, preparation and execution of this Agreement.
- 18.2 Unless specified otherwise, the Recipient must comply with its obligations under this Agreement at its own cost.

## **19. DUTY**

Any duty on this transaction is payable by the Recipient.

## **20. DISCLOSURE OF INFORMATION**

- 20.1 Other than as provided in this Agreement, the Recipient must not disclose the terms of this Agreement to any third party without Council's written consent.
- 20.2 Council may disclose the terms of this Agreement as it sees fit.
- 20.3 This clause survives the termination of this Agreement.



<b>COUNCIL ORDINARY MEETING</b>	<b>5.4</b>
<b>15 JULY 2014</b>	

## **PORT DOUGLAS EVENT MANAGEMENT – RESOURCE AND PERFORMANCE AGREEMENT**

Kerrie Hawkes: Executive Officer #424142

Linda Cardew: Chief Executive Officer

### **RECOMMENDATION:**

That Council resolves:

1. To provide support for the Port Douglas Event Management (PDEM) Canegrowers Great Barrier Reef Marathon Festival with funding of \$5,000 (ex GST) and \$5,000 'in-kind' support for a period of three (3) years on terms set out in the Resource and Performance Agreement 1 August 2014 to 31 July 2017.
2. That funding is subject to the event organisers, PDEM, providing the following supporting documentation to the satisfaction of the Council officers:
  - a) Project Plan
  - b) Description of the Benefits / Opportunities to Council
  - c) Proposed Courses
  - d) Traffic / Risk Management Plans for the Event
  - e) The appropriate level of Insurances
  - f) Approvals from Councils of the other Local Governments Areas through which the course may travel; and
  - g) Key Performance Indicators.
3. That funding is guaranteed for the first year, with the second and third years subject to satisfactory completion of agreed performance indicators and satisfactory annual funding acquittal, in accordance with the terms of the Resource and Performance Agreement.
4. To delegate authority to the Mayor and Chief Executive Officer in accordance with the *Local Government Act 2009* to finalise any minor amendments and execute the Resource and Performance Agreement.

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### **EXECUTIVE SUMMARY:**

PDEM provided a funding proposal requesting \$40,000 in cash per annum and substantial in – kind support in the form of a three (3) year Resource and Performance Agreement to hold the Canegrowers Great Barrier Reef Marathon Festival in November 2014, 2015 and 2016.

The evaluation of the event proposal has indicated that further supporting information to address some operational aspects of the event is required. However, taking all aspects of the proposal into consideration, officers consider the additional operational information required is such that it could be provided, on request, or within a reasonable timeframe.

**BACKGROUND:**

In 2012 funding was provided by Cairns Regional Council (\$40,000 and in-kind support) under a grant program that was purely for events that took place during the 2012 Solar Eclipse. Tourism Events Queensland (TEQ) also funded the event for \$40,000. The event attracted approximately 700 participants.

In 2013 Cairns Regional Council provided minimal in kind support for the event, but no cash funding. The marathon attracted approximately 1000 participants indicating a growth in the event. There has also been an addition of events to the program which in turn has attracted a diverse range of age groups to the Marathon.

The 2014 event has attracted \$30,000 in funding from TEQ and sponsorship from Canegrowers, Coles, Sheraton Mirage, Audi Cairns, Cairns Airport, James Cook University (JCU) and the Newsport totalling \$20,000.

The 2014 event also sees the introduction of the collaborative project "Great Barrier Reef Research Fund" between James Cook University (JCU) and the Newsport Corporation Pty Ltd acting through GBR Marathon Festival.

The Research Fund will be supported by the event "Run for the Reef" in which funds donated by event participants will be transferred into a Research Fund for the Great Barrier Reef. The aim of the Research Fund is to support research towards the long term sustainability of the Great Barrier Reef.

**PROPOSAL:**

While it is evident that support for Douglas-based events will assist in bringing economic and community benefits to the Shire, it is important that event organisers ensure supporting documentation is included in their proposal to evidence that the event is safely organised and that it offers value in relation to Council's funding contribution.

It is recommended that Council support the PDEM Canegrowers Great Barrier Reef Marathon Festival with funding of \$5,000 (ex GST) and \$5,000 in-kind support for a term of three (3) years. The 2014 funding is subject to the provision of the following to the satisfaction of Council officers:

- a) Project Plan
- b) Description of the Benefits / Opportunities to Council
- c) Proposed Courses
- d) Traffic / Risk Management Plans for the Event
- e) The appropriate level of Insurances
- f) Approvals from Councils of the other Local Governments Areas through which the course may travel; and
- g) Key Performance Indicators.

The following details the specific information relevant to the Event, to be included in the Standard resource and Performance Agreement.

## 2. SPECIFIC INFORMATION

ITEM NO.	DATA	DETAILS
Item 1	<b>Recipient:</b>	Port Douglas Event Management
	<b>Address for Notices:</b>	Port Douglas QLD 4877
	<b>Email:</b>	bruno@pdem.com.au
	<b>Telephone:</b>	07 40 995 511
Item 2	<b>Commencement Date:</b>	01/08/2014
	<b>Expiry Date:</b>	31/07/2017
Item 3	<b>Funding:</b>	<p>\$5,000.00 (ex GST) cash payment</p> <p>Funding for 2015 and 2016 will be subject to the recipient meeting the identified key performance indicators (item 5 in this schedule).</p> <p>(There will be no annual indexation of the agreed funding)</p> <p>In-kind support will be limited to \$5000 for the provision of Rex Smeal Park and the Port Douglas Esplanade as venues, the waiving of fees for Council permits and licences and waste management (provision of an agreed number of bins and waste collection) only.</p>
Item 4	<b>Description of the Event or Project to be organised, promoted and delivered by the Recipient:</b>	The Canegrowers Great Barrier Reef Marathon Festival is an adventure marathon that offers multiple options such as the 74km ultra marathon from James Cook University to Port Douglas, a half marathon and 10km, 5km and 2.5km races. There will also be "Race, Stay and Play" event packages offering inclusive marathon and holiday options.
Item 5	<b>Performance Indicators:</b>	<ul style="list-style-type: none"> <li>• TO BE CONFIRMED</li> </ul>

The balance of the Terms and Conditions provided by the Agreement are as contained in the adopted template at the Ordinary Council meeting 24 June 2014.

### **CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE:**

Douglas Shire Council Draft Corporate Plan 2014 2019

- Celebrating our Communities
- Building a Sustainable Economic Base
- Planning, Partnering, Engaging

Douglas Shire Council Operational Plan January 2014 – June 2014

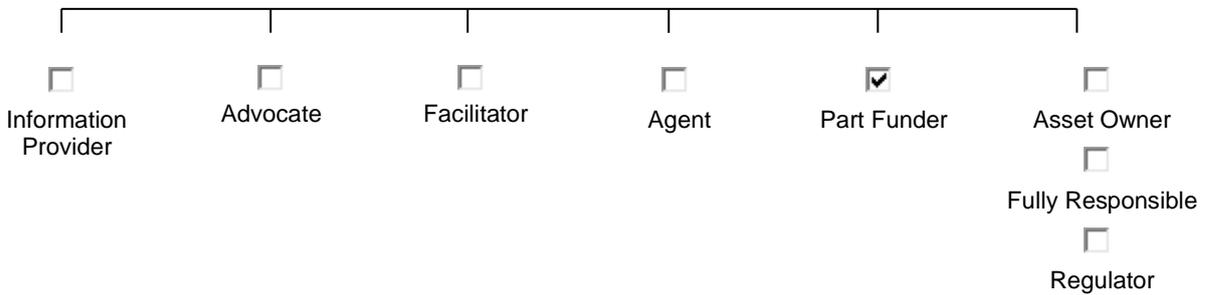
Events Strategy 2014-2019

Events General Policy

**COUNCIL’S ROLE:**

Council can play a number of different roles in certain circumstances and it is important to be clear about which role is appropriate for a specific purpose or circumstance. The implementation of actions will be a collective effort and Council’s involvement will vary from information only through to full responsibility for delivery.

The following areas outline where Council has a clear responsibility to act:



**Part Funder:**            Sharing the cost of a program or activity with other organisations.

**FINANCIAL/RESOURCE IMPLICATIONS:**

Financial support for the PDEM Canegrowers Great Barrier Reef Marathon Festival can be accommodated within the 2014 -2015 budget and included in the preparation of future budgets.

In-kind support is also subject to budgetary considerations and must not exceed the identified assistance in the Table: Specific Information, Item 1.

**RISK MANAGEMENT IMPLICATIONS:**

There is a risk that organisers of the event may not meet the desired economic outcomes that are yet to be identified and are to be included in the Resource and Performance Agreement.

To mitigate this risk the outcomes will be identified in conjunction with the organisers to ensure realistic targets are put in place.

**SUSTAINABILITY IMPLICATIONS:**

**ECONOMIC:** There will be short and long term benefits to the area through accommodation and destination marketing, increased visitation of event participants and associated visitors.

**ENVIRONMENTAL:** Subject to confirmation of the courses, the event will be held on identified and maintained tracks. Impacts upon the foreshore will be limited.

**SOCIAL:** The event provides the opportunity for recreational and amateur athletes to participate.

**INTERNAL/EXTERNAL CONSULTATION:**

Consultation has taken place with Councillors at a workshop on Tuesday 8 July. Consultation has also taken place with the CEO Unit, General Manager of Operations, General Manager of Corporate Services and the Chief Executive Officer.

<b>COUNCIL ORDINARY MEETING</b>	<b>5.5</b>
<b>15 JULY 2014</b>	

## **INTERIM FINANCIAL REPORT FOR PERIOD ENDING 30 JUNE 2014**

Darryl Crees – General Manager Corporate Services #424269

### **RECOMMENDATION:**

**That Council notes the Interim Financial Report for the period ended 30 June 2014.**

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### **EXECUTIVE SUMMARY:**

The attached Interim Financial Report details the progress of the 2013/14 budget for the six months ending 30 June 2014. The figures presented in this report are interim, as they are subject to any adjustments that may be required as part of the end of financial year and audit processes.

### **BACKGROUND:**

In accordance with section 204 of the *Local Government Regulation 2012* the Chief Executive Officer must present to Council a financial report which states the progress that has been made in relation to the budget. This report must be presented to Council on a monthly basis and cover the period up to a day as near as practicable to the end of the preceding month.

### **COMMENT:**

The 2013/14 annual budget was adopted on 24 January 2014 and the attached report details progress against budget for the six months ending 30 June 2014. In reviewing this financial report the following should be noted:

- The figures presented are interim and are subject to any adjustments that may be required as part of the end of financial year and audit processes. These adjustments will include:
  - Accrual of any revenue earned but not yet received
  - Review of all expenditure committals recorded via the purchase requisition process in Council's financial system and expensing of these committals where appropriate
  - Allocation of any June expenses yet to be invoiced (that are not normally part of the purchase requisition process), for example utility charges such as electricity and telephone
  - Any revenue and expenditure adjustments that may be required between operating and capital
  - Determination of actual depreciation expenditure once the asset register is finalised
  - Reversal of a number of adjusting entries as part of the de-amalgamation opening balance process.

- In order to provide as up to date interim figures as possible, the financial report already includes a number of quantifiable estimates, such as accrued investment interest and accrued salaries and wages up to 30<sup>th</sup> June.
- To assist in the interpretation of the variations to budget the following information is provided in relation to each revenue and expenditure line:

### **Operating Revenue**

- Rates and Utility Charges: less than anticipated revenue due to an accrual of water usage revenue as at 31<sup>st</sup> December as part of the de-amalgamation process (\$950k).
- Fees and Charges: a considerable increase in revenue due to cyclone restoration work undertaken on behalf of Department of Main Roads (\$409k), increased revenue from RMPC work, greater than anticipated building and planning fees and a re-allocation of revenue from other recurrent income. This is partially offset by less than anticipated revenue from ferry fees due to seasonal conditions (-\$169k).
- Grants and Subsidies: less than anticipated revenue due to a change in policy by the Federal Government that removed the practice of paying a portion of the General Purpose Financial Assistance Grants to local governments in advance.
- Interest Received: increased revenue from investment interest due to a greater than anticipated cash balance.
- Other Recurrent Income: less than anticipated revenue due to a re-allocation of revenue to fees and charges.

### **Operating Expenditure**

- Employee Benefits: under expenditure due to staff vacancies.
- Materials and Services: less than anticipated expenditure at present, however there are significant committals (approx. \$1.36m) which may reduce this variation once appropriate materials and services have been expensed as part of the end of financial year process.
- Depreciation: has been accrued based on budget forecasts, as the asset register is yet to be finalised.
- Finance Costs: under-estimate of interest on loans, as the attribution of loan balances between CRC and Douglas was not finalised at the time of budget adoption.

### **Capital Revenue**

- Capital Grants and Subsidies: less than anticipated revenue due to work that was undertaken by and revenue that was received by CRC (\$1.3m), work that did not proceed as funding was withdrawn (\$480k), work that was transferred to DTMR (\$925k), work that has been deferred to the 2014/15 financial year (\$129k) and revenue from asset sales that will be realised during the 2014/15 financial year (\$100k).
- Capital Contributions: less than anticipated revenue from developer contributions. This will be reviewed during the end of financial year process and adjusted for any contributions that may have been inadvertently allocated to operating revenue.

### **Capital Expenditure**

- Capital Expenses: less than anticipated expenditure due to work that was undertaken by CRC (\$1.8m), work that did not proceed as funding was withdrawn (\$480k), work that was transferred to DTMR (\$925k), and work that

has been deferred to the 2014/15 financial year (\$334k). There are also significant committals (approx. \$876k) which may reduce this variation as part of the end of financial year process.

As reflected in the attached report, total operating revenue at the end of June was slightly under budget whereas operating expenditure was well under budget. This has resulted in an operating deficit of \$1.55m compared to a budgeted deficit of \$2.99m. As mentioned above however, this is an interim result which is still subject to the end of financial year process.

**PROPOSAL:**

The Interim Financial Report for the period ending 30 June 2014 be received and noted by Council.

**FINANCIAL/RESOURCE IMPLICATIONS:**

The interim results as at the end of June 2014 have not revealed any significant negative impacts on the 2013/14 budget.

**ATTACHMENTS:**

Interim Financial Report

**Douglas Shire Council****Interim Financial Report**For the month of **JUNE 2014**

	Actual YTD '14 \$	Budget YTD '14 \$	Variance \$	Budget 13/14 \$	Actual as % of Budget 13/14
<b>Operating Revenue</b>					
Net rates and utility charges	12,857,719	13,264,243	(406,524)	13,264,243	97%
Fees and charges	2,176,430	1,452,812	723,618	1,452,812	150%
Grants, subsidies, contributions and donations	158,640	452,504	(293,864)	452,504	35%
Interest received	367,682	315,578	52,104	315,578	117%
Other recurrent income	366,761	474,219	(107,458)	474,219	77%
<b>Total Operating Revenue</b>	<b>15,927,232</b>	<b>15,959,356</b>	<b>(32,124)</b>	<b>15,959,356</b>	<b>100%</b>
<b>Operating Expenses</b>					
Employee benefits	5,515,246	5,602,697	87,451	5,602,697	98%
Materials and services	6,555,045	7,788,593	1,233,548	7,788,593	84%
Depreciation	4,353,450	4,440,344	86,894	4,440,344	98%
Finance costs	71,784	27,000	(44,784)	27,000	266%
<b>Total Recurrent Expenses</b>	<b>16,495,524</b>	<b>17,858,634</b>	<b>1,363,110</b>	<b>17,858,634</b>	<b>92%</b>
<b>Result from ordinary activities</b>	<b>(568,292)</b>	<b>(1,899,278)</b>	<b>1,330,986</b>	<b>(1,899,278)</b>	<b>30%</b>
De-Amalgamation costs post Jan 1	981,279	1,095,500	114,221	1,095,500	90%
<b>Operating Result</b>	<b>(1,549,571)</b>	<b>(2,994,778)</b>	<b>1,445,207</b>	<b>(2,994,778)</b>	<b>52%</b>
<b>Capital revenue</b>					
Capital Grants and Subsidies	402,342	3,329,197	(2,926,855)	3,329,197	12%
Capital Contributions	18,475	101,667	(83,192)	101,667	18%
<b>Total capital revenue</b>	<b>420,817</b>	<b>3,430,864</b>	<b>(3,010,047)</b>	<b>3,430,864</b>	<b>12%</b>
<b>Net result</b>	<b>(1,128,754)</b>	<b>436,086</b>	<b>(1,564,840)</b>	<b>436,086</b>	<b>-259%</b>
<b>Capital expenses</b>					
Capital expenses	812,899	6,013,500	(5,200,601)	6,013,500	14%
<b>Total capital expenses</b>	<b>812,899</b>	<b>6,013,500</b>	<b>(5,200,601)</b>	<b>6,013,500</b>	<b>14%</b>

<b>COUNCIL ORDINARY MEETING</b>  <b>15 JULY 2014</b>	<b>5.6</b>
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### **OPERATIONAL PLAN 2013/14**

Darryl Crees: General Manager Corporate Services #424089

#### **RECOMMENDATION:**

**That Council notes the results achieved through the major initiatives implemented in the Operational Plan 2013/14.**

#### **EXECUTIVE SUMMARY:**

This report presented to Council details the outcome of the Operational Plan 2013/14 which covers the period 1 January 2014 to 30 June 2014. The initiatives contained within the plan have been:

- completed by staff as scheduled subject to minor explanatory notes;
- delivered within the adopted 2013/14 budget; and
- as appropriate, have been endorsed by Council either in formal Council meeting or Council workshop.

#### **BACKGROUND:**

The Operational Plan 2013/14 was adopted in January in conjunction with 2013/14 budget. Under section 174 of the *Local Government Regulation 2012*, a written assessment of the progress of implementing the operational plan is to be presented to Council on at least a quarterly basis.

This will be the final report for the Operational Plan 2013/14.

#### **PROPOSAL:**

The attachment to this report provides the outcomes of the Operational Plan 2013/14 to Council for the period 1 January 2014 to 30 June 2014.

#### **CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE:**

This report has been prepared in accordance with 5.2.1 of the Corporate Plan – *Provide Councillors and community with accurate, unbiased and factual reporting to enable accountable and transparent decision-making.*

#### **COUNCIL'S ROLE:**

Council can play a number of different roles in certain circumstances and it is important to be clear about which role is appropriate for a specific purpose or circumstance. The implementation of actions will be a collective effort and Council's involvement will vary from information only through to full responsibility for delivery.

The following areas outline where Council has a clear responsibility to act:

<input type="checkbox"/>					
Information Provider	Advocate	Facilitator	Agent	Part Funder	Asset Owner
					<input checked="" type="checkbox"/>
					Fully Responsible
					<input checked="" type="checkbox"/>
					Regulator

**Fully Responsible:** Funding the full cost of a program or activity.

**Regulator:** Meeting the responsibilities associated with regulating activities through legislation or local law.

#### **FINANCIAL/RESOURCE IMPLICATIONS:**

The activities detailed within the Operational Plan were all covered within the 2013/14 budget.

#### **RISK MANAGEMENT IMPLICATIONS:**

Progress on the Operational Plan 2013/14 is a standing item for the weekly Management Team meeting to ensure appropriate and relevant resources are deployed to complete the initiatives in this first six months of operations.

#### **INTERNAL/EXTERNAL CONSULTATION:**

All managers have been consulted and provided the outcomes of initiatives that were undertaken by their Section.

#### **ATTACHMENTS:**

Operational Plan 2013/14 – Final



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# Operational Plan

## January 2014 – June 2014

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**Executive Summary**

As of 1 January 2014 Douglas Shire Council has de-amalgamated from Cairns Regional Council and is a fully operating local government authority in its own right. The task of creating the new Council was a challenging one considering the tight timeframes and the primary focus for the first 6 months of operation is to consolidate on the work completed to date while ensuring quality services are provided to the communities of Douglas.

Pursuant to section 174 of the *Local Government Regulation 2012*, Council is required to prepare an Operational Plan which is a statement of actions to be undertaken and services to be provided to achieve the goals and objectives of the organisation. The Operational Plan details both recurring activities and major initiatives to be undertaken for the period 1 January to 30 June 2014 and is segmented by department and section of Council. This plan also includes additional resource requirements, performance indicators, timeframes and responsible officers to manage the work. An assessment on the progress of implementing the Operational Plan will be presented to Council on a quarterly basis, as a minimum.

One of the major initiatives for this Operational Plan is the development of a Corporate Plan for the period 2014 to 2019 which will be adopted in time for the 2014/15 annual budget. Future Operational Plans will be documented to reflect the goals and objectives of the Corporate Plan.

# Draft Operational Plan

## ***Key for Operational Plan Abbreviations***

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CEO	Chief Executive Officer
EC/SPC	Executive Office/Strategy and Policy Co-ordinator
GMO	General Manager Operations
MWW	Manager Water and Waste
MDE	Manager Development and Environment
MI	Manager Infrastructure
GMCS	General Services Corporate Services
MFIT	Manager Finance and Information Technology
MG	Manager Governance
TLL	Team Leader Library
SBSO	Senior Business Support Officer

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### Chief Executive Officer Unit

#### Ongoing Activities

The Acting Chief Executive Officer will be responsible for the following:

- Leading and managing the organisation pending the appointment of a Chief Executive Officer
- Providing advice to the elected Council
- Assisting the elected Council in the appointment of a Chief Executive Officer

The Executive Office/strategy and Policy Co-ordinator will be responsible for the following:

- Leading and supervising the CEO Unit ensuring initiatives are completed in a timely and efficient manner.
- Developing strategic planning and policy frameworks and overseeing the development of strategies and policies.

#### Major Initiatives

Ref	Action	Additional resource requirements	Key Performance Indicator/Target	Timeframe	Responsible Officer	Progress	Comments	Completed
CEO1	Develop the Corporate Plan for 2014/19 (which includes clarifying Council's role in (1) Community and Economic Development and (2) in assisting the efforts of indigenous communities to achieve economic and social sustainability)		Corporate Plan for 2014/19	30/6/2014	EO/SPC	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed	Presented to Council meeting 3/6/14. Adopted and available to the public.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
CEO2	Develop and implement a community engagement frame work, tools and policy		Community Engagement Framework, tools and policy adopted by Council	31/3/2014	EO/SPC	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed	Presented to Council meeting 11/13/14. Adopted and available to the public.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
CEO3	Develop and implement a community grants and resources program and policy		Community Grants and Resource program developed and adopted by Council.	30/4/2014	EO/SPC	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed	Presented to Council meeting 29/4/14. Adopted and available to public.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
CEO4	Develop and implement an events strategy and policy		Event strategy and policy completed and adopted by Council.	30/4/2014	EO/SPC	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed	Presented to Council meeting 29/4/14. Adopted and available to public.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
CEO5	Document existing service levels and any gaps, in preparation for a formal review of service levels in 2014/15		Report to Council documenting existing service levels and gaps.	31/5/2014	EO/SPC	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed	This forms part of a larger project which will continue into the 2014 – 2015 Operational Plan – CEO9	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Ref	Reason initiative will not be completed on time

### Operations Management

#### Ongoing Activities

The General Manager Operations will be responsible for the following:

- Leading and managing the operations Department in accordance with organisational strategies and plans
- Delivering departmental income and expenditure within approved budget forecasts
- Complying with all relevant legislation, policies and procedures
- Facilitating disaster management planning and the development of Council's disaster response capabilities, including staff training
- Maintaining, measuring and enhancing, where possible, the delivery of services to our communities

#### Major Initiatives

Ref	Action	Additional resource requirements	Key Performance Indicator/Target	Timeframe	Responsible Officer	Progress	Comments	Completed
OM1	Investigate options for waste collection and disposal from domestic/commercial properties north of the Daintree River	NIL	Development of a sustainable waste strategy that meets the needs of council, the communities and legislation.	31/5/2014	GMO	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed	Options were presented to Council via a workshop held June 10, 2014. Liaison with contractor and review of operations is continuing.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
OM2	Review water security (supply and delivery) and water quality information for the Mossman/Port Douglas area. Consider interim solutions and plan for the staged delivery of infrastructure in line with projected and actual population/tourism growth and demand whilst meeting water quality standards.	External consultants may be necessary	Preparation of a strategic report to assist in the development and management of water infrastructure initiatives and the endorsement of a Capital delivery program.  Delivery of high quality water that meets the requirements of the Public Health Act 2005 and the Water Supply (Safety and Reliability) Act 2008.	30/6/ 2014	GMO/MWW	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed	A number of reports on the current system have been reviewed. Detail in the MWH Water Supply Planning Report (completed 2010) is considered relevant and adequate. The Report provides modelling forecasts out to 2057. Updates to infrastructure and information relating to the report are ongoing.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
OM3	Facilitate the introduction of appropriate technology that will increase efficiencies, capture appropriate information and deliver improved service delivery and management of road assets.	Appropriate hardware and software	Staff trained to the required skill level and systems successfully operating in road asset management.	30/6/ 2014	GMO/MI	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed	Asset management tablets and training completed in road maintenance. Tablet auditing introduced to WPHS. Next stage will see digital asset management and auditing introduced water, wastewater, plumbing & local laws.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Ref	Reason initiative will not be completed on time

## Water and Waste

### Ongoing Activities

The Water and Waste Section will be responsible for the following:

- Managing the Water and Waste income and expenditure within approved budget and in accordance with Council strategies and plans.
- Meeting compliance with statutory requirements and licence conditions.
- Supplying drinking water and recycled water that meets customer quality requirements and agreed service standards.
- Managing Council contracts and where required, negotiate new contracts relating to water, waste and waste water, including kerbside waste and recycling collection, landfill and waste transfer station operations.
- Maintaining Council's Water and Waste assets to ensure maximum lifespan and output capacity in the lifecycle of those assets.
- Monitoring of systems, procedures and workplace environment to ensure equipment, plant and machinery is safe to operate and work processes comply with workplace health and safety legislation and standards.

### Major Initiatives

Ref	Action	Additional resource requirements	Key Performance Indicator/Target	Timeframe	Responsible Officer	Progress	Comments	Completed
WW1	Separate SCADA and telemetry from the Cairns server and engineer an independent system to support process control and alarm procedures at water, waste water and waste disposal sites.	SCADA Engineering Contractors: Welcon Technologies	Full functionality of all SCADA and telemetry systems as existed before de-amalgamation.	31/3/2014	MWW	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed	The Douglas Shire Council SCADA and telemetry systems are now completely separated from Cairns Regional Council. All licences are transferred and all systems fully functional.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
WW2	Develop an in-house drinking water testing facility to provide accurate rapid detection of bacteriological contamination.	Consultation with Laboratories and Regulators.	Accurate repeatable test results. Negotiate with Regulator to accept in-house analyses and future inclusion in the Drinking Water Quality Management Plan. Reduction of NATA laboratory analyses and cost.	30/4/2014	MWW	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed	The Colilert laboratory is fully equipped and can analyse water samples for Total coliforms and <i>E.coli</i> . Proficiency testing to commence before weekly testing replaces NATA laboratory testing.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
WW3	Investigate ways to optimise waste water plants to improve capacity, final effluent quality and reduce power consumption.	Chemical engineering consultants	Implement recommendations to improve cost effective waste water operations.	31/5/2014	MWW	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed	Recommendations from the report are currently implemented. The report is a valuable tool to benchmark plant and operator performance.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
WW4	Upgrade of bio-solid handling facility at Mossman WWTP to minimise the contact between workers and waste water products.	Civil Contractors and bio-solid transport contractor	Installation of a safe and efficient mechanism to collect bio-solids from the filter belt press and implementation of an economical and safe transport system.	30/6/2014	MWW	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed	Conveyor system successfully installed and tested.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Ref	Reason initiative will not be completed on time

## Development and Environment

### Ongoing Activities

The Development and Environment Section will be responsible for the following:

- Ensuring land use assessment and environmental planning functions are carried out in accordance with statutory requirements including processing of Development Applications and Operational Works Applications within legislated timeframes.
- Ensuring compliance with State legislation, Council Local Laws and the Shire Planning Scheme.
- Administering Local Law, Environmental Health and other delegated licensing, permitting and registration functions.
- Undertaking strategic land use planning functions in accordance with statutory requirements.

### Major Initiatives

Ref	Action	Additional resource requirements	Key Performance Indicator/Target	Timeframe	Responsible Officer	Progress	Comments	Completed
DA1	Commence review of the existing planning scheme for the Douglas Shire	External strategic planning professionals engaged as required	Council resolves to review the existing planning scheme with a view to amending or replacing the planning scheme before 2016	30/6/2014	MDE	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed	Resolution passed on 24 June, review commenced.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
DA2	Establish and Chair Staff Major Development Co-ordination Group	N/A	Terms of reference for Committee adopted and first meeting held	31/1/2014	MDE	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed	Committee established, TOR adopted, first project referred and meeting held.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
DA3	Facilitate Sheraton Mirage re-development through Staff Major Development Co-ordination Group	External engineering and other professionals engaged if required	Letter of support for the re-development provided by Council and agreement reached and documented with regards to developer infrastructure contributions.	30/6/2014	MDE, Major Development Co-ordination Committee	<input checked="" type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input type="checkbox"/> Completed	Site inspection in December, further meetings held with developer and their consulting team. Letter of support not yet provided as no information has been lodged by the developer. Timeframe is within developer control.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Ref	Reason initiative will not be completed on time

## Infrastructure

### Ongoing Activities

The Infrastructure Section will be responsible for the following:

- Contributing to the development and implementation of planning to enhance and preserve the natural and built environment.
- Coordinating asset management so that civil infrastructure assets, and parks and reserves, are operated and maintained to a desired level.
- Coordinating Queensland Reconstruction Authority (QRA) Natural Disaster Relief and Recovery Arrangements (NDRRA) arrangements.
- Coordinating the development and implementation of the Landscape Management Plan.

### Major Initiatives

Ref	Action	Additional resource requirements	Key Performance Indicator/Target	Timeframe	Responsible Officer	Progress	Comments	Completed
I1	Inform development of Asset Management Strategy	Far North Queensland Regional Organisation of Councils (FNQROC); Civica; Reflect and Recover	Conceptual framework for Asset Management adopted by Council for civil infrastructure.	30/6/2014	MI	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed	Council Ordinary Meeting on 24 June 2014 Conceptual Asset Management Framework paper	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
I2	Establish Queensland Reconstruction Authority (QRA) Natural Disaster Relief and Recovery Arrangements (NDRRA) arrangements	Queensland Reconstruction Authority (QRA)	Establish required administration for any new future QRA NDRRA projects.	30/6/2014	MI	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed	QRA administration in place for DSC for February 2014 Monsoonal event and Cyclone ITA April 2014	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
I3	Establish Working Group for Landscape Management Plan	External Researcher; Community consultation	Minimum of 3 Working Group meetings held.	30/6/2014	MI	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed	Three Working Group Meetings and one Council Presentation completed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Ref	Reason initiative will not be completed on time

### Corporate Services Management

#### Ongoing Activities

The General Manager Corporate Services will be responsible for the following:

- Leading and managing the Corporate Services Department in accordance with organisational strategies and plans
- Delivering departmental income and expenditure within approved budget forecasts.
- Complying with all relevant legislation, policies and procedures.
- Coordinating services required for Audit Committee to achieve its outcomes.
- Facilitating an effective Internal Audit function.
- Developing, implementing and monitoring a robust Enterprise Risk Management system.

#### Major Initiatives

Ref	Action	Additional resource requirements	Key Performance Indicator/Target	Timeframe	Responsible Officer	Progress	Comments	Completed
CSM1	Establish an Enterprise Risk Management register including ERM General Policy, ERM Framework and ERM Committee Charter.	Jardine Lloyd Thompson – Regional Risk Management Coordinator	ERM Register implemented and outcomes noted by Council. ERM General Policy adopted by Council. ERM Committee established.	30/4/2014	GMCS	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed	Establishment of ERM framework/guidelines and register developed. Outcomes to be noted at future council Workshop.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
CSM2	Establish an Internal Audit Function.	External professional engaged as Internal Auditor.	Internal Auditor engaged and interim audit plan developed for 2013/14 financial year.	31/3/2014	GMCS	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed	Pacifica Chartered Accountants have been engaged to undertake internal audit function.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
CSM3	Establish an Audit Committee.	Appointment of external Audit Committee Member.	Audit Committee General Policy, including charter, adopted by Council. External Audit Committee Member engaged and Audit Committee established.	31/5/2014	GMCS	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed	Report to Council with recommended external member 15 July 2014.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Ref	Reason initiative will not be completed on time

## Finance and Information Technology

### Ongoing Activities

The Finance and Information Technology Section will be responsible for the following:

- Delivering Sectional income and expenditure within approved budget forecasts.
- Complying with all relevant legislation, policies and procedures.
- Coordinating the Rates & Water Billing function and managing Debtor balances within acceptable limits.
- Processing Accounts Payable within the allocated timeframes and trading terms.
- Ensuring Payroll is processed in a timely manner and is compliant with all relevant legislation, policies and procedures.
- Supporting Information Technology function with set up of new systems, completion of migration, and ongoing support for Council.
- Periodic reporting in line with Council guidelines and statutory requirements.

### Major Initiatives

Ref	Action	Additional resource requirements	Key Performance Indicator/Target	Timeframe	Responsible Officer	Progress	Comments	Completed
FIT1	Establish framework and plan for 2014/15 Budget	Support from Graham Hall-Watson (Framme), Involvement from all Council Managers and Team Leaders	Budget process to be completed by 31 May 2014 Budget be adopted by Council	31/5/2014	MFIT	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed	Budget adopted by Council 27 June 2014.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
FIT2	Review processes, procedures and roles for the entire Finance and Information Technology section	Involvement of Business Support unit and Governance	Clear and precise documentation. Clarity in relation to roles and responsibilities	<del>30/4/2014</del> 31/5/2014	MFIT	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed	In conjunction with Organisational Business Support Unit	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
FIT3	Develop and implement Financial Variance report and establish weekly Budget review workshops with Managers for the first 6 months of 2014.	Attendance by all Council Managers and Team Leaders	Weekly meetings with individual Unit's to identify and address variances to Budget Review results and instil financial discipline within Council	31/1/2014	MFIT	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed	Unexpected complexities encountered with transfer of data. Budget monitored by senior management team on a weekly basis.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
FIT4	Review current contract register and commence a new tender process, giving opportunity to a broader range of suppliers	Involvement from all Council Managers and Team Leaders, potential Suppliers	Identify potential new suppliers across all of council through tender process Savings and increased efficiency a result of the tender process	31/5/2014	MFIT	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed	Douglas contract register established and purchasing process implemented through OBSU. No new tenders sought in this period.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
FIT5	Assess asset values across the business with a view to completing a formal revaluation.	Asset users / those in the council knowledgeable with regards to asset lives & value in use.	Updated asset register with updated values of assets held by council	30/6/2014	MFIT	<input checked="" type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input type="checkbox"/> Completed	Douglas Asset register not received until April 2014. External consultants are assisting with reconciling and establishing fair value of assets.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
FIT6	Undertake a comprehensive review of reserve funds held, following completion of the financial due diligence analysis of Douglas financial position as at 31 December 2013.		Report to Council informing of balance of reserve funds held, purpose of reserve and status.	31/5/2014	MFIT	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Ref	Reason initiative will not be completed on time

## Governance

### Ongoing Activities

The Governance Section will be responsible for the following:

- Developing and maintaining an effective risk management system and culture within the Governance Section to mitigate risks to Council.
- Ensuring Governance systems, functions and reporting frameworks are developed and implemented to meet organisational requirements.
- Managing the Governance Section within budget and annual operating plan as adopted by Council.
- Delivering a quality frontline service ensuring a high quality customer service function that meets the needs of Council and the community.
- Providing a quality complaints management process for Council which ensures not only legislative compliance but improved service quality to the community.
- Delivering an effective and efficient insurance function ensuring adequate coverage of Council's assets and provision of a quality insurance claims function.
- Providing a property services function which optimises utilisation of Council facilities and ensures a strategic approach to property management.
- Managing Council's records management system ensuring processes and systems are in place to capture all Council records and achieve legislative compliance.

### Major Initiatives

Ref	Action	Additional resource requirements	Key Performance Indicator/Target	Timeframe	Responsible Officer	Progress	Comments	Completed
G1	Review and update the Delegations Register	Nil	Endorsement of delegations from CEO to other staff	28/2/2014	MG	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed	Financial delegations to staff completed. Existing non-financial delegations have transferred from CRC.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
G2	Develop a Complaints Management Process	Nil	Endorsement of process by CEO and Council	30/4/2014 31/5/2014	MG	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed	Complaints Management Process presented to Council who requested it go to public consultation.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
G3	Review and develop all required Policies (includes Council Standing Orders and Code of Conduct for Councillors and staff)	Nil	Adoption of policies by Council	31/5/2014	MG	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
G4	Commence the development and implementation of a streamlined Human Resources framework	External consultants will be required to assist.	Regular progress reports for endorsement by GMCS and CEO	30/6/2014	MG	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Ref	Reason initiative will not be completed on time

## Library

### Ongoing Activities

The Library Section will be responsible for the following:

- Coordinating, planning and delivering library services to residents and visitors of Douglas.
- Complying with obligations outlined in the Service Level Agreement between Library Board of Queensland and Douglas Shire Council.
- Complying with Queensland Public Libraries stands and guidelines.
- Working within framework outlined in “The next horizon – vision 2017 for Queensland public libraries” as outlined by the State Library of Queensland.
- Developing, implementing and monitoring library services and programs to meet the needs of the community of Douglas

### Major Initiatives

Ref	Action	Additional resource requirements	Key Performance Indicator/Target	Timeframe	Responsible Officer	Progress	Comments	Completed
L1	Establish a PC booking system for public internet computer access.	Webwired Solutions, Surebridge	PC Booking system is implemented	28/2/2014	TLL & TLIT	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed	Mossman Library complete. Port Douglas started	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
L2	Maintain and consolidate new Library management system.		Number of items added to collection & number of reservations satisfied.	31/5/2014	TLL	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
L3	Re-establish Mossman Library “Local History” photo touchscreen.	External Consultant	“Local history” touchscreen is operational.	30/4/2014	TLL	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
L4	Apply for State Library – Opal Grant (Technology trendsetters) for WiFi access to the Mossman Library		Grant application is lodged	31/3/2014	TLL	<input type="checkbox"/> Commenced <input type="checkbox"/> Not Commenced <input checked="" type="checkbox"/> Completed		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Ref	Reason initiative will not be completed on time

## Organisational Business Support

### Ongoing Activities

The Organisational Business Support Unit will be responsible for the following:

- Undertaking major administrative tasks across the organisation
- Establishing and maintaining corporate registers (e.g. Name and Address Register)
- Providing relief support to select areas of organisation to cover annual leave absences
- Providing advice on business system improvements across the organisation

### Major Initiatives

Ref	Action	Additional resource requirements	Key Performance Indicator/Target	Timeframe	Responsible Officer	Progress	Comments	Completed
OBS1	Establish the unit to meet the major administrative tasks for the organisation.		Functions and responsibilities of the unit established.	45/2/2014 31/05/2014	GMCS	<input type="checkbox"/> Commenced <input checked="" type="checkbox"/> Not Commenced <input type="checkbox"/> Completed		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
OBS2	Refine business practices within the unit.		Regular progress reports for endorsement by GMCS.	31/5/2014	SBSO	<input type="checkbox"/> Commenced <input checked="" type="checkbox"/> Not Commenced <input type="checkbox"/> Completed		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Ref	Reason initiative will not be completed on time

<b>COUNCIL ORDINARY MEETING</b>	<b>5.7</b>
<b>15 JULY 2014</b>	

## **COUNCILLOR REMUNERATION GENERAL POLICY**

Darryl Crees: General Manager Corporate Services #424242

### **RECOMMENDATION:**

**That Council adopts the Councillor Remuneration General Policy**

### **EXECUTIVE SUMMARY:**

Changes to the remuneration calculation of Councillors of Category 3 Councils (excluding Mayors and Deputy Mayors) have been introduced by the Local Government Remuneration and Discipline Tribunal effective from 1 July 2014.

Councillors' remuneration will now be evenly split between a base payment and a meeting attendance fee. To establish guidelines in the application of this new remuneration regime, the Councillor Remuneration General Policy has been developed and is presented to Council for adoption.

### **BACKGROUND:**

The Local Government Remuneration and Discipline Tribunal (the Tribunal) determines, by categorisation of local government authorities, the maximum remuneration levels to be applied to Mayors, Deputy Mayors and Councillors.

From 1 July 2014, it has been determined that remuneration paid to Councillors (excluding the Mayor and Deputy Mayor whose remuneration process has remained unaltered by the Tribunal) of Category 3 Councils will be split:

- 50% to be paid as a base payment; and
- 50% as a meeting attendance.

### **PROPOSAL:**

Due to the change in the remuneration payment method a policy has been developed to determine the parameters for this Council to pay Councillors their attendance fee.

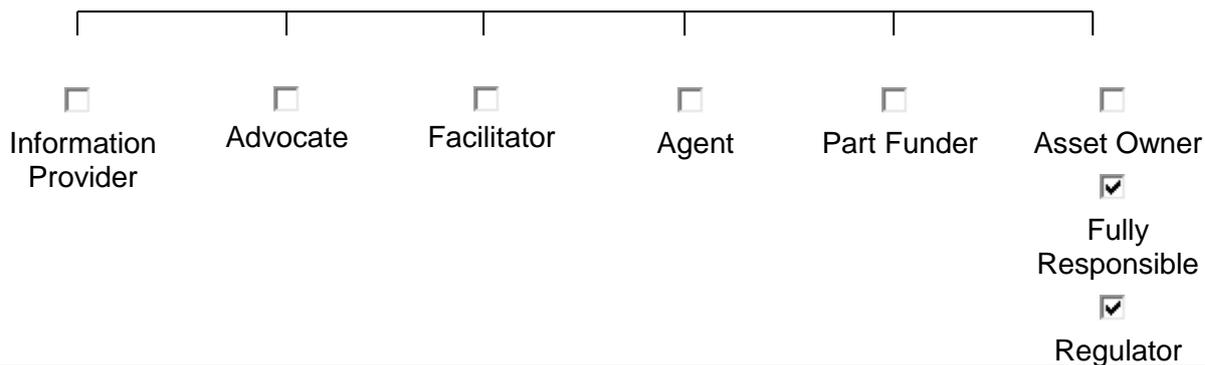
### **CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE:**

This report has been prepared in accordance with Goal 2 of the Corporate Plan – *To demonstrate leadership in local government through sound, transparent, accountable and equitable decision making.*

**COUNCIL'S ROLE:**

Council can play a number of different roles in certain circumstances and it is important to be clear about which role is appropriate for a specific purpose or circumstance. The implementation of actions will be a collective effort and Council's involvement will vary from information only through to full responsibility for delivery.

The following areas outline where Council has a clear responsibility to act:



**Fully Responsible:** Funding the full cost of a program or activity.

**Regulator:** Meeting the responsibilities associated with regulating activities through legislation or local law.

**FINANCIAL/RESOURCE IMPLICATIONS:**

Councillors' remuneration has been included in the 2014/15 Annual Budget.

**RISK MANAGEMENT IMPLICATIONS:**

This policy sets the parameters for eligibility by Councillors to receive their full remuneration which mitigates the risk of misinterpretation in the application of the meeting attendance fee.

**INTERNAL/EXTERNAL CONSULTATION:**

Due to the administrative nature of this policy, it falls within the “inform” category of Council’s Community Engagement Framework and in this instance wider community consultation is not required.

**ATTACHMENTS:**

Councillor Remuneration General Policy

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**DOUGLAS SHIRE COUNCIL**


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**General Policy****COUNCILLOR REMUNERATION**

**Intent** To define the parameters surrounding the application of Councillor meeting attendance fees as determined by the Local Government Remuneration and Discipline Tribunal.

**Scope** This policy applies to all Councillors with the exception of the Mayor and Deputy Mayor.

**REFERENCE****Legislation:**

*Local Government Act 2009*

**Other:**

Local Government Remuneration and Discipline Tribunal Report 2013

**PROVISIONS**

The Local Government Remuneration and Discipline Tribunal (the Tribunal) determines, by categorisation of local government authorities, the maximum remuneration levels to be applied to Mayors, Deputy Mayors and Councillors.

From 1 July 2014, it has been determined that remuneration paid to Councillors (excluding the Mayor and Deputy Mayor whose remuneration process has remained unaltered by the Tribunal) of Category 3 Councils will be split:

- 50% to be paid as a base payment; and
- 50% as a meeting attendance fee to be paid monthly in arrears.

The base payment will be paid in equal fortnightly instalments and the meeting attendance fee will be paid on a monthly basis in arrears.

Payment of the monthly meeting attendance fee will be effected if the Councillor is in attendance for part of the meeting and/or if Council has granted a leave of absence for a Councillor who is unable to attend a meeting. Failure to attend a meeting in any one month, without appropriate leave of absence being granted, will result in no meeting attendance fee being paid for that month.

For clarity should a Councillor link into the meeting by teleconference then that Councillor is deemed to have attended the meeting. Attendance by way of teleconference will be considered in extenuating circumstances and will be at Council's discretion.

Certification of attendance at a meeting will be determined by the record of attendance in the official Council Minutes for that meeting.

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

**General Manager Responsible for Review:**

**Corporate Services**

**ADOPTED:** [Click here to enter a date.](#)

**DUE FOR REVISION:** [Click here to enter a date.](#)

**REVOKED/SUPERSEDED:** [Click here to enter a date.](#)

**COUNCIL ORDINARY MEETING**

15 JULY 2014

**5.8****REPORT FROM THE CHIEF EXECUTIVE OFFICER**

Linda Cardew – Chief Executive Officer: #424267

**RECOMMENDATION:****That Council receives and notes the report.****EXECUTIVE SUMMARY:**

This report presents an outline of the operational initiatives and progress made by Council's administration during May and June 2014.

**BACKGROUND:**

At every second Council meeting an overview of Council's operations is provided by the Chief Executive Officer. The aim of these reports is to communicate how the administration is managing the diverse activities and challenges arising in the course of Council's business, and to summarise work in progress and the milestones achieved.

There is an open invitation to the community to provide feedback, at any time, on any aspect of Council's service delivery. The organisational goal of continual improvement will be always better informed if staff have a greater understanding of the community's observations, and so we welcome and encourage all comments.

**REPORT:****CEO UNIT**

In the past few weeks the CEO Unit has had a strong focus on assisting community organisations identify and apply for funding. The Unit has also been engaged in preparing and submitting funding applications on behalf of Council.

Staff supported Douglas Shire Community Services Association (DSCSA) in submitting a grant application to Reconciliation Queensland to host a Reconciliation and Recognition event. DSCSA was successful in receiving \$1100 - used in a partnership between Council and DSCSA to deliver the very successful Reconciliation and Recognition event held on 26 June 2014 in the Mossman Community Centre. The event attracted over 50 people and received media coverage by ABC Radio and the Gazette.

Staff provided support to DAB (Art Showcase), Mossman Library (Free Wi-Fi), DSCSA (COTA funding for Seniors Week activity), Douglas Shire Seniors Inc (COTA funding for Seniors week activity) and Phoenix House (Cert IV in Aboriginal Family Health) in the form of letters of support, grant writing assistance or identification of funding opportunities. All these organisations were successful in their funding submissions.

The Community Support funding program closed on 20 June 2014. The number and quality of applications is very strong, resulting in a very competitive funding process.

All applications to the Regional Arts Development Fund (RADF) program were successful and the presentation of the cheques took place at the opening of the World Environment Day Exhibition in Council's Administration Building on 5 June 2014. The Exhibition is very popular and has been extended to 11 July 2014.

Staff are currently working on the 'Get Out, Get Active' funding application which is to encourage women to participate in sport. A survey has been distributed throughout email networks and on Council's Facebook page asking for input from our communities. The Suncorp Safer Communities Queensland Grants has also been identified for crime prevention initiatives.

Staff have participated in: the selection panel for the Youth Development Officer with DSCSA, NAIDOC week planning, Community Agency Network (CAN) meeting, Youth Network meeting, Regional Disaster Network (Community Resilience), Carnivale debriefing, and the launch of the Yirrganydji Sea Country Plan. Staff have also facilitated or participated in the delivery of: Mossman Liquor Accord, Earthwatch meeting, Douglas Community Housing Group, Public Space usage meeting, a planning meeting with the CWA Mossman Branch. Consultations have been conducted with Jabalbina Yalanji Corporation and Dawul Wuru – Yirrganydji Corporation in relation to Traditional Owner Signage throughout the region.

The Cairns Airport Adventure Festival took place from 1 June through to 8 June, featuring three events finishing on Four Mile Beach in Port Douglas: the Triple R Mountain Bike race, the Coral Coast Triathlon and the Hekili. Macrossan Street Port Douglas also featured as the turn around for the bike leg of the Ironman event. These events saw an influx of visitors to the area before, during and after the events and also provided opportunity for participation by many locals.

June has proven to be a very busy month regarding significant Council achievements with the adoption of the Corporate Plan, the preparation and adoption of the 2014 – 2015 Budget and Operational Plan. I commend all staff for their commitment and expertise in meeting the very tight timelines imposed on de-amalgamated Councils. Douglas was one of four Councils in Queensland that were required to complete a Corporate Plan with associated community consultation, two full Budgets and two Operational Plans within a six month period.

The CEO Unit was also tasked with taking this information to our communities. These significant corporate planning documents have resulted in 28 media releases and statements. In June Council's web site ([www.douglas.qld.gov.au](http://www.douglas.qld.gov.au)) received 20,310 page views. New website visitors were recorded at 53 per cent - a slight increase over 52.7 per cent in May.

Council's Facebook page ([www.facebook.com/douglasshirecouncil](http://www.facebook.com/douglasshirecouncil)) had approximately 1138 users and 78 posts resulting in a total monthly reach of 105,000.

Staff are now looking forward to the NADIOC week celebrations commencing on Monday 14 July 2014 to Friday 18 July 2014, followed by Mossman Show on Sunday 20 and Monday 21 July 2014 at which Council will be hosting a stall under the theme "Connect with Your Council". Staff are keen to greet all community members over those two days. Please drop by and find out what your Council has to offer.

## **CORPORATE SERVICES**

### **Governance**

The ongoing review of general policies transferred to Douglas as part of the de-amalgamation process is continuing. When reviewed these policies are presented to Council for adoption.

Policies recently adopted include:

- Daintree River Ferry Concessional Travel Policy
- 2014/15 Revenue General Policy
- 2014/15 Debt General Policy
- Reserves General Policy.

In addition, the Complaints Management Process General Policy has been advertised for community feedback before re-presenting to Council for adoption.

With the end of financial year recently past, a project team comprising of Corporate Services and CEO Unit staff has been established to commence work on preparing the first Annual Report for the new Council. The Annual Report has to be adopted by Council within 30 days of the Queensland Audit Office signing off on Council's 2013/14 financial statements. This is expected to occur in October 2014.

Renewal of the Daintree River Ferry concessional cards has commenced and these cards will be valid for two years expiring on 30 June 2016. Eligible persons can purchase cards by attending Council's Administration Office with photographic identification.

### **Finance and Information Technology**

The Annual Budget 2014 – 2015 was adopted by Council on 27 June 2014 and was the accumulation of a significant body of work which had been the subject of a number of workshops with Councillors.

This budget is based on sound financial sustainability principles and employs a strategy to return Council's operating result to a balanced budget within the shortest reasonable period. Full details of the Annual Budget can be located on Council's website.

Following the adoption of the budget, work is well progressed on issuing the first half yearly rate notices for 2014/15 financial year. These notices are anticipated to be issued in late July and property owners will have 30 days to pay.

Finance staff are now finalising the end of financial year activities and preparing the 2013/14 financial statements to be audited by the Queensland Audit Office.

### **Library**

*Wi-Fi for Douglas Libraries* has moved a step closer with the Library successfully obtaining \$12,000 through the State Library of Qld "Technology trendsetters" grants program. The project, due for completion in early 2015, will see Wi-Fi access being available for members and visitors at Mossman and Port Douglas Libraries during library opening hours.

As part of the grant application internet training will be provided to library users and tablets and an ereader will be purchased to provide digital learning opportunities for the community. The State Library of Qld advised that "the grant round proved very popular with libraries and was 236% oversubscribed with applications totally \$472,152.60 received from 24 councils", 14 of which were successful.

The Team Leader Library attended the "Small rural and regional libraries professional development program" organised by the State Library of Queensland in Brisbane. The program centred around the four themes of the "Next Horizon: vision 2017 for public libraries":

- Creative community spaces
- Connectors (physical and virtual)
- Technology trendsetters

- Incubators of ideas, learning and development.

The program provided an ideal opportunity to learn and experiment with new technology e.g. RaspberryPi's and to connect with State Library of Qld staff, library peers and to build working relationships with all. The key message: The Library is no longer a place that just has books - it is a creative, learning, connecting community space that embraces technology and continually meets the challenges of the future.

Mossman Library hosted a Year 10 work experience student for a week in June. This was an ideal opportunity to support our community and to provide a student with first-hand experience of the library profession and a feel for working life.

For the month of June the Mossman and Port Douglas Libraries had 6196 visitors; 6900 loans; 680 reservations satisfied; 24 inter-library loans, 53 new members and 181 children enjoyed the regular Storytime and Baby rhyme time sessions held each Thursday morning at 10.30.

Planning is well underway at Mossman Library for "some school holiday fun"; including two art and craft workshops, a RIO2 colouring in competition with 12 fabulous prizes to give away and a "Hip hop with Tahlia" workshop to celebrate NAIDOC week. Library staff wish to thank Tahlia for donating her time and sharing her love of dance with youngsters in Douglas.

## **OPERATIONS**

### **Development and Environment**

#### **Planning Scheme**

On 24 June 2014 Council formally resolved to review the Douglas Shire Planning Scheme and adopted a two phase process aimed at having a new Planning Scheme prepared. Councillor workshops will be held progressively over several months to consider particular issues of interest. The process to engage a GIS consultant to prepare the necessary Planning Scheme maps and overlays will commence shortly. Community consultation will be undertaken after the preparatory work has been completed.

#### **Planning Applications**

A list of planning applications and links to the common material for each application is on the Council website. The new format enables easy access for Councillors and the public.

#### **Planning Appeals**

Appeals with respect to 36 Murphy St and 27 Murphy St, Port Douglas are continuing and are being managed in accordance with the requirements of the Planning and Environment court. The solicitor who had carriage of those matters is now engaged directly by Council which will assist in the efficient and cost effective conduct of the files.

#### **Regulatory Services**

#### **Local Laws/Environmental Health**

With the commencement of the peak tourist season complaints in relation to illegal camping have increased. Officers are now undertaking early morning camping checks on designated days of the week in order to manage these issues.

Complaints regarding dogs, including dog attacks, remain high and continue to absorb a large amount of officer time. The pound has been full to capacity on several occasions. Letters have been sent to residential areas experiencing a high level of dog-related issues, reminding residents of responsible dog ownership obligations.

The application for leave to appeal with respect to the three dangerous dogs still in the pound remains on foot and is proceeding according to directions issued by QCAT.

A program targeting illegal dumping has commenced.

## **Plumbing**

Council's new plumbing inspector is settling in well and working to streamline processes.

## **WATER AND WASTE**

### **Wastewater Regulatory changes**

The Water Supply (Safety and Reliability) Act 2008 has been amended to transform the regulation of recycled water in Queensland. As a result of the changes, the two existing recycled water schemes in Port Douglas and the non-active scheme in Mossman were registered in terms of the amended regulation during June.

Staff have also applied for an amendment to the current Environmentally Relevant Activity (ERA) for the Mossman wastewater plant to reflect the true numbers of the community and to incorporate future upgrades of this plant and the catchment. This application in terms of the Environmental Protection Act 1994 will result in a reduction of our annual registration fees.

### **Sewer infrastructure**

Sewer lining activities have commenced during June and selected areas where sinkholes occurred in Mudlo Street, Seabrook Avenue (Port Douglas) and Alchera Drive (Mossman) have been relined successfully. One of the sewer lines connecting to the main Mossman pump station was also relined with immediate significant reduction in the volume of infiltration water entering the plant. The relining program will continue as groundwater infiltration due to aging sewer network is a major financial factor but also a compliance impediment.

### **Drinking Water Reservoirs**

There has been an ongoing investigation into the water quality within the Dagmar Heights scheme which includes the De Meio reservoir. The scheme supplies a small number of households with non-potable water and has a history of poor water quality, non-compliance and a lack of reliable historical data. The reservoir was drained and cleaned and the aquifer and pump wells were refreshed to improve water quality and ensure the supplied water complies with the Australian Drinking Water Quality guidelines for a number of parameters. The De Meio reservoir will be included in the gas chlorination project and will convert this "boil alert" water supply into a potable supply.

Divers started with the reservoir maintenance program by cleaning the Flagstaff Reservoir. Two leaks were identified in the bottom seal of the reservoir. Investigations are currently underway to establish a procedure to restore the seal without causing water interruptions in Port Douglas during the holiday season.

## **Capital projects**

Several capital projects were completed during June and included the successful installation of the new bio-solids conveyor system at Mossman wastewater plant. Wastewater operators are no longer required to manually handle bio-solids on site and by employing a semi-truck, the road transport process will also be streamlined by eliminating another off-loading step.

Another highlight is the completion of the Water (Colilert) laboratory. Weekly drinking water samples will be tested using IDEXX Colilert-18 that has been extensively validated to detect total coliforms and *E.coli* in water with quantified results in 18 hours, with no further confirmation of results required. Sampling will continue to be weekly but samples taken during one week per month will be analysed by an accredited NATA laboratory to confirm proficiency of the Colilert laboratory. The Colilert laboratory will achieve a substantial saving in terms of the total monitoring and laboratory costs incurred by the Council.

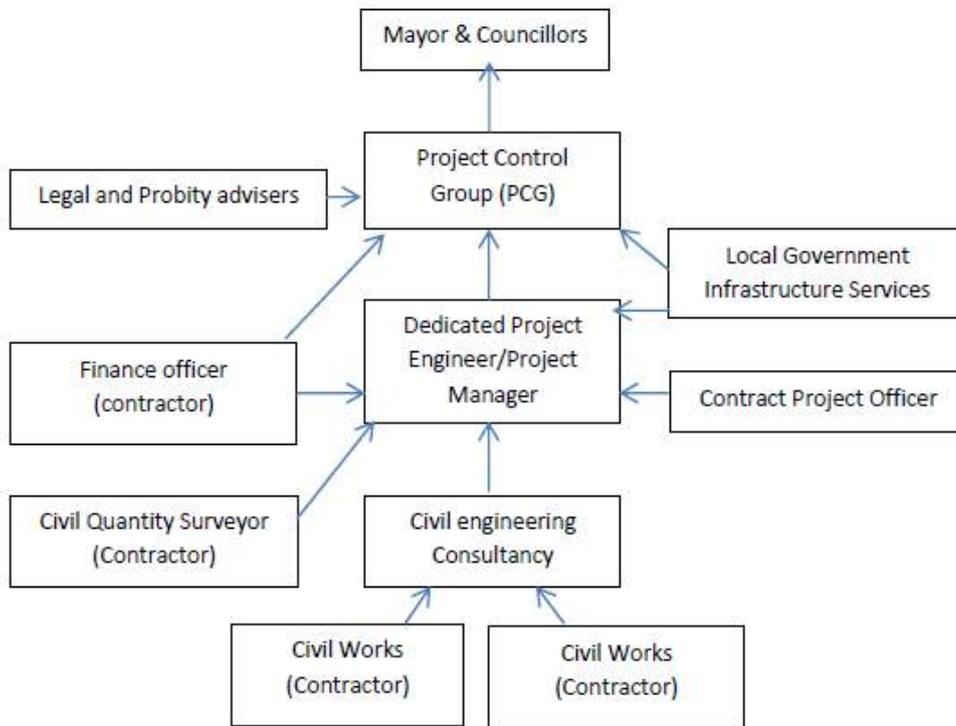
## **Infrastructure**

### **Civil Works**

The Civil Works Team, in conjunction with Management, is progressing the delivery of the Queensland Reconstruction Authority (QRA) activities. Additional resources to deliver the 2014 activated event projects (and future event projects) are in train for the successful delivery of planned on-ground works. Many of the QRA on-ground works are repairs to roads both sealed and unsealed and need to be undertaken outside the wet season for the reason of construction integrity, and safe access.

Recognising the scale of the restoration works to be delivered over the next two years (with damage estimated to be in the range \$10-\$15million), and the probability that similar works will need to be undertaken as a result of future disaster events, a formal project governance structure has been established as shown in the following diagram:

Douglas Shire Council QRA NDRRA works  
PROJECT GOVERNANCE STRUCTURE



The primary function of the Project Control Group (PCG) is to provide the peak decision making body for Council's NDRRA Restoration Program. The PCG will monitor and review the progress of the Program, as well as provide oversight of the Program deliverables.

The PCG comprises the CEO, General Managers and the Manager Infrastructure. It is supported with the advice and assistance of Local Government Infrastructure Services, a Business of the Local Government Association of Queensland (LGAQ). Members of the PCG ensure business objectives are being adequately addressed and the program and project costs remain under control.

The PCG is also responsible for liaison with State and Federal Elected Representatives, Queensland Reconstruction Authority (QRA) and Government offices. The CEO is the direct line of communication with the QRA CEO. The Project Manager reports directly to the PCG.

The PCG meets weekly. The procurement strategy is nearing completion, as is the Request for Tender for Engineering Consultancy Services. The Project Engineer's role has been advertised with applications closing on 11 July 2014.

Regular project reports will be provided to Council as work progresses. It should be noted that all works proceed only after approval (including approval of costs to be met by QRA) has been received from the QRA NDRRA.

In the interim, the Civil Works Team is in the process of patching the Bloomfield Track to enable continued public use. The Track is recommended as four-wheel-drive all year round. Access for Track repairs has not been possible following Cyclone Ita due to the wet and boggy conditions. Recent dry weather has enabled Council to undertake patch repairs to the boggy

and degraded areas through to Emmagen Creek, with works to continue northwards and also commence from the Bloomfield end south to Woobadda Crossing.

Council's contractors have recommenced construction of the Woobadda Bridge. The first band of the southern arch is in now in place and completion of the bridge is anticipated to occur in October. The works at the Bloomfield end of the Track will enable uninterrupted construction of the Woobadda Bridge to continue as poor road conditions have the ability to delay or stop construction trucks and cement agitators.

Works have also commenced on repairs to Niau Bridge in Upper Daintree which has been closed to traffic for an extended period. Access to the Creb Track remains closed due to the Daintree River height and an assessment of damage on the track is yet to occur. The grading road maintenance program has commenced in the south of the Shire at Connolly Road and will move northwards.

Crews were busy with road maintenance activities surrounding the Adventure Festival and Ironman in Port Douglas and in supporting the road control approvals and processes.

Staff are in the process of completing capital works projects for the 2013/14 year including new drainage in Alchera Drive, footpath renewal in Johnston Road and the cycle bridge in the Mowbray Valley.

Execution of a new contract with the Department of Transport and Main Roads (DTMR) for the 2014/2015 Road Maintenance Performance Contract for the 2014/15 financial year is being finalised. A crew has been employed on "emergent works" on the DTMR Mossman-Daintree Road since Cyclone Ita. This work is expected to be completed in the next few weeks.

## **Engineering**

### **Grant Success**

Council has been successful for two grant applications to the Department of Local Government, Community Recovery and Resilience for flood mitigation. Council's Project Engineer completed and submitted a grant application for improvements to assist in flood mitigation and including Degarra Public Access Causeway Upgrade, Daintree Flood Gauge Automation and Upgrade projects to the Mowbray River Road, Connelly Road & Whyanbeel causeways. Total grant funding is \$837 000.

Council's Project Engineer is working with Civil Works Team to develop a new grant application for Round One of the Bridges Renewal Programme (BRP). The Australian Government has committed \$300 million to this program over 5 years from 2014-15. The objectives of the BRP are to contribute to the productivity of bridges serving local communities, and facilitate higher productivity vehicle access. State, Territory and Local Governments are eligible to apply. The programme will contribute a maximum of 50% of the total project cost.

### **Public and Natural Areas**

A Draft Project Plan and Deed of Agreement have been submitted to DTMR for review for the landscaping by Council of the Intersection of Captain Cook Highway and Port Douglas Road. These works are scheduled for completion by December 2014. The landscaping will be funded by DTMR to the value of \$100,000.

Works have also been completed on the installation of new playgrounds at Newell and Wonga and the new skate park at Wonga.

Invasive weed control has been focused on Hiptage and Siam weeds and a review of the recent pig baiting program in Cape Kimberley was undertaken.

Use of labour provided through Corrective Services is to commence shortly. Labourers will largely be utilised in manual weed control and litter collective.

### **Fleet**

Council's fleet renewal has successfully been completed for the 2013/14 period with designated fleet replaced using a combination of old and new suppliers. A new Patching truck and emulsion system will be delivered in the next few weeks.

### **Facilities Maintenance**

Ultra violet light emitters are currently being fitted to the air-conditioning at the library, administration building and Port Douglas Community Hall. The UV emitters will improve indoor air quality and save power and maintenance costs on the air-conditioning systems over time.

An agreement has recently been received from Ergon Energy to enable solar panel fit out on the Administration Building roof and feedback of excess power to the power grid.

Painting refurbishment has now been completed on the Sugar Wharf building and five public toilet facilities. Repairs have also been completed on the Sound Shell at the Diwan complex.

### **CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE:**

Council's operations are conducted as required by the Local Government Act 2009, and in accordance with all applicable policies and the Douglas Shire Council Operational Plan January 2014 – June 2014.

### **FINANCIAL/RESOURCE IMPLICATIONS:**

Council's operations are conducted in accordance with the 2013-14 Budget adopted 24 January 2014.

### **RISK MANAGEMENT IMPLICATIONS:**

The new Council's operations have been subjected to an early risk assessment process, which will shortly be followed by the finalisation of the Risk Policy and a comprehensive Enterprise Risk Management Plan.

### **SUSTAINABILITY IMPLICATIONS:**

#### **SOCIAL:**

The diverse communities of Douglas are Council's clients. Council's operations, services and programs are designed and delivered to support the people of Douglas.

#### **ECONOMIC:**

The twin pillars of financial and economic sustainability underpin all Council's operations.

#### **ENVIRONMENTAL:**

Environmental management is a priority consideration in the delivery of all Council operations and services.

**INTERNAL/EXTERNAL CONSULTATION:**

Council's General Managers and Branch Managers have been consulted and have contributed to the preparation of this report.

**ATTACHMENTS:**

Nil attached.

<b>COUNCIL ORDINARY MEETING</b> <b>15 JULY 2014</b>	<b>6.1</b>
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**NOTICE OF MOTION – CR CLARKE****Extend Invitation to Minister for Environment & Heritage Protection to Discuss Crocodile Management Issues #424296**

*I hereby give notice of my intention to move the following motion at Council's ordinary meeting to be held on Tuesday 15th July 2014:*

*“that, in light of representations received from the Port Douglas Surf Life Saving Club and the Port Douglas Outrigger Canoe Club expressing concern at the increasing danger posed to swimmers and users of recreational craft in the Douglas Shire, the Council invite the Queensland Minister for the Environment and Heritage Protection, the Hon. Andrew Powell MP, to meet with Council and representatives of the Clubs to discuss crocodile management issues in the Douglas Shire.”*

**CEO'S COMMENT**

Councillor Clarke's Notice of Motion is supported by staff.

<b>COUNCIL ORDINARY MEETING</b>	<b>6.2</b>
<b>15 JULY 2014</b>	

## **NOTICE OF MOTION – CR MELCHERT**

### **Water Leakage Relief Policy #424247**

*I hereby give notice of my intention to move the following motion at Council's ordinary meeting to be held on Tuesday 15th July 2014:*

*"that the Council request relevant staff to prepare a Water Leakage Relief policy, similar to that adopted by Gold Coast City Council, for consideration at the next Council meeting. The policy to provide relief from water charges which occur as a result of a concealed water leak and the relief to be available for a maximum of two (2) water billing periods."*

### **BACKGROUND**

Two residents/rate payers have raised concerns with me regarding large water bills they have received as a result of a concealed water leak. In recent times the RSL has had a similar experience. The Gold Coast policy gives equity and relief to ratepayers when concealed water leaks cause large and unexpected water bills.

### **CEO'S COMMENT**

While staff understand that unexpected water bills are never welcome, faulty infrastructure on private property remains the responsibility of the private owner. The current water charging regime is based on "user pays" and it does not appear corporately responsible to have all ratepayers incur the cost of another person's faulty (privately owned) infrastructure.

Council is not positioned to carry the risk of an unknown cost burden for infrastructure that it cannot access, see, maintain or control. Council's adopted budget has made no provision for the coverage of water costs due to unidentified leaking pipes located on private property. It is submitted that both Council's interests and those of the private owner are best served by each maintaining and being responsible for the infrastructure assets that they own. An additional and unresourced administrative burden would also be placed on staff required to assess claims, and quite possibly, to enter private properties to determine and confirm the source of concealed water leaks, in order to ensure that claims are legitimately made.

While the Gold Coast City Council Policy is cited in this Notice of Motion, it is noted that the City of Gold Coast is required to have such a policy in accordance with the *Customer Water and Sewerage Code South-East Queensland (SEQ)*. There is no legislative responsibility on Douglas Shire Council to implement a policy regarding water leaks.

<b>COUNCIL ORDINARY MEETING</b>  <b>15 JULY 2014</b>	<b>6.3</b>
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**NOTICE OF MOTION – CR MELCHERT****Maintenance and Management of the Mossman Showgrounds Playing Field  
#424250**

*I hereby give notice of my intention to move the following motion at Council's ordinary meeting to be held on Tuesday 15th July 2014:*

*"that the Council move immediately to:*

- fully repair and reinstate the playing fields, including grass planting by sprigging, at the Mossman Show grounds, which have been severely damaged by recent weed control spraying.*
- that in the future Council not spray poisons on playing fields during the playing season of the respective users and, further, spraying not be carried out during periods of slow growth in the winter months.*
- all field maintenance be carried out in consultation with users of the facilities and under the control of Senior Managers."*

**BACKGROUND**

The motion seeks to prevent a recurrence of the devastating damage to the Mossman playing fields right in the middle of the playing season and presentation of the Mossman Show.

**CEO'S COMMENT**

On 1 July 2014 Councillors were advised by email of the circumstances surrounding this issue and remediation action proposed. This action includes the re-instatement of the playing fields. It is proposed rectification work to the Junior field will commence on Wednesday 23/07/14 after the end of their season and after the Mossman Show. On completion of Seniors season rectification works will be undertaken to that field.

In the treatment of its playing fields, Council staff rely on the advice of qualified and experienced specialists, who take into consideration all relevant facts including the timing and nature of the treatment, and its suitability for use in certain circumstances. Council's assets are best protected by following the advice of qualified and experienced specialists. Expert advice has not been provided to support the proposal above, nor to compare the outcome if the above proposal was adopted. Consequently there is insufficient information on which to base a professional comment.

<b>COUNCIL ORDINARY MEETING</b>  <b>15 JULY 2014</b>	<b>6.4</b>
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## **NOTICE OF MOTION – CR MELCHERT**

### **Maintenance and Management of the Mossman Show Grounds Joint-Use Club Rooms #424249**

*I hereby give notice of my intention to move the following motion at Council's ordinary meeting to be held on Tuesday 15th July 2014:*

*"that the Council resolves not to proceed with leasing the joint-use club rooms at the Mossman Show Grounds and the Council proceed to manage and maintain the facility in a similar way to the Port Douglas Oval joint-use facility. In the first instance the Council proceed immediately with the replacement of an unserviceable hot water heater and repairs to the upstairs toilet facilities."*

#### **BACKGROUND**

The facility is used by the Mossman Show Society and the junior and senior rugby league teams. Council fully supports the maintenance of the building in Port Douglas and it would seem unreasonable not to provide similar support for the Mossman Facility.

#### **CEO'S COMMENT**

##### **(a) Leasing of joint use club rooms**

On 4 October 2012, as a minor property matter delegation, Cairns Regional Council resolved:

*"1. [To give] in-principle approval for the issue of a trustee lease to the Mossman Sharks Senior Rugby League Club Inc, over the existing clubhouse building and attached covered area which they occupy and is located on part of Lot 92 on SR81, Mossman Showgrounds, for sporting clubhouse purposes and related community use, subject but not limited to the following terms and conditions:*

- 'in-principle' approval being obtained from the Minister for Natural Resources and Mines;*
- for a term of ten (10) years to commence on a date yet to be agreed;*
- rent for the first year of the term to be \$711.46pa (including GST) and subject to annual review in accordance with the Brisbane All Groups Consumer Price Index (CPI);*
- lessee to be responsible for rates and charges, including any costs of water usage on the premises;*
- lessee is to be responsible for all reasonable costs associated with the preparation, execution and registration of the lease;*
- the terms and conditions in Council's Standard Terms Document for Trustee Leases registered under dealing number 713488911;*
- in accordance with Council's 'Tenures Policy for Not for Profit, Recreation, Sporting and Community Groups – No.1:02:45;*
- the lessee joining the Good Sports Drug and Alcohol accreditation program;*
- reasonable assistance to be given to the Mossman Show Association for a period of 2 weeks a year, around the period of the Mossman Show; and*

- *the Lessee allowing Mossman Sharks Junior Rugby League Club Inc to use the clubhouse and attached covered area at agreed times, when it is not otherwise being used.*
2. *gives in-principle approval for the issue of a trustee lease to the Mossman & District Gymnastics Club Inc, subject to them obtaining the relevant funding to construct a clubhouse building over the existing basketball court site, situated on part of Lot 92 on SR81, Mossman Showgrounds, for the purposes of a sporting clubhouse and related community use, subject but not limited to the following terms and conditions:*
- *'in-principle' approval being obtained from the Minister for Natural Resources and Mines;*
  - *for a term of ten (10) years to commence on a date yet to be agreed;*
  - *rent for the first year of the term to be \$711.46pa (including GST) and subject to annual review in accordance with the Brisbane All Groups Consumer Price Index (CPI);*
  - *lessee to be responsible for rates and charges, including any costs of water usage on the premises;*
  - *lessee is to be responsible for all reasonable costs associated with the preparation, execution and registration of the lease;*
  - *the terms and conditions in Council's Standard Terms Document for Trustee Leases registered under dealing number 713488911;*
  - *in accordance with Council's 'Tenures Policy for Not for Profit, Recreation, Sporting and Community Groups – No.1:02:45;*
  - *the lessee joining the Good Sports Drug and Alcohol accreditation program; and*
  - *reasonable assistance to be given to the Mossman Show Association for a period of 2 weeks a year, around the period of the Mossman Show."*

### **Background**

The Mossman Showground, described as Lot 92 on SR81 is dedicated as a Reserve for Recreation purposes (R1269 Solander) and is held in trust by Council for the State. In 2012 Cairns Regional Council (CRC) identified that formal lease arrangements were required in order to provide security of tenure to existing and proposed users of this Reserve. Douglas officers understand that the Sharks Club sought this arrangement, as security of tenure by way of a lease provided greater opportunity to apply for grant funding and other financial support.

As a consequence, a Land Management Plan was prepared for the whole of the Showground site and will accommodate the multiple uses proposed by the above approval.

The Mossman Sharks Senior Rugby League football club have occupied the clubhouse at the Mossman Showgrounds for a number of years. CRC officers negotiated with the Club for some time, and Douglas understands, supported the Sharks request for a lease over the area of the existing Clubhouse only, subject to the Club joining the Good Sports Drug and Alcohol accreditation program to consolidate the Club as an organisation that follows best practice and responsible service of alcohol.

Further discussions were held between CRC officers and the Club around securing community use of the clubhouse by other sporting and community groups, including the Mossman Sharks Junior Rugby League, when the clubhouse is not in use by the Club. CRC advised that this was agreed to by the Club. It was proposed that oval continue to be booked and managed by Council.

On 10 December 2012, the Club was advised by CRC staff of the terms of Council's approval as above, and that a draft Land Management Plan had been prepared and sent to the State Government Minister for Natural Resources and Mines for review. The correspondence indicates that the Club was keen for this to occur.

Given the details of the above, at this stage it would appear that the proposed lease to Mossman Sharks, and the terms therein, including the provision of support to the Mossman Show, together with the proposed lease to the Mossman & District Gymnastics Club Inc are designed to support the use of the Showgrounds as a multi-use facility. Furthermore the preparation of the Land Management Plan is expected to address the issues of the shared use of the entire Showground. This draft Land Management Plan will be reviewed by Council officers, and consultation undertaken to confirm whether it remains appropriate, as part of a scheduled work program over the next few months.

It is relevant to the consideration of this Notice of Motion that Council staff have not received any request from the Sharks to change or retract from the current position as described above.

With reference to the Port Douglas Sports Club, Councillors were advised in workshops earlier this year and on 8 July 2014, that the land use, building use and management of the Port Douglas Sports Complex is to be reviewed in conjunction with current and intending future users, as part of a whole of facility approach. Current arrangements may therefore change in future.

**(b) Building maintenance**

The 2014-2015 Douglas Shire Council Budget adopted on 27 June 2014 includes a provision of \$8000 for building maintenance for the Mossman Showgrounds. Works will be undertaken in consultation with users, as part of a scheduled work program, and as soon as practical.

<b>COUNCIL ORDINARY MEETING</b>	<b>6.5</b>
<b>15 JULY 2014</b>	

## **NOTICE OF MOTION – CR MELCHERT**

### **Proposed Installation of Gaseous Chlorine Water Supply Disinfection #424268**

*I hereby give notice of my intention to move the following motion at Council's ordinary meeting to be held on Tuesday 15th July 2014:*

*"that the Council requests the relevant Council Managers to provide a full report to the next Council meeting on the proposed installation of gaseous chlorine water supply disinfection, including full comment on the workplace health and safety and community safety issues associated with the use and storage of this deadly gas."*

### **BACKGROUND**

Chlorine is a dangerous gas which is heavier than air. It would appear that the proposal, on which, as far as I am aware, Council has not received any advice to date, will involve the storage of fairly large volumes of the gas close to residential areas. As a Councillor who is probably more aware than most of the properties of the gas, I have concerns about the use of the gas by Council employees, in terms of WH&S, and the risk to residents in the vicinity of water treatment plants.

### **CEO'S COMMENT**

Council adopted the 2014/2015 Capital Works Budget which included the proposed replacement of the current hypochlorite system with a gaseous chlorination system. The adopted 2014/2015 Operational Plan includes the goal - "Develop and implement strategies to optimise disinfection of potable and treated wastewater effluent." The introduction of gas chlorination forms part of the optimised disinfection process.

The installation of systems for the delivery to Council's water supply system will be implemented over the financial year as a programmed works project.

Gas chlorine is introduced to drinking water under a vacuum and gas monitors are installed in storage areas. A risk assessment is undertaken of all storage areas prior to commissioning of the system.

Gas chlorine has been used in drinking water disinfection for 100 years and continues to be used throughout Australia. Gas disinfection was introduced in Mareeba Shire in the past month and other water providers using gas chlorine include Kalgoorlie, Rockhampton, Toowoomba, Melbourne Water, Sydney Water, SA Water, Goulbourn Valley Water and Tas Water.

A report can be prepared for Council on the use, safety and benefits of gaseous chlorine over the current hypochlorite system for the Ordinary Council meeting to be held on 26 August 2014.