



Inglewood Shire Council

Ordinary Meeting of Council

Minutes

Meeting held in the Council Chambers

Cnr Albert and Elizabeth Streets

Inglewood Queensland 4387

Monday 19 February, 2007

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Monday, 19 February, 2007 – 9:34 a.m.

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INGLEWOOD SHIRE COUNCIL
MINUTES OF THE ORDINARY MEETING OF COUNCIL

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Present: Councillor J White (Mayor)
Councillor RJ Pietsch (Deputy Mayor)
Councillor L Cox
Councillor L Dawson
Councillor B Johnson
Councillor R McDougall
Councillor M Moffitt
Councillor T Tait
Councillor D Thompson

Apology

Officers in
Attendance

The following officers attended the meeting at various times during the course of proceedings as recorded in the minutes.

Don Ramsland Chief Executive Officer Designate

Jeff Brown Acting Chief Executive Officer

Vince Stephens Environmental Health Officer

Dave Hayward Community Development Officer

Dave Burges Consultant Engineer

Andrew Singh Human Resource Officer

Andrew Wegener Accountant

Deleted: Bill Carr Works
Manager

Deleted: Director of Corporate
& Financial Services

INGLEWOOD SHIRE COUNCIL
MINUTES OF THE ORDINARY MEETING OF COUNCIL

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1. OPENING OF MEETING

The Mayor welcomed all Councillors and declared the meeting open at 9.34 a.m.

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2. RECEIPT AND CONFIRMATION OF MINUTES

Resolution: 2007-0528

Moved: Cr Tait Seconded: Cr Pietsch

That the minutes of the Ordinary Meeting held on 15 January, 2007, as supplied to all Councillors, be confirmed as a true record of the proceedings thereat.

CARRIED: (VOTE: 9/0)

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3. BUSINESS ARISING FROM MINUTES

There is no business arising from the minutes.

4. NOTICE OF MOTIONS PREVIOUSLY GIVEN

There is no notice of motions previously given.

5. NATURAL RESOURCE OFFICER

Resolution: 2006-0529

Moved: Cr McDougall Seconded: Cr Johnson

That the Natural Resource Officers report be received and the comments contained therein be noted and that Council's Land Protection Officers along with Rose Coburn engage our schools in the Weed Warriors Program.

CARRIED: (VOTE: 9/0)

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Attendance: The Community Development Officer attended the meeting at 10.13 am. and retired from the meeting at 11.09 am

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6. COMMUNITY DEVELOPMENT OFFICER

Resolution: 2006-0530

Moved: Cr Dawson Seconded: Cr Cox

That the Community Development Officers report be received and the comments contained therein be noted.

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7. REQUEST FOR DONATION – DISABLED CHILDREN

SYNOPSIS:

Telephone request from Abused Child Trust for assistance to fund a cinema day for disabled children.

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EXECUTIVE SUMMARY:

I have received a telephone message requesting assistance to fund attendance at an annual cinema day for disabled children by 7 children from our shire.

I phoned Brett Millar back and advised that request would need to go to council and that an answer would be available after consideration by council.

He is seeking \$45 per head for 7 children who have been identified from this shire - no names could be given for privacy reasons and children are not all disabled some are victims of abuse.

The total request is for \$315 and I have completed details on a community donations request form (attached).

RECOMMENDATION:

Noted. Community Donations Application Form completed.

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8. PROPOSED CAMPING GROUND AT COOLMUNDA DAM

SYNOPSIS:

A meeting and tour of the Coolmunda dam area was requested by Peter Herbert, the owner of the Lake Coolmunda Caravan Park.

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EXECUTIVE SUMMARY:

Following representations from Peter Herbert over the past 2 years a meeting was arranged between A/CEO, CDO and Mr Herbert to discuss possibilities for improving camping facilities at the dam.

Currently people are camping on an area of Inglewood Shire Council land namely freehold lots 47, 48 & 49 on CVE487 and leasehold land lots 50 & 51 on CVE487 on the western side of the dam. This is creating problems in that access to the land is via rough bush tracks and there are no amenities to cater for campers. Subsequently the area becomes littered with rubbish and toilet paper during busy periods and this is unsightly and quite possibly a health risk. The area bordering the dam is sandy country with thick schrub with minimal use apart from possible development as a camping area although access during wet weather is virtually impossible according to Mr Herbert. There is an old Scout Hut building on lot 50 which could possibly be converted to provide some amenities on this site but some clearing, access road improvement and lighting is also needed to develop this into an acceptable camping area.

Council also have control of lease G72271 on the northern side of the dam with access from the Inglewood Warwick highway. This area was proposed as a camping/caravan site many years ago but although it has magnificent views of the dam it is very rocky with little to no vegetation and therefore not suitable.

Peter Herbert has proposed that he be allowed to develop a camping area on part of No1 picnic area (stage 1) which is Sunwater land on the western shores of the dam. Further camping area development (stage2) would be on Sunwater land between No1 & No2 picnic areas. This site would be suitable as there is direct entry from a sealed road, boat ramp, picnic facilities and some amenities are available on site and it would compliment existing infrastructure. During his discussion with Sunwater regarding obtaining permission to develop the land Peter claims he was advised that Inglewood Shire Council were now handling this issue.

From information available the council has no control of the land in question and Sunwater still need to be involved in the process and no doubt any change in land usage would need to be advertised for comment/objections from other land users in the area.

It is in the interests of Inglewood Shire Council to see development of "Lake Coolmunda" as a tourist site as well as possible future residential development.

Peter Herbert's proposal for stage 1 & 2 camping sites has considerable merit as it appears the logical location and could be incorporated into a larger plan for development of the whole "Lake Coolmunda" area.

If this development does proceed council would need to consider what to do with the land on which people are now camping. Do we close the area to campers? Do we improve the area for campers? Do we sell off the land for residential development?

After further discussions the A/CEO suggested that a "due diligence" report be commissioned to investigate all issue with development of the whole area.

It is obvious that something needs to be done to resolve the problems with camping at Coolmunda.

Private enterprise interest in investing in the development of the site should be encouraged and therefore council need to coordinate negotiations between all parties to ensure development of this valuable resource.

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RECOMMENDATION:

that this report be received; and

(1) further information be sought regarding the preparation of a "due diligence" report to further develop options for the development of Lake Coolmunda; and

(2) Council agree to facilitate discussion with sunwater regarding access to various reserves and lease areas.

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Resolution: 2006-0531

Moved: Cr Johnson Seconded: Cr Moffitt

That this report be received; and

1. further information be sought regarding the preparation of a "due diligence" report to further develop options for the development of Lake Coolmunda; and

2. Council agree to facilitate discussion with sunwater regarding access to various reserves and lease areas.

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9. DEVELOPMENT OF RIVERSIDE CARAVAN PARK, TEXAS

SYNOPSIS:

In response to a letter received on 17th of January 2007 regarding establishing a caravan park at the Dumaresq River a meeting was held with interested parties to discuss various options.

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EXECUTIVE SUMMARY:

A meeting was held on 6th of February with Kim Henry and Chris Millar in response to their letter. The purpose of the meeting was to investigate their proposal in more detail before any meetings with councilors or lodging a development proposal.

Initially they were thinking of the site of the old Tick Gate (lot 220 on plan CVE674) where people currently camp. This is leasehold land currently gazetted for grazing use and which we are in the process of having transferred to Inglewood Shire from NSW DPI. It is unlikely that the use of this block for the purpose of a caravan park would be agreed to by DNR. The block is substantially larger than just the camping area and also has an access road to the old bridge running through it. Upon reflection they decided that this may not be the best option although it would solve the ongoing issue of people camping on the site and associated liability concerns.

Another option may be to use the old cricket ground (lot 110 on plan T1922). This ground is no longer used by the cricket club as they now play at the Sporting Complex and Texas State School grounds. This block is adjacent to the old Tick Gate site, is visible from the highway, has access to river frontage, is accessible by existing sealed road and has clearly defined boundaries with fences.

The old cricket ground is currently gazetted as a recreation reserve with ISC as trustee and discussions with DNR indicate that if ISC advised that it no longer required the site as a recreation reserve then it is possible for the land to be sold but generally it would go to public tender. Depending on other interested parties there is no guarantee that they would be able to secure the site for caravan park development.

We are in the process of reviewing all reserves in the shire and it we should investigate whether the cricket club has any further interest in future use of the grounds and whether it is required for any other recreation use.

Discussions with Building Surveyor, Len Rigg indicate that use of the land as a caravan site is possible subject to full investigation of any development proposal and EPA approval regarding waste disposal as the site would cater for more than 20 people.

The proposed park would include:

up to 40 powered sites (subject to area of land available)

Kiosk/administration building and quarters

Amenities Block (toilet and shower facilities and laundry)

4 cabins

Investment by private enterprise should be encouraged and further consultation is required but initially Mrs Henry and Mrs Millar want to know if council would be prepared to consider their proposal before proceeding (a list of advantages and disadvantages to the community from this proposal is attached).

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RESOLUTION:

Resolution: 2006-0532

Moved: Cr Thompson Seconded: Cr Tait

That the applicant be advised Council would consider the development application on its merits when submitted.

CARRIED: (VOTE: 9/0)

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Adjournment: The meeting adjourned for morning tea at 11.14 am and reconvened at 11:40 am.

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Attendance: The Environmental Health Officer attended the meeting at 11.40 am. and retired from the meeting at 12.40pm

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Attendance: Councillor Pietsch adjourned from the meeting at 12.30 pm.

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10. SCAVENGING RIGHTS AT INGLEWOOD REFUSE TIP

SYNOPSIS:

The purpose of this report is to provide background on the scavenging rights at the Inglewood Refuse Tip.

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EXECUTIVE SUMMARY:

Under Council's Environmental License for operating a Refuse facility, the EPA have prohibited scavenging from the Refuse Tip unless that person is authorised by Council and has an agreement with Council for the Scavenging Rights.

Previously Council had given authorisation to Eric Callaghan for the scavenging rights at the Inglewood Refuse Tip. It is not known by this Officer if the agreement expired or the agreement was cancelled; but the current circumstances are that Council has not issued authorisation to any person to scavenge from the tip.

Over the past months Eric Callaghan has been scavenging aluminium cans and other non-ferrous metals from the tip. Recently a Louis Ratcliff has also been scavenging the same materials from the tip. On a number of occasions over the recent weeks Mr Ratcliff has been seen to verbally abuse and threaten Mr Callaghan over the rights to scavenge at the tip.

Mr Callaghan approached Council prior to Christmas regarding this matter and an unofficial approval was granted to Mr Callaghan to scavenge until the matter could be raised with Council. However, with the recent events, a letter was sent to both persons advising them it was an offence to scavenge without Council approval and that the scavenging rights will be discussed at the next Council meeting. Both persons were approached and the matter discussed prior to the letters being sent to them.

Scavenging from the tip can provide a service to Council in reducing the volume of waste being buried and therefore extending the life of the tip. On the other side it can also cause environmental nuisances with these recovered materials being stored inappropriately causing other nuisances.

For those who conduct scavenging from refuse tips there is a financial reward in converting the non-ferrous metals into cash.

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Dawn Atwell has Council approval to conduct a recycling operation at her place of residence. Dawn collects glass and aluminium cans from the Hotels and Showgrounds and other special events. Dawn does not collect items from the refuse tip but has agreements with the businesses in town.

RECOMMENDATION:

It is recommended that Council consider:-

1. The need to have Scavenging Rights at the Inglewood Refuse Tip, and
2. The process by which expressions of interest for scavenging rights would be conducted if a need was determined.

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Resolution: 2006-0533

Moved: Cr Thompson Seconded: Cr Tait

That Council refuse Scavenging Rights at the Inglewood Refuse Tip and Texas Transfer Station

CARRIED: (VOTE: 8/0)

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Attendance: Councillor Pietsch returned to the meeting at 12.40 pm.

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Attendance: The Human Resource Officer attended the meeting at 12.55 pm and retired from the meeting at 1.50 pm.

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11. HUMAN RESOURCE OFFICERS REPORT

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Resolution: 2006-0534

Moved: Cr Pietsch Seconded: Cr Dawson

That the Human Resource Officers report be received and the comments contained therein be noted.

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Adjournment: The meeting adjourned for lunch at 1.50 pm and reconvened at 2:27 pm.

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Attendance: The Consulting Engineer attended the meeting at 2.27 pm

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12. PLANT REPLACEMENT PROGRAM

SYNOPSIS:

Council has made a very significant investment in it's plant fleet over the years. This investment needs to be managed in such a way so as to ensure the fleet continues to efficiently meet the operational requirements of Council whilst not imposing an undue financial burden on the organisation. A sound and balanced plant replacement program is needed to achieve these aims.

EXECUTIVE SUMMARY:

The proposed plant replacement program has been structured on timely replacement of plant that will ensure plant reliability and maintenance costs do not become excessive and resale values will be competitive. In broad terms the following replacement periods have been adopted:-

- Graders, rubber tyred rollers 10,000hours / 10 years
- Loaders, steel drum rollers 8,000hours / 8 years
- Backhoes 7,000hours / 8 years
- Large trucks 500,000kms / 10 years
- Medium trucks 250,000kms / 10 years
- 4WD utes / wagons 150,000kms / 5 years
- 2WD utes 100,000kms
- Sedans 80,000kms

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The program has been varied slightly as required in an attempt to "smooth" the expenditure program over the 10 year period. The proposed program provides for additional expenditure in the first 3 years (including 2006/07) due to the age of the fleet, with this subsequently decreasing to an average of approximately \$384,000/year for the balance of the program.

RECOMMENDATION:

- That Council adopt the plant replacement program and make appropriate allocation in the 2007/08 budget.

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Resolution: 2006-0535

Moved: Cr Dawson **Seconded:** Cr Moffitt

That Council adopt the plant replacement program and make appropriate allocation in the 2007/08 budget.

CARRIED: (VOTE: 9/0)

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13. 2007/08 TO 2011/12 TIDS PROGRAM

SYNOPSIS:

The Southern Downs Regional Road Group Technical Committee is in the process of reviewing the five year rolling program and allocating funds for the new year five (2011/12). The additional TIDS funding announced by the state government at last years LGAQ conference also has to be distributed.

With time constraints placed upon us by the Department of Main Roads and the Roads Alliance process, the writer has had to meet with Departmental officers and put forward a draft program of works.

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EXECUTIVE SUMMARY:

Council's TIDS allocation on the LRRS network for the next four years has been set at \$227,000 per annum with this amount having to be matched by Council. This has been nominally increased to \$340,000 with the most recent increase from the state government. The most recent additional funds have to be spent on safety related works on the LRRS network.

RECOMMENDATION:

- That Council review the TIDS funding distribution and authorise the Mayor to adopt the program on behalf of Council as their representative on the Southern Down Regional Road Group.

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Resolution: 2006-0536

Moved: Cr Johnson **Seconded:** Cr Pietsch

That Council adopt the amended TIDS program by the deletion of Beebo Seventeen Mile Road and the inclusion of the following.

1. Nanny's Creek crossing on Tobacco Road
2. Substandard horizontal curves on Tobacco Road; and
3. authorise the Mayor as Council's representative on the Southern Downs Regional Road Group

CARRIED: (VOTE: 9/0)

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14. WORKS MANAGER REPORT

Resolution: 2006-0537

Moved: Cr Tait **Seconded:** Cr Cox

That the Works Managers report be received and the comments contained therein be noted.

CARRIED: (VOTE: 9/0)

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Attendance: The Consulting Engineer retired from the meeting at 3.50 pm

Attendance: The Accountant attended the meeting at 3.50 pm and retired from the meeting at 4.22pm.

15. ACCOUNTANTS FINANCE REPORT

Resolution: 2006-0538

Moved: Cr Pietsch **Seconded:** Cr Thompson

That the Accountants Finance report be received and the comments contained therein be noted.

CARRIED: (VOTE: 9/0)

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16. EARLY CHRISTMAS SHUT DOWN

SYNOPSIS:

Council has traditionally closed the Inglewood and Texas Offices between Christmas and New Years and allowed staff to take the three (3) days as annual leave.

It is proposed that Council as a matter of policy consider increasing this period of annual leave to four (4) days.

This additional day's annual leave would see the Council offices close on the day before Christmas and will enable those staff wishing to travel at this time of the year to do so earlier and under safer traffic conditions.

RECOMMENDATION:

It is proposed that Council as a matter of policy increase the period of annual leave taken during the annual Christmas closedown for office staff to four (4) days.

Resolution: 2006-0539

Moved: Cr Johnson **Seconded:** Cr Thompson

That the matter of the early Christmas shut down lay on the table until the March meeting to allow the CEO to further investigate..

CARRIED: (VOTE: 9/0).

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Council held an auction on the 24th of November. This auction was carried out as a result of approval per the Ordinary Council meeting held on Monday 16th October 2006.¶ The basis of the auction was the sale of excess plant and equipment items. Such items were either deemed beyond repair, belonged to previously owned machinery or no longer used.¶

A number of assets were sold amongst the auction items. These items were part of those either redundant items or beyond repair. Such items consisted of units 326, 294 & 396 which were a Howard Bagshaw roller, Ford tractor and a Toro Mower respectively.

Such items were sold and remain on our asset register.

RECOMMENDATION:

It is recommended that Council approve the removal of Units 326, 294 & 396 from the Councils asset register. ... [2]

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17. AUTOMATION OF LIBRARIES

SYNOPSIS:

Council as we understand are still running both libraries in a manual format.

Inglewood Shire Council has gone on with a service level agreement with the State Library of Queensland. A part of this agreement is to bring our libraries online by the end of a 3-year period. This period is now approaching with a date of June 30, 2007.

Council has budgeted for \$10,000 to proceed with this plan. However more money will be needed. At this stage no funding has been achieved but may still be possible to reach.

RECOMMENDATION:

It is recommended that Council approve this upgrade with the implementation of the Aurora system. This is the best value for money of the option.

Resolution: 2006-0540

Moved: Cr Dawson Seconded: Cr Pietsch

That Council approve the upgrade with the implementation of the Aurora system to automate our two (2) libraries.

CARRIED: (VOTE: 9/0)

18. ACTING CHIEF EXECUTIVE OFFICERS REPORT

OLIVE GROVE MANAGEMENT

Council called for Expressions of Interest to assist with the management of Council's Brooke Street Olive Grove. Management of the Olive Grove is to cover activities such as the 2006/2007 harvest, ongoing agronomy and management of the olive tree stocks.

Expressions of Interest closed on 2 February, 2007, with submissions received from:-

1. Brookside Olives
2. Olive Grove Management

Both expressions of interest did not provide any details of what they were prepared to do, and contact with both requesting further details has not been received at this stage.

Councillor Tait conducted an audit of the grove advising that there are 511 trees with 8 that would have very little fruit on them.

Recommendation:

That the Chief Executive Officer and Councillor Tait be delegated to make a decision in this matter.

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Resolution: 2006-0541

Moved: Cr Dawson Seconded: Cr McDougall

That the CEO and Councillor Tait be delegated to make a decision in the matter of the olive grove management.

CARRIED: (VOTE: 9/0)

9TH QUEENSLAND WEEDS SYMPOSIUM

The 9th Queensland Weeds Symposium will be held at the Gold Coast on the 3rd, 4th and 5th June, 2007. The weeds symposium aims to increase awareness and knowledge and provide inspiration for action.

The program should be attended by Officers with weed management responsibilities and interested in learning about new practical weed management solutions.

Council's Land Protection Officers, Mr Cobby Hobbs and Mr Andrew Granzotto have expressed an interest in attending this conference.

Recommendation:

For Council's consideration.

Resolution: 2006-0542

Moved: Cr Cox Seconded: Cr Moffitt

That Council be represented by Land Protection Officer, Mr Cobby Hobbs at the 9th Qld Weeds Symposium and; that

Council liaise with Natural Resource Officer, Rose Coburn to seek funding through QMDC.

CARRIED: (VOTE: 9/0)

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LOCAL GOVERNMENT INFRASTRUCTURE SYMPOSIUM

The Local Government Infrastructure Symposium will be held in Brisbane on 18th, 19th and 20th April, 2007. The Symposium has been designed to cover the four streams of Road & Transport, Waste Management, Water & Sewage and Infrastructure Planning & Finance over the three-day period. The Symposium aims to provide a forum for Councils to explore the issues surrounding the planning, maintenance and sustainability of local government owned infrastructure.

Council have considered in the past that the Mayor, relevant Officers and TWO Councillors attend the forum.

Recommendation:

For Council's consideration.

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Resolution: 2006-0543

Moved: Cr Cox **Seconded:** Cr Dawson

That the CEO, Mayor, Councillor Pietsch and Councillor Johnson attend the Local Government Infrastructure Symposium to be held in Brisbane on 18th, 19th and 20th April, 2007.

CARRIED: (VOTE: 9/0)

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ARTS AND CULTURAL POLICY

The following policy has been developed for consideration of Council to commit to the development of arts and culture and encourage understanding, participation and enjoyment of the arts throughout our community.

Recommendation:

That this policy be received and adopted.

Resolution: 2006-0544

Moved: Cr Thompson **Seconded:** Cr Moffitt

That Council receive and adopt the Arts and Cultural Policy as attached to schedule 1 of these minutes.

CARRIED: (VOTE: 9/0)

ENTERTAINMENT POLICY

The following policy has been developed for consideration of Council to provide for proper control of expenses under the heading of entertaining.

This policy is applicable for all hosting and reasonable related expenses that my from time to time be approved by the appropriate authority as outlined in this policy.

Council has an obligation to comply with internal and external Audits and Fringe Benefits Tax requirements. These guidelines are not intended to be exhaustive in coverage but to identify principles and provide clarification of issues and examples of reasonable practices regarding personal expenditure and the use of official credit cards.

Recommendation:

That this policy be received and adopted.

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Resolution: 2006-0545

Moved: Cr Pietsch Seconded: Cr Tait

That Council receive and adopt the Entertainment Policy as attached to schedule 1 of these minutes.

CARRIED: (VOTE: 9/0)

PARKING TRUCKS IN ALBERT STREET

This matter has again been raised with the receipt of a petition signed by eighteen (18) people dated 8th December 2006.

The petition protests the ineffective action by the Council in addressing the ongoing truck problem in Inglewood. Forwarding the following resolutions to Council:-

- a. all heavy transport be prohibited from parking in the residential area of Inglewood township between the hours of 8.30 pm and 6.00 am;
- b. all heavy transport carrying livestock be prohibited from parking in the Inglewood township area at all times

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A letter from Andrew Fraser, Minister for Local Government, Planning and Sport wrote to Council on the 21st December 2006 advising that at a Toowoomba Community Cabinet Meeting he had received a delegation of Inglewood residents who raised concerns regarding the parking of heavy transport vehicles in Inglewood township. The Minister advised that this issue may be dealt with by Council regulating parking in the area by way of a local law made pursuant to the provisions of the Transport Operations (Road Use Management) Act 1995.

Contact with the minister's office to discuss the matter of application of a local law have yet to receive a response.

Councils CEO in November 2006 wrote to Livestock Transporters regarding noise and nuisance complaints with laden livestock vehicles stopping in Inglewood and depositing of animal effluent along the roadside, reminding them of previous agreements and requesting they inform all drivers that stopping with laden stock is unacceptable, together with relevant information from the Health Act 1937, and seeking cooperation in ensuring that the stopping of laden livestock vehicles within the township of Inglewood is no longer conducted.

A further letter from a resident supporting the petitioners was received on the 17th January 2007.

Subsequent to these matters a special report appeared in the Sunday mail, headlined – “**Trucks are turning our town into hell**”.

This matter has been ongoing and Councils minutes from 20th December 2004 detail previous concerns expressed, with Council resolving to form an advisory committee to investigate workable options, including relevant government departments and industry bodies to be consulted.

Council at the 2005 Local Government Association Annual Conference put forward a motion to have Belly Tanks installed on all new articulated stock trailers, this motion was defeated by a significant margin.

Council at the 2006 Local Government Association Annual Conference put forward a motion to have Belly Tanks installed on all new articulated stock trailers, the following motion was carried:-

“that the Local Government Association of Queensland lobby the State and Federal Governments for the mandatory introduction of “belly tanks” on all new articulated stock trailers manufactured after 1 July 2007; and

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“that the Local Government Association of Queensland lobby the State and Federal Governments for funding to assist local government dispose of the waste collected as a result on the introduction of the “belly tanks”.

The LGAQ have progressed this matter and was subsequently referred to the Hon Jim Lloyd, Minister for Local Government, Territories and Roads by letter dated 2nd November 2006. The Minister has determined that in the first instance, it would appear to be appropriate for this issue to be considered by the Queensland Minister for Transport and Main Roads. Adding that regulatory proposals of this nature would need to be subject to a rigorous regulatory impact assessment which addresses the costs and benefits.

The Mayor and A/CEO met with Police and Main Roads representatives in Warwick on the 18th January 2007 to discuss this matter.

From this discussion, many scenarios were discussed, together with the resultant impact on local business if Council was to prohibit the parking of all heavy vehicles within the township, with the outcome of this meeting agreeing that the Police are to be more vigilant in ensuring that vehicles do not park for longer than one hour and that where livestock transport is concerned to report any breaches of the prior agreement directly with transport companies and contacted by Police.

Together with the local police the A/CEO have inspected the areas of concern and discussed the problem of trucks parking with the owner of the Mobil Service Station who has also advised that they are now closing the service station at 10.00 pm.

Recommendation:

That Council continue to monitor this situation and work in conjunction with Police, MRD, and Dept Transport; and

That council make application for appropriate truck rest stops areas including appropriate facilities and lighting to be constructed within a close proximity of Inglewood township; and

that a letter in response to the petitioners be made .

Resolution: 2006-0546

Moved: Cr Johnson Seconded: Cr McDougall

That Council continue to monitor this situation and work in conjunction with Police, MRD, and Dept Transport; and

That Council make application for appropriate truck rest stop areas including appropriate facilities and lighting to be constructed within a close proximity of Inglewood township; and

That a letter in response to the petitioners be made.

CARRIED: (VOTE: 9/0)

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TENDER FOR THE TEMPORARY TRANSFER OF HIGH PRIORITY WATER

Resolution: 2006-0547,

Moved: Cr **McDougall**, **Seconded:** Cr **Thompson**,

That Council accept the tender for the Temporary Transfer of High Priority Allocation received from Aqualark Pty Ltd, Tandrielle Pty Ltd, Yarranbrook Pty Ltd being for 150ml's at the amount of \$205.00 per megalitre and;

That Sunwater be advised of the successful tenderer.

CARRIED: (VOTE: 9/0)

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Deleted: Pietsch

Deleted: Dawson

Deleted: the Acting Chief Executive Officers report be received and the comments contained therein be noted.

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Adjournment: The meeting adjourned for morning tea at 10.50 am and reconvened at 11:12 am. ... [3]

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SYNOPSIS: ¶
LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND ARE HOLDING A ONE DAY WORKSHOP FOR ELEC ... [4]

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CEO RESIDENCE

Council have received a quote from Zimmerman Painting Contractors to paint the inside of the CEO's residence.

Resolution: 2006-0548

Moved: Cr **Pietsch** **Seconded:** Cr **Dawson**

That Council accept the quotation from Zimmerman Painting Contractors for the amount of \$8,720.00 plus GST and;

The Council approve the purchase of a Dishwasher for the CEO residence.

CARRIED: (VOTE: 9/0)

Attendance: Cr Johnson declared a Material Personal Interest in the following agenda item and left the meeting at 5.45 pm.

DEVELOPMENT APPLICATION – TABLE OLIVE PROCESSING FACILITY.

SYNOPSIS:

A development application was lodged by Mrs Gesine Owen for a proposed Table Olive Processing Facility on land at Cunningham Highway and Mosquito Creek Road, Inglewood, described as Lots 1 on RP137106 and Lots 1 to 3 on RP147239. Council's Consulting Town Planners, Campbell Higginson, have assessed the application and forwarded their recommendations for Council's consideration.

RECOMMENDATION:

It is considered that the proposed development is generally in accordance with the intention of the planning scheme. On balance, and having regard for all relevant issues, it is recommended that the development application be approved subject to appropriate conditions as outlined below. The conditions attached to the approval are such as to ensure compliance with relevant planning matters and operational standards.

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Resolution: 2006-0549

Moved: Cr Tait Seconded: Cr Cox

That Council approve the development application of Gesine Owen for a Table Olive Processing Facility with the following conditions attached:-

(7) Assessment Manager's Conditions

Development Approval – Table of Processing Facility

1. Approval is granted for the purpose of a Table Olive Processing Facility.
2. The development shall be in accordance with the following site layout plans and other supporting information supplied by the applicant with the development application:
 - (a) "Site Plan";
 - (b) "Olive Processing Plant Layout plan";
 - (c) "Plan view of the Layout for Coolmunda Olives Pickling Plant";
 - (d) "Western Elevation of Visitor entry & South – eastern view of Staff eating area";
 - (e) "Western View & Western View, through Pickling Room";
 - (f) "Western View through Kitchen & Loading Bay & Eastern View"; and
 - (g) "Northern View and Southern view"
 - (h) "DW Angell & Associates Report, Warwick"; and
 - (i) "Location of Lake Coolmunda, Ground Water Bore Data and Chemical Results Report".
3. A single sealed vehicle crossover shall be provided to the subject site from Mosquito Creek Road, at the location indicated on the plan: "Site Plan" to appropriate engineering standards to the satisfaction of Council.
4. Vehicle manoeuvring areas shall be provided so that all vehicles, including heavy vehicles, can enter and leave the site in a forward direction.
5. Ten (10) car parking spaces shall be provided as indicated on the plan: "Site Plan", to appropriate engineering standards, to the satisfaction of Council.
6. All internal driveways and areas where vehicles regularly manoeuvre and park as shown on the plan: "Site Plan", shall be sealed in accordance with relevant engineering standards, to the satisfaction of Council.
7. Any loading / unloading shall be carried out only within the area shown on the plan "Processing Plant Layout" and shall not be undertaken external to the subject site.
8. The subject site shall be connected to an electricity supply system to relevant engineering standards, to the satisfaction of Council.
9. At all times while the use continues, the subject site shall be provided with, at a capacity adequate for the purpose an on-site effluent treatment system, to relevant engineering and environmental standards, to the satisfaction of Council. All treated effluent shall be disposed of within the location shown on the plan: "Site Plan".
10. At all times while the use continues, there shall be provided a supply of water of a volume and quality appropriate for the purpose to relevant engineering standards, to the satisfaction of Council.
11. The subject site shall be adequately drained and all stormwater shall be disposed of to the satisfaction of Council and to relevant engineering standards. The stormwater disposal system shall be designed to include appropriate silt traps and pollution control devices to ensure no contamination or silting of waterways.
12. No construction shall take place unless and until appropriate erosion control and silt collection measures are in place to the satisfaction of Council and to relevant engineering standards. Such erosion control and silt collection measures shall remain onsite throughout the

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construction period.

13. Landscaping shall be provided as indicated on the plan: "Western Elevation of Visitor entry & South – eastern view of Staff eating area".

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14. A landscaping plan for the overall site is to be submitted by the applicant to and for the approval of Council prior to the commencement of the use.

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15. All landscaping areas shall be planted with screening trees, shrubs and ground cover and shall be in accordance with the approved landscaping plan and maintained at all times while the use continues.

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16. Lighting of the site, including any security lighting, shall be such that the lighting intensity does not exceed 8.0 lux at a distance of 1.5 metres from the site at any property boundary. All lighting shall be directed or shielded so as to ensure that no glare directly affects nearby properties.

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17. Provision shall be made on site for the collection of general refuse in covered waste containers with a capacity sufficient for the use. At all times while the use continues, waste containers shall be maintained in a clean and tidy state and shall be emptied and the waste removed from the site on a regular basis.

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18. At all times while the use continues, the site and the olive processing plant shall be kept in a clean and tidy state.

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19. At all times while the use continues it shall be operated in such a manner as to ensure that no nuisance shall arise as a result of dust, noise, night lighting or any other potentially detrimental impact.

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20. The operator/occupant shall be responsible for mitigating any complaints arising from the on-site operations.

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CARRIED: (VOTE: 8/0)

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Attendance: Cr Johnson returned to the meeting at 5.47 pm.

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19. REPLACEMENT OF BOUNDARY GRID

SYNOPSIS:

The boundary grid on the Riverton Road (Bruce/Counter) was removed during construction under R2R finance in the 2004 – 05 financial year. It was to be replaced after construction was complete. Mr and Mrs Bruce have requested Council to replace grid as per the original agreement

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RECOMMENDATION:

For Council's consideration

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Resolution: 2006-0550

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Moved: Cr Pietsch Seconded: Cr Johnson

That Council, having carried out a detailed review of the situation, resolve not to replace the grid in question.

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CARRIED: (VOTE: 9/0)

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20. APSEY BLOCK DEVELOPMENT

That council begin development of the Apsey Block, firstly by top dressing and then seeding or planting grass with an appropriate irrigation system. Vehicular access to be denied to block. All work to be consistent with Apsey Block plans.

Also incorporated into this project is the renewal of the main street garden plots, options being:

1. An efficient irrigation system (sub-surface or other) installed
2. Pave the garden and install planter boxes with an appropriate irrigation system.

All work to be carried out by suitably qualified landscaping professionals, with possibility of shared resources with council eg. labour and plant.

Project to be funded with the \$400000 set aside in the budget for Apsey Block and to be started immediately.

Resolution: 2006-0551

Moved: Cr McDougall Seconded: Cr Moffitt

That Council begin development of the Apsey Block, firstly by top dressing and then seeding or planting grass with an appropriate irrigation system. Vehicular access to be denied to the block. All work to be consistent with Apsey Block plans.

Also incorporated into this project is the renewal of the main street garden plots, options being:

1. An efficient irrigation system (sub-surface or other) installed.
2. Pave the garden and install planter boxes with an appropriate irrigation system.

All work to be carried out by suitably qualified landscaping professionals, with possibility of shared resources with council. eg. labour and plant.

Project to be funded with the \$400,000 set aside in the budget for Apsey Block and to be started immediately.

CARRIED: (VOTE: 7/2 Cr Thompson and Cr Johnstone voted against)

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Attendance: Councillor Dawson retired from the meeting at 6.38 pm.

21. MEETING CLOSED TO THE PUBLIC

Resolution: 2007-0452

Moved: Cr Pietsch Seconded: Cr Tait

That the meeting be closed to the public under section 463(2) of the Local Government Act 1993 for the purposes of discussing human resource issues.

CARRIED: (VOTE: 8/0)

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The meeting moved into Committee of the whole to discuss matters of a confidential nature. The following items were discussed.

1. Enterprise Bargaining Agreement.
2. Councillor Tony Tait attending the Tourist Expo.

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Attendance: Councillor Pietsch retired from the meeting at 6.58 pm.

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¶
The Acting Chief Executive Officer provided a discussion paper for councils consideration on the options available for individual councils as part of the reform process to assist Council in determining what is the best way forward for the Inglewood Shire Council.¶

22. MEETING REOPENED TO THE PUBLIC

Resolution: 2007-0453

Moved: Cr Johnson Seconded: Cr McDougall

That the meeting be reopened to the public.

CARRIED: (VOTE: 7/0)

Resolution: 2007-0458¶

Moved: Cr Pietsch

Seconded: Cr Tait ¶

Council has determined that the best position for it to pursue is to remain a separate entity as opposed to merging with an adjoining Council(s) and that current resource sharing activities be continued and enhanced to ensure that economies of scale are achieved.¶

CARRIED: (VOTE: 9/0) ... [7]

23. CLOSURE

There being no further business, the Mayor thanked Councillors' for their attendance and declared the meeting closed at 7:07 pm.

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Date:.....

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INGLEWOOD SHIRE COUNCIL

ARTS AND CULTURAL POLICY

VISION:

The vision of Inglewood Shire Council is to enhance the quality of life of all Shire residents and visitors by promoting cultural awareness, fostering the development of arts and culture and encouraging understanding, participation and enjoyment of the arts throughout the community.

STRATEGIES:

- Encourage broad based community representation across the Shire and across disciplines.
- Promote the Regional Arts Development Fund Program.
- Promote public performance and exhibitions of art, craft and cultural activities.
- Contribute towards funding for the arts and cultural activities on a planned recurrent basis.
- Promote activities such as arts and cultural festivals.
- Support the establishment of workshops in the arts and related activities.
- Utilise existing facilities such as schools, local halls and libraries which are already at the hub of community life for arts and cultural activities.
- Develop and maintain a public directory of arts and crafts people and their area of specialisation to promote communication and cultural awareness.
- To strengthen and broaden the partnership between Council and the community and promoting creative ideas and actions to build a better future.
- To encourage understanding, participation and enjoyment of the arts in all its facets.
- To encourage the performance and enjoyment of the arts both in traditional surroundings and in public places.
- To support and endorse those cultural activities which reflect the multi-cultural diversity of our community.
- To encourage and support artists* who stimulate creative awareness within the community.
- To foster and promote the use of Council's and other facilities and services for the development of arts and culture.
- To provide opportunity for the study of and tuition and training in the arts.
- To ensure that the arts and cultural aspects of community life are given full consideration in the development strategies of Council.

* Note: The term "artist" in this policy covers the broadest spectrum of the meaning in all its facets and includes writers, visual artists, craftspersons, designers and performing artists developing their art or promoting their products.

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POLICY STATEMENT

SUBJECT: Study Assistance.

AUTHORITY: Council of the Whole.

PURPOSE: To define assistance offered to Council Officers undertaking approved study leave.

POLICY:

The following conditions set out the guidelines for Council employees taking study leave where study courses are not required to be taken as a condition of their employment.

Each application must be made in writing to the Chief Executive Officer outlining the proposed course of study and the assistance required of Council by the employee.

This guideline sets out Council's General Policy with each application received being referred to Council for consideration on its merits.

The following conditions relate to approved Courses of Study, and approval of the Course of Study by Council is conditional upon:

(a) That such course is appropriate to Local Government.

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DESCRIPTION: ENTERTAINMENT EXPENSES

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DATE ADOPTED: 19 February, 2007

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RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER

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AUTHORITY: COUNCIL OF THE WHOLE

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PURPOSE: The purpose of this policy is to provide for proper control of expenses under the heading of entertaining.

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This policy is applicable for all hosting and reasonable related expenses that may from time to time be approved by the appropriate authority as outlined in this policy.

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BACKGROUND: Council has an obligation to comply with internal and external Audits and Fringe Benefits Tax requirements. These guidelines are not intended to be exhaustive in coverage but to identify principles and provide clarification of issues and examples of reasonable practices regarding personal expenditure and the use of official credit cards.

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This policy is to read in conjunction with the following documents:-

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Code of Conduct, Corporate Credit Card Policy, Councillors Schedule of Remuneration as adopted by resolution each year and the Australian Taxation Office Guidelines for Reasonable Allowances each income tax year

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RELATED DELEGATIONS: Authority in respect of this Policy is delegated to the Chief Executive Officer.

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POLICY:

Reasonable entertainment expenses, which pertain to the conduct of Council business, may be charged against budget accounts with the approval of the Mayor, Chief Executive Officer or Manager responsible for that budget operating account.

Application for reimbursement or alternatively for the issue of a tax invoice for non-eligible items must be made on the appropriate Claim Form.

Entertainment for large groups such as employee functions or for conferences is covered in this policy.

Hospitality for Council visitors, guests and benefactors will typically take the form of meals, and should be undertaken involving a minimum number of employees. Such entertainment will normally be arranged for individuals or groups visiting the Council eg: -

guests, government officials, representatives of other institutions, researchers, developers and prospective employees being interviewed.

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The consumption of alcohol has social connotations and the provision has characteristics of entertainment. It should only be for the purpose of hospitality in modest amounts.

a) Home Entertainment

In situations where entertainment at a Councillor's or employee's home is more desirable and less costly, receipts for purchases of food and refreshments may be submitted instead of a restaurant receipt.

b) Application of Guidelines

These guidelines will apply in all cases where hosting is determined by the appropriate programme manager to be a necessary activity in those areas for which they have jurisdiction.

Examples of where hosting is appropriate would include:-

- 1) all official visitors to Council
- 2) prospective senior staff
- 3) workshops and seminars involving Councillors and staff
- 4) social occasions such as end of year volunteers or retirement functions
- 5) developers and investors
- 6) miscellaneous functions

c) Reimbursement

In requesting reimbursement, claimants should be reminded that all expenses are to be incurred responsibly with concern for as much economy as is reasonable. All transactions must be properly documented and the original receipt provided to support acquittal of expenses and claims for reimbursement.

Attendees shall provide a complete breakdown of expenditure relating to out of pocket expenses, itemising the dates, name of individual(s) entertained and the purpose of the hospitality and be supported by receipts to coincide with the usual billing period.

(This information should be documented on the rear of the receipt).

Requests for reimbursement should be approved by the Chief Executive Officer or Department Manager. However, when the claimant is also the Manager, an approval at a more senior level must be obtained.

Reimbursement will be paid on actual expenses claimed or alternatively as an average of the total account.

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INGLEWOOD SHIRE COUNCIL
MINUTES OF THE ORDINARY MEETING OF COUNCIL
19 February, 2007

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Council will reimburse the amount of reasonable expenses actually incurred, however, the following guidelines are offered as reasonable:-

• Meals and reasonable beverage expenses shall be interpreted as reasonable expenses incurred for the purchase of breakfast, lunch, dinner where these are not provided at the event and must be within the Australian Taxation Office Guidelines for Reasonable Allowances set for each income tax year.

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d) Acquittal of Corporate Card Expenses

All transactions must be properly documented and the original receipt provided. If the receipt has been lost or is illegible a signed Statutory Declaration must be submitted detailing the claim.

Attendees shall provide a complete breakdown of expenditure relating to expenses, itemising the dates, name of individual(s) entertained and the purpose of the hospitality, and be supported by receipts to coincide with the usual billing period. (This information should be documented on the rear of the receipt).

Claims for valid business related expenditure will only be considered for payment when full details and receipts are provided.

Council will pay the amount of reasonable expenses actually incurred, however, the following guidelines are offered as reasonable:-

• Meals and reasonable beverage expenses shall be interpreted as expenses incurred for the purchase of breakfast, lunch, dinner where these are not provided at the event and must be within the Australian Taxation Office Guidelines for Reasonable Allowances set for each income tax year.

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e) Accompanying Persons/Entertainment Costs

Claims for expenditure on persons at away functions/conferences other than the delegate will not be reimbursed unless the authorisation of Council is obtained.

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f) Exceptions

Expansion of the permissible entertainment activities may be extended from time to time to include functions such as:-

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• Staff employee recognition or length of service awards, retirement presentations, Christmas party or staff briefings

• Exceptional entertainment includes the reimbursement of the expenses incurred for the spouse of a guest or the official host.

• Exceptional expenses also include entertainment expenditures which exceed the per person meal allowance – the request for reimbursement must include a written justification as to why the higher costs were unavoidable and necessary to achieve a business purpose. The fact that actual costs exceed the authorized rates is not in itself adequate justification for a higher reimbursement rate.

• Fellowship after Council meetings

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- On occasions when the Mayor or Councillors partners are invitees to an official function costs associated with meals and accommodation etc shall be allowable.

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