

Livingstone

Shire Council

ORDINARY MEETING

MINUTES

31 MARCH 2016

The Council resolutions contained within these minutes were confirmed at the Council meeting on 12 April 2016

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MINUTES OF THE ORDINARY MEETING HELD AT COUNCIL CHAMBERS, ANZAC PARADE, YEPPON ON THURSDAY, 31 MARCH 2016 COMMENCING AT 2.15PM

1 OPENING

2 PRESENT

Members Present:

Mayor, Councillor Bill Ludwig (Chairperson)
Deputy Mayor, Councillor Graham Scott
Councillor Adam Belot
Councillor Nigel Hutton
Councillor Jan Kelly
Councillor Glenda Mather
Councillor Tom Wyatt

In Attendance:

Mr Justin Commons – Chief Executive Officer
Mrs Chris Murdoch – Director Corporate Services
Mr Brett Bacon – Director Community and Planning Services
Mr Dan Toon – Director Infrastructure Services
Mrs Suzanne Pambid – Coordinator Executive Support
Mrs Trish Weir - Manager Customer Engagement and Communication
Mr Matthew Mansfield - Marketing and Communications Officer
Mr Jon Rutledge - Manager Human Resources and Governance
Mrs Catherine Rivett – Corporate Strategist
Mrs Linda Benson – Executive Assistant to Director Corporate Services
Mrs Robyn Black – Executive Assistant to the Mayor
Ms Lucy Merry – Executive Support Officer

3 LEAVE OF ABSENCE / APOLOGIES

Nil

4 PUBLIC FORUMS/DEPUTATIONS

Nil

5 MAYORAL MINUTE

Nil

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

COUNCIL RESOLUTION

THAT the minutes of the Ordinary Meeting held on 8 March 2016 be taken as read and adopted as a correct record.

Moved by: Councillor Kelly
Seconded by: Councillor Wyatt

MOTION CARRIED

COUNCIL RESOLUTION

THAT the minutes of the Special Meeting held on 15 March 2016 be taken as read and adopted as a correct record.

Moved by: Councillor Kelly
Seconded by: Councillor Wyatt

MOTION CARRIED

**7 DECLARATIONS OF INTEREST IN MATTERS ON THE
 AGENDA**

Nil

8 BUSINESS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS

Nil

9 PRESENTATION OF PETITIONS

Nil

10 BUSINESS IMPROVEMENT COMMITTEE REPORTS

Nil

11 COUNCILLOR/DELEGATE REPORTS

Nil

12 REPORTS

12.1 DECLARATION OF OFFICE

File No: GV13.6.2
Attachments: Nil
Responsible Officer: Justin Commons - Chief Executive Officer
Author: Suzanne Pambid - PA to the CEO

SUMMARY

In accordance with Section 169 of the Local Government Act the Chief Executive Officer will officiate with the declaration of office.

The Chief Executive Officer officiated the process whereby the Mayor Elect and Councillors Elect took their oath of office. The Chief Executive Officer then handed the meeting over to Mayor Ludwig.

12.2 APPOINTMENT OF DEPUTY MAYOR

File No: GV13.5.2
Attachments: Nil
Responsible Officer: Justin Commons - Chief Executive Officer
Author: Suzanne Pambid - PA to the CEO

SUMMARY

In accordance with Section 175 of the Local Government Act Council at its first meeting must by resolution appoint a Deputy Mayor.

COUNCIL RESOLUTION

THAT Council appoints Councillor Graham Scott as Deputy Mayor in accordance with legislative requirements.

Moved by: Mayor Ludwig
Seconded by: Councillor Kelly

MOTION CARRIED UNANIMOUSLY

12.3 SCHEDULE OF MEETINGS - JANUARY TO JUNE 2016

File No: GV13.4.1
Attachments: 1. Schedule of Meetings - March to June 2016
Responsible Officer: Justin Commons - Chief Executive Officer
Author: Suzanne Pambid - PA to the CEO

SUMMARY

The Chief Executive Officer will present the Schedule of Council meetings for the period March to June 2016.

COUNCIL RESOLUTION

THAT the Schedule of Council meetings for the period March 2016 to June 2016 as amended be adopted.

Moved by: Mayor Ludwig
Seconded by: Councillor Belot

MOTION CARRIED UNANIMOUSLY

12.4 APPOINTMENT OF PORTFOLIO HOLDERS

File No: GV13.4.1
Attachments: Nil
Responsible Officer: Justin Commons - Chief Executive Officer
Author: Suzanne Pambid - PA to the CEO

SUMMARY

Councillors elect have workshopped a draft allocation of portfolios during the induction sessions.

COUNCIL RESOLUTION

THAT Council:

1. In accordance with the Meeting Procedures Policy adopt the system of allocating portfolios to individual Councillors rather than appointing Standing Committees.
2. Allocate the following profiles until the completion of the 16/17 budget where a review will take place:

Civil Operations - Roads	Glenda Mather
Community Development and Support	Jan Kelly
Administration & Finance With Sub Portfolio of Youth Development and The Arts	Nigel Hutton
Water, Waste Management and The Environment	Adam Belot
Planning & Strategic Infrastructure Including Economic Development and Tourism	Graham Scott
Sport Recreation, Parks and Community Facilities	Tom Wyatt

Moved by: Councillor Hutton
Seconded by: Deputy Mayor, Councillor Scott

MOTION CARRIED

12.5 DETERMINATION AS TO WHETHER ELECTED MEMBERS WILL BE SUBJECT TO PAYG WITHHOLDING TAX

File No: GV13.5.2
Attachments: Nil
Responsible Officer: Justin Commons - Chief Executive Officer
Author: Suzanne Pambid - PA to the CEO

SUMMARY

This report has been prepared so that the elected members can make a determination as to whether they wish to be subject to Pay As You Go (PAYG) withholding tax, pursuant to Section 446-5 of Schedule 1 of the Taxation Administration Act 1953.

COUNCIL RESOLUTION

THAT Council resolves to become an eligible governing body subject to Section 446-5 of Schedule 1 of the Taxation Administration Act 1953 effective 1st January 2014, and requests that officers advise the Australian Taxation Office accordingly.

Moved by: Councillor Kelly
Seconded by: Councillor Wyatt

MOTION CARRIED UNANIMOUSLY

12.6 ADOPTION OF COUNCILLOR HANDBOOK

File No: GV13.5.2
Attachments: Nil
Responsible Officer: Chris Murdoch - Director Corporate Services
Author: Catherine Rivett - Corporate Strategist

SUMMARY

The Councillor Handbook, which has been developed as a practical tool to provide elected members with relevant and easily accessible information, is presented for adoption.

COUNCIL RESOLUTION

THAT:

1. The Councillor Handbook be adopted; and
2. Councillors note that it is their responsibility to read and understand the requirements outlined in the handbook.

Moved by: Deputy Mayor, Councillor Scott

Seconded by: Councillor Hutton

MOTION CARRIED UNANIMOUSLY

12.7 ADOPTION OF COUNCIL POLICY DOCUMENTS

File No: CM4.7.13
Attachments: Nil
Responsible Officer: Chris Murdoch - Director Corporate Services
Author: Catherine Rivett - Corporate Strategist

SUMMARY

The workshopped draft Meeting Procedure Policy, Councillor Interaction with the Organisation Policy, Councillor Facilities and Expenses Policy, and Councillor Training and Conference Policy and Procedure, will be tabled on the day of the Council Meeting for consideration and adoption by Council.

COUNCIL RESOLUTION

THAT Council:

1. Adopt the Meeting Procedure Policy;
2. Adopt the Councillor Interaction with the Organisation Policy;
3. Adopt the Councillor Facilities and Expenses Policy;
4. Adopt the Councillor Training and Conference Policy and Procedure.

Moved by: Councillor Mather

Seconded by: Councillor Wyatt

MOTION CARRIED UNANIMOUSLY

**13 QUESTIONS/STATEMENT/MOTIONS ON NOTICE FROM
COUNCILLORS**

Nil

14 URGENT BUSINESS QUESTIONS

Nil

15 CLOSURE OF MEETING

There being no further business the meeting closed at 2.35 pm.

Bill Ludwig
CHAIRPERSON

DATE