



MINUTES

of the

CORPORATE GOVERNANCE AND FINANCE COMMITTEE MEETING

CHAIRMAN: Cr. Donna Neilson

**Held in the Boardroom
Old Bank Building
46 Nash Street, Gympie Qld 4570**

**On Wednesday 25 February 2009
At 10.34 am**

**For Adoption at the General Meeting to be held on
11 March 2009**

Gympie Regional Council **CORPORATE GOVERNANCE AND
FINANCE COMMITTEE MEETING**

*Councillor D.R. Neilson (Chairman),
Cr. R Dyne (Mayor), Crs A.J. Perrett, G.L. Engeman,
L.J. Friske, R.A. Gâté, I.T. Petersen,
J. Watt and J.A. Walker.*

APPOINTMENTS etc.

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The meeting opened at 10.34 am.

PRESENT: Cr D.R. Neilson (Chairman), Mayor R.J. Dyne, Crs A.J. Perrett, G.L Engeman, L.J. Friske, R.A. Gâté, I.T. Petersen and J. Watt.

Also in attendance were Financial Services Director (Mrs Y Oliver), and Minutes Secretary (Mrs B.J Fevre).

APOLOGIES/LEAVE OF ABSENCE

Minute G13/02/09: That Cr Julie Walker be granted Leave of Absence from all Council Meetings for the duration of her rehabilitation.

CONFLICTS of interest/material interest BY COUNCILLORS

F26/02/09 Item 10/1 - Various Groups Thanking Council,
Cr G.L Engeman declared a Conflict of Interest as he is President of the Gympie and District Show Society.

SECTION 1: CONFIRMATION OF MINUTES OF PREVIOUS CORPORATE GOVERNANCE AND FINANCE COMMITTEE MEETING

F01/02/09

Moved: Cr R.A. Gâté

Seconded: Cr A.J. Perrett

That the Minutes of the Corporate Governance and Finance Committee Meeting held on 28 January 2009 be taken as read and confirmed.

Carried

SECTION 2: VOUCHERS FOR PAYMENT AND CONFIRMATION AND STAFF ACTION ENDORSED AS AT 31 JANUARY 2009

2/1 Vouchers for Payment and Confirmation and Staff Action endorsed as at 31 January 2009
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MINUTE F02/02/09 Vouchers for Payment and Confirmation and Staff
Action endorsed as at 31 January 2009

From: Accounts Systems Officer – Kerri Sutton

File: FG94/00042

Date: 9 February 2009

Report: (Accounts Systems Officer – Kerri Sutton)

VOUCHERS TO BE CONFIRMED FOR PAYMENT

Operating Fund:- Vrs 91573- 91577	\$1599.35
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VOUCHERS TO BE CONFIRMED

Operating Fund:- Vrs 91490 - 91572	\$138,034.07
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EFT:- Batch 1413, 1416- 1428	\$3,099,671.42
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EFT Total Salaries and Wages:	\$1,305,130.36
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F02/02/09 Moved: Cr J. Watt

Seconded: Cr R J Dyne

**Recommend that the list of vouchers tabled at the meeting be confirmed
and staff action endorsed.**

Carried

SECTION 3: SUNDRY DEBTORS MATTERS
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NIL

SECTION 4: INSURANCE AND LEGAL MATTERS

Corporate Administration Manager – Mr John Nancarrow & Acting Director of Corporate Services/Deputy CEO – Mr Brian Hayes entered the meeting at 10.36am.

4/1 Reports on Theft/Suspected Theft or Damaged Items

MINUTE F03/02/09 Reports on Theft/Suspected Theft or Damaged Items

From: Director of Financial Services – Mrs Y Oliver

File: FI94/00037

Date: 3 February 2009

Report: (Director of Financial Services - Mrs Y.J. Oliver)

Stolen/ Suspected theft of	Damaged/ Missing Items	Brief Outline of Circumstances	Approximate Value	Date Police Notified
	Truck shed at Bonnick Road	Truck was reversing up to the shed when a tooth on the bucket of the Drott in the back of the truck touched shed centre post and bent it.	\$250.00	
	Telstra F165 telephone and case – GRC issue	Staff member was called out to a fatal accident on the Bruce Highway and had telephone on his side. He had to walk through paddocks to look for a person's body as directed by W Sachs and realised he did not have the telephone. He rang it from pager but it was going straight to message bank. He rang Telstra and put a bar on the telephone. Police have been notified.	\$426.00	25/01/09 (All officers at the scene of the accident)
	Post hole shovels (3@\$30), White square shovels (2@\$35), Green head brooms (2@\$44), Sledge hammer (1@\$40), 30m tape (1@\$48), Concrete edger (1@\$50), Concrete dummy join (1@\$15) and approx. 20 Witches hats @ \$9each.	These items were in my trailer when I left for holidays on 19 December 08. When I returned on 12 January 09, we had virtually no tools to work with. I have asked around the other crews as to who may have borrowed the tools. None of these items has turned up in my search. It is likely that the items are within the works Dept. and being utilised by others, but unlocatable at the moment.	\$581.00	

Stolen/ Suspected theft of	Damaged/ Missing Items	Brief Outline of Circumstances	Approximate Value	Date Police Notified
	Total value:\$581.00			
Fill pipe and fittings & concrete pad.		At approximately 8am on 4 February 09, we arrived at Kinbombi rest area to fill tank and found fill pipe and fittings and concrete pad missing.	\$500.00	04/02/09 at Goomeri
	Mobile Phone LGTU550 GRC 000165	Water Damaged.	\$392.00	

F03/02/09

Moved: Cr R J Dyne

Seconded: Cr A.J. Perrett

Recommend that the information be received and lost or stolen items
written off.

Further that items 2 & 3 to be investigated and reported to a future
Corporate Governance and Finance meeting.

Carried

SECTION 5: COUNCIL PROPERTY

5/1 Gympie and District Historical Society – Proposed Trustee Lease

MINUTE F04/02/09 Gympie and District Historical Society – Proposed
Trustee Lease

From Corporate Administration Manager – Mr John Nancarrow

File: AG07/01034 and 3/3/03/0044 Doc.ID: 1004184

Date: 4 February 2009

Report: (Corporate Administration Manager – Mr John Nancarrow)

Background:

Council is currently negotiating with the Gympie and District Historical
Society Inc. (GDHS) for a trustee lease over part of Lot 42 on SP 159642
which is a *Reserve* for Museum as its principal purpose and Mining as a sub-
purpose. No. F10/11/08),

During the negotiations the GDHS raised the issue that they had not paid rates or services charges in the past.

Report:

Following Council's resolution (Minute No. F10/11/08), ***“Recommend that Council does not consider the issue of Freehold Leases over the Council owned land until the issues surrounding the Trustee Lease are resolved.***

Further, that The Gympie and District Historical Society Inc. be advised that Council requires a registered Trustee Lease to be in place to cover the operations at the Museum by the 2 February 2009, and

Further that The Gympie and District Historical Society Inc. be advised that commercial operations at the Gympie and District Historical Society Inc. Kiosk are not approved by the Trustee, namely Council, and that steps are to be undertaken by the Gympie and District Historical Society Inc. to resolve the matter.

Further, that Council note that the Chief Executive Officer has been authorised to send this advice from today's meeting and it is recommended that the Committee's action in this matter be endorsed.”

A meeting was held between Gympie & District Historical Society (GDHS) representatives and the Mayor, the deputy Mayor and relevant Council staff. Most of the concerns were addressed and resolved with the exception of the payment of rates and service charges.

Enquires with the Finance Department confirms that the GDHS have not paid rates and service charges for a considerable period of time. Apparently there is no documentation to support this arrangement. The Director of Financial Services requested the matter be referred to Council for a resolution.

Should Council resolve not to request payment of rates and service charges from the GDHS it is requested that Council advises if it is appropriate to have this reference deleted from the lease document.

F04/02/09

Moved: Cr R J Dyne

Seconded: Cr R.A. Gâté

Recommend that the property be exempt from general rate, but the service charges to apply from the 2009/10 financial year.

Further that the lease be amended accordingly.

Further, that Council notes that the Chief Executive Officer has been authorised to send this advice from today's meeting and it is recommended that the Committee's action in this matter be endorsed.

Carried

5/2 Revision of Rental in respect to Cooloola Cove Television Re-Transmission Tower, Great Sandy National Park, Cooloola Cove

MINUTE F05/02/09 Revision of Rental in respect to Cooloola Cove Television Re-Transmission Tower, Great Sandy National Park, Cooloola Cove

From: Corporate Administration Manager – Mr John Nancarrow
File: 3/2/08/0001 – Doc.ID: 1014561
Date: 11 February 2009

Report :(Corporate Administration Manager – Mr John Nancarrow)

Background:

Reference is made to Council’s recent resolution (Minute No. F13/11/08) wherein Council resolved as follows:

“Recommend that Council notes the increase in fees for the operational site of the Television Retransmission Tower at Cooloola Cove.

Further that Council writes to the Premier with regard to suggesting that if full cost recovery is imposed on Council, that Council will have to have full cost recovery from Emergency Management Queensland and Qld Police Service.

Further that Council writes to the Federal Minister for Communications, the Honourable Stephen Conroy advising of the large increase in costs imposed on Council by the State Government (EPA) in relation to Council providing a television retransmission service..’

Body of Report:

Council will recall that initial discussions with the Environmental Protection Agency (EPA) provided for a new fee schedule that relates to communication facilities on property managed by them, wherein Council’s rental would increase to \$7,000.00 pa.

Allocated in the Budget for 2008/09 is an amount of \$4000.00 in accordance with previous legislation.

The Office of the Premier has responded and following subsequent conversations with the EPA, the annual figure has been revised to \$3,000.00 which Council is required to pay.

This figure falls within its current budgetary considerations.

F05/02/09 Moved: Cr R.A. Gâté

Seconded: Cr L.J. Friske

Recommend that Council notes the rental in respect to the Cooloola Cove Television Retransmission Tower site situated at the Great Sandy National Park has now been revised to \$3,000.00pa.

Carried

5/3	Request for Agistment over Lot 42 on LX 2494, Mooloo Road, Mooloo
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MINUTE F06/02/09 Request for Agistment over Lot 42 on LX 2494, Mooloo Road, Mooloo

From: Sue Groundwater and Megan Fah, Harmony Hill, 340 Mooloo Road, Mooloo, Qld, 4570

File: 3/3/03/0001 – Doc ID 1011505

Date: 18 January 2009

“We would like to make application for the lease/agistment of the reserve 381 lot 42 LX 2494 on Mooloo road.

We will be using the property for grazing only of horses.

We will have a 20 million dollar public liability insurance and will be happy and vacate the property temporarily for the use of Council organised events.”

Report: (Corporate Administration Manager – Mr John Nancarrow)

Proposal:

Ms Groundwater and Ms Fah have requested agistment rights of Reserve (No. 381) located at Mooloo Road, Mooloo.

Property Address:

This property is located at Mooloo Road, Mooloo, more particularly described as Lot 42 on Crown Plan LX 2494.

Tenure:

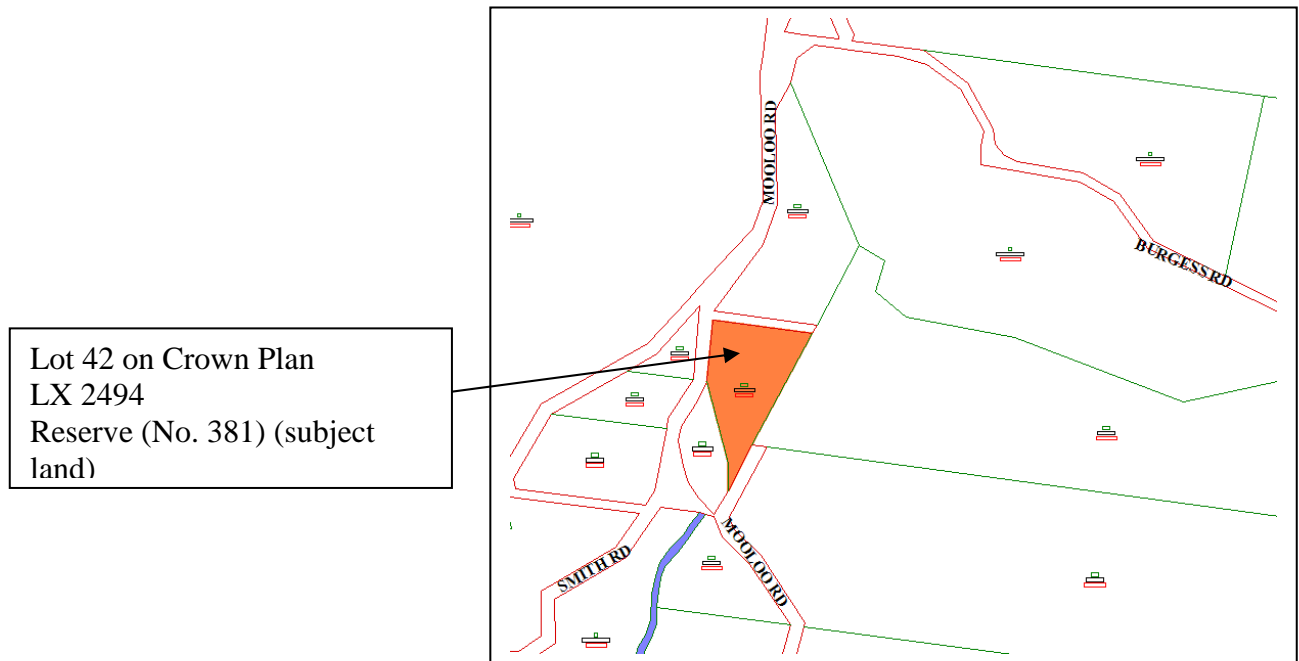
Council is trustee of the Reserve land described as Lot 42 on Crown Plan LX 2494, Mooloo Road, Mooloo. The land is Reserve (No. 381) for Recreation.

Current Use:

It does not appear that this site is currently being utilised. Previously, however the Far-A-Way Riders had an interest in holding an annual endurance challenge ride (2005).

Recent discussions with the President, Bob Sample, have revealed that due to lack of local support, the base for their four yearly events is now the Imbil Showgrounds.

Locality Plan:



Report:

Council called for expressions of interest over this site during the middle of last year. One expression was received during this process, however advice was received from the applicant that he no longer wished to progress with the arrangement.

Further, previously it was thought that this site may be subject to native title, in that a Bora Ring was believed to exist over the site. Investigations carried out on behalf of Council and an Archaeologist from the Environmental Protection Agency has confirmed that no Bora Ring or associated activity exists over the site.

In respect to any proposed agistment over the site, Section 491 of the Local Government Act applies, where Council is obligated to call for tenders or expressions of interest for any disposal of land or interest in land.

Accordingly, we would seek Council's intentions as to whether it wishes to call for tenders for agistment rights over this property. The term for agistment can be for a period of 3 years. Any agreement over the Reserve will need to be registered against the title.

F06/02/09 Moved: Cr G.L Engeman Seconded: Cr I.T. Petersen

Recommend that Council calls for tenders for agistment rights over the Reserve (No. 381) situated at Mooloo Road, Mooloo, more particularly described as Lot 42 on Crown Plan LX 2494.

Further, that Council advises Sue Groundwater and Megan Fah of Council’s decision and provides a courtesy copy of the Tender documentation.

Carried

5/4 Further Request for Renewal of Lease over Lot 89 on CP 894544, Woolgar Road, Southside

MINUTE F07/02/09 Further Request for Renewal of Lease over Lot 89 on CP 894544, Woolgar Road, Southside

From: Gympie and District Hockey Association Inc., PO Box 124, Gympie Qld 4570

File: 3/3/03/39 - Doc ID: 1011498

Date: 19 January 2009

“I refer to our previous correspondence and Ian Wenzel’s attendance with John Nancarrow regarding the renewal of the lease over the Hockey Fields.

We would like to proceed with the Council’s offer of lease and in regards to previous concerns raised, advise the following:

- 1. We will increase our Public Liability Insurance to be \$20,000,000 as per terms and conditions outlined in your previous correspondence; and*
- 2. As explained, for the purposes of future applications for major funding projects with the Department of Sport and Recreation, we will require a renewable lease of at least 10 years. We therefore, request that the lease be for a period of 20 years.*

We now await your further advices. If any further information is required, please contact Ian Wenzel on Ph. 0754 824 982.”

Report: (Corporate Administration Manager – Mr John Nancarrow)

Background:

Council will note its resolution (Minute No. F05/08/08) wherein it resolved as follows:

“That Council offers to the Gympie and District Hockey Association Inc. its standard Trustee Lease over lease area ‘B’ of Lot 89 on CP 894544 – Reserve No. 651, Woolgar Road, Southside, subject to all Planning, Building, Design and Health matters being satisfactorily resolved and including the following terms and conditions:

- (a) Term of Lease – to expire on 2 November 2015;*
- (b) Rental - \$100.00 pa + GST + CPI;*
- (c) Use – Recreation;*
- (d) The Lessee to hold public liability insurance in a sum not less than \$20 million or such other amount that Council shall determine from time to time in the name of the Lessee and Gympie Regional Council; and*
- (e) All costs associated with the preparation, stamping and registration of the Lease to be met by the Lessee.”*

A lease currently exists between the former Widgee Shire Council and Gympie and District Hockey Association Inc. until 30 June 2009. The lease commenced 1 July 1989.

Property Address:

The property is located at Woolgar Road, Southside, more particularly described as Lot 98 on Plan CP 894544. This is a Recreation Reserve (No. 651).

The lower fields are flood prone. However, there are no buildings on this portion of the site.

Tenure:

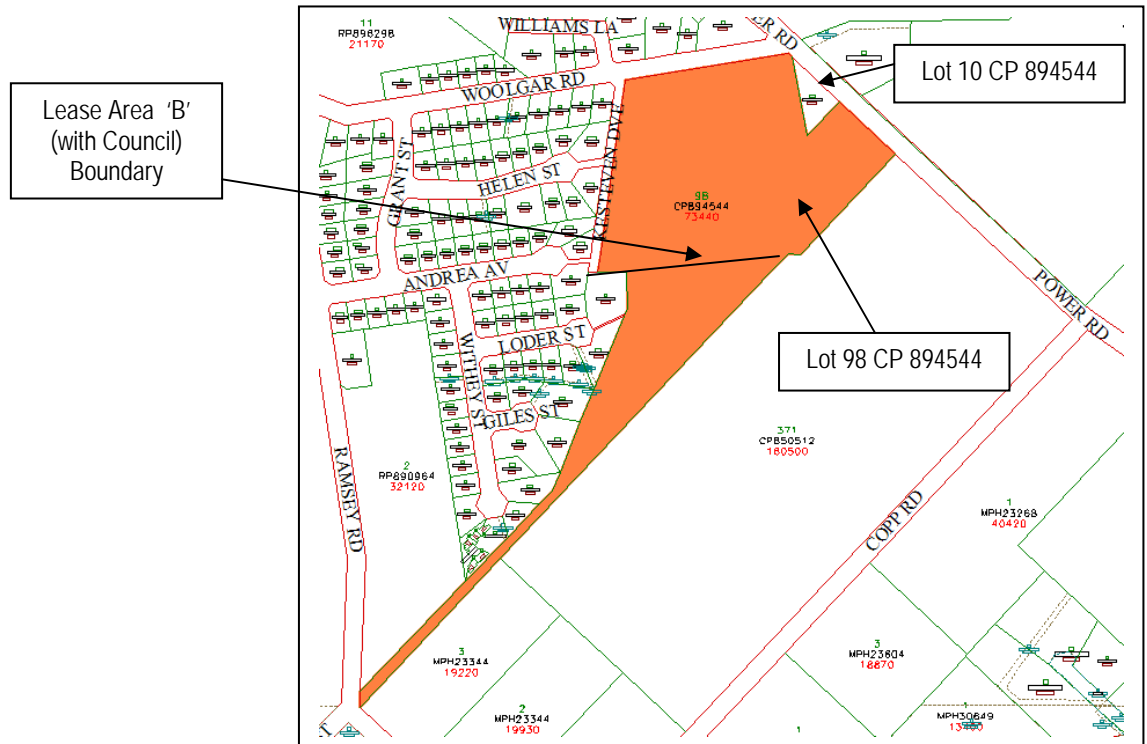
The property is Reserve for Recreation (No. 651). Council is the trustee for this reserve.

Current Use:

Currently a lease exists between the former Widgee Shire Council and the Gympie and District Hockey Association Inc. over this property for the use of the hockey fields. The lease expires on 30 June 2009. The lease is more particularly described as Lease Area ‘B’ which is approximately 5.201ha in size.

The rental is \$10.00 per annum (in advance).

The Clubhouse is located on the adjacent property Lot 10 on Plan CP 894544. The Gympie and District Hockey Association Inc have a State Lease (more particularly described as Lease Area ‘A’) directly with the Department of Natural Resources and Water for occupation of this land. The State Lease expires on 2 November 2015.

Locality Plan:

Previously, Council considered the renewal of the trustee lease to be offered to the Gympie and District Hockey Association in line with the State lease for the Clubhouse which expires on 2 November 2015.

The response from the Gympie and District Hockey Association states the offered term would not suffice in so far as achieving funding with the Queensland Sport and Recreation Association.

Accordingly, we request that Councils consider offering a trustee lease over the hockey grounds, excluding the area of term lease direct with DNRW for the clubhouse, for a period of 20 years. Other conditions in respect to Council's offer of lease have been agreed to by the Gympie and District Hockey Association.

F07/02/09 **Moved: Cr L.J. Friske** **Seconded: Cr J. Watt**

Recommend that Council offers to the Gympie and District Hockey Association Inc. its standard Trustee Lease over lease area “B” of Lot 89 on CP 894544– Reserve No. 651, Woolgar Road, Southside, subject to all Planning, Building, Design and Health matters being satisfactorily resolved and including the following terms and conditions:

- (a) **Term of Lease – 20 years;**
- (b) **Rental - \$100.00 pa + GST + CPI;**
- (c) **Use – Recreation;**
- (d) **The Lessee to hold Public Liability insurance in a sum not less than \$20,000,000.00 or such other amount that Council shall determine from time to time in the name of the Lessee and Gympie Regional Council; and**
- (e) **All costs associated with the preparation, stamping and registration of the Lease to be met by the Lessee.**

Carried

5/5 Kingfisher Caravan Park – Proposed Continued Management

MINUTE F08/02/09 Kingfisher Caravan Park - Proposed Continued Management

From: Corporate Administration Manager – Mr John Nancarrow

File: 3/3/02/0003 – No Doc ID.

Date: 3 February 2009

Report: (Corporate Administration Manager – Mr John Nancarrow)

Background:

The Kingfisher Caravan Park lease between Council and Mr and Mrs Daniels has expired and the continued management has been on a month to month arrangement.

Recently Mr and Mrs Daniels were advised that it was Council’s intention to provide them with 3 months notice of the termination of the current arrangement for management of Kingfisher Caravan Park from 1 February 2009, on the understanding that they would have a further three months to vacant the site ie by 1 July 2009.

Property Address:

The subject site is bounded by Emperor and Jew Streets, Oyster Parade and the Esplanade, Tin Can Bay, more particularly described as Lot 12 on T 73141.

Gympie Regional Council

Tenure:

This site is a Reserve for Local Government Purposes, with a Sub-purpose of Caravan Park. The Reserve is owned by the state and the Gympie Regional Council is the Trustee.

Current Use:

Caravan Park (Kingfisher Caravan Park).

Environmental Management and Contaminated Land issues:

Not applicable.

Locality Plan:



Report:

Reference is made to discussions with Council's General Manager of Design Services Division, in respect to encroachments on to the road reserve when it was requested that a survey of the site be carried out to identify the full extent of the encroachments. We are advised that this could take 3 months to complete.

The purpose of this report is to bring to Council's attention, the time frames given to the current management of the Kingfisher Caravan Park, ie. the management arrangement may terminate as early as 3 months from 1 February 2009. The final date of the arrangement, if the current management takes the option, is 1 July 2009.

Previously it was intended that tenders would be called in conjunction with that of the Gympie Caravan Park, however with issues needing to be resolved prior to this taking place, this has not been possible and the Gympie Caravan Park has been advertised separately.

It is recommended that Council approaches the current management, requesting advice as to whether they would be prepared to stay on at the Kingfisher Caravan Park on a month to month arrangement until Council is in a position to determine its future direction in respect to the Kingfisher Caravan Park.

F08/02/09 Moved: Cr I.T. Petersen Seconded: Cr G.L Engeman

Recommend that Council staff be authorised to negotiate with the current Managers of the Kingfisher Caravan Park, arrangements for the management of the Caravan Park continuing on a month to month basis until such time as Council is in a position to determine the future direction of the Kingfisher Caravan Park.

Carried

5/6 Proposed tender for Lots 28 and 29 on SP 221388, Hayden Drive, Goomeri (Goomeri Industrial Estate)

MINUTE F09/02/09 Proposed tender for Lots 28 and 29 on SP 221388, Hayden Drive, Goomeri (Goomeri Industrial Estate)
 From: Corporate Administration Manager – Mr John Nancarrow
 File: 3/3/01/0002 – Doc.ID's : K07/43377, K07/60452
 Date: 2 February 2009

Report: (Corporate Administration Manager – Mr John Nancarrow)

Background:

The former Kilkivan Shire Council had entered into negotiation with Mr Plant of Goomeri Service Centre for a 50m strip of land (within the now Lot 27 on RP 210631) on the western side of his current allotment being Lot 15 on RP 148209 through to his current rear boundary.

Lot 27 was previously described as Lot 14 on SP 148209 with a road reserve gazetted to the western boundary of this lot. Considerable time lapsed while this matter was being considered by the Department and Natural Resources and Water to convert the land from road reserve.

Part of the proposed portion of the 50m boundary fell onto the road reserve. The road reserve has now been transferred to Council (former Kilkivan Shire Council) as freehold title.

During recent discussions with Council's solicitors they have advised that previous negotiations between the parties have not had adequate regard to the applicable statutory requirements, particularly Section 491 (1) of the Local

Government Act 1993 wherein any disposal of property from Council needs to be undertaken by way of public tender or calling of expressions of interest.

Accordingly, Mr Plant has been advised that Council has withdrawn from the negotiations in respect to this matter.

Property Address:

Currently Lot 27 on RP 210631.

Proposed subdivision splitting Lot 27 into Lots 28 and 29 on SP 221388, located on Hayden Drive, Goomeri.

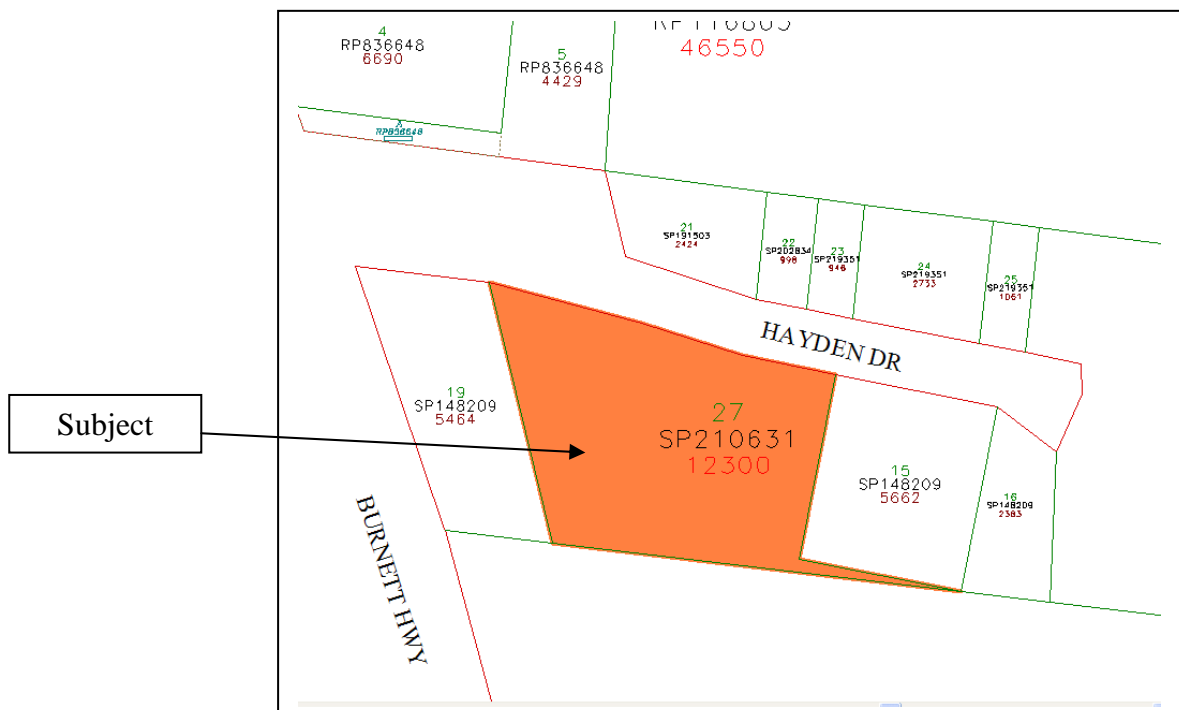
Tenure:

Freehold land, owned by Council.

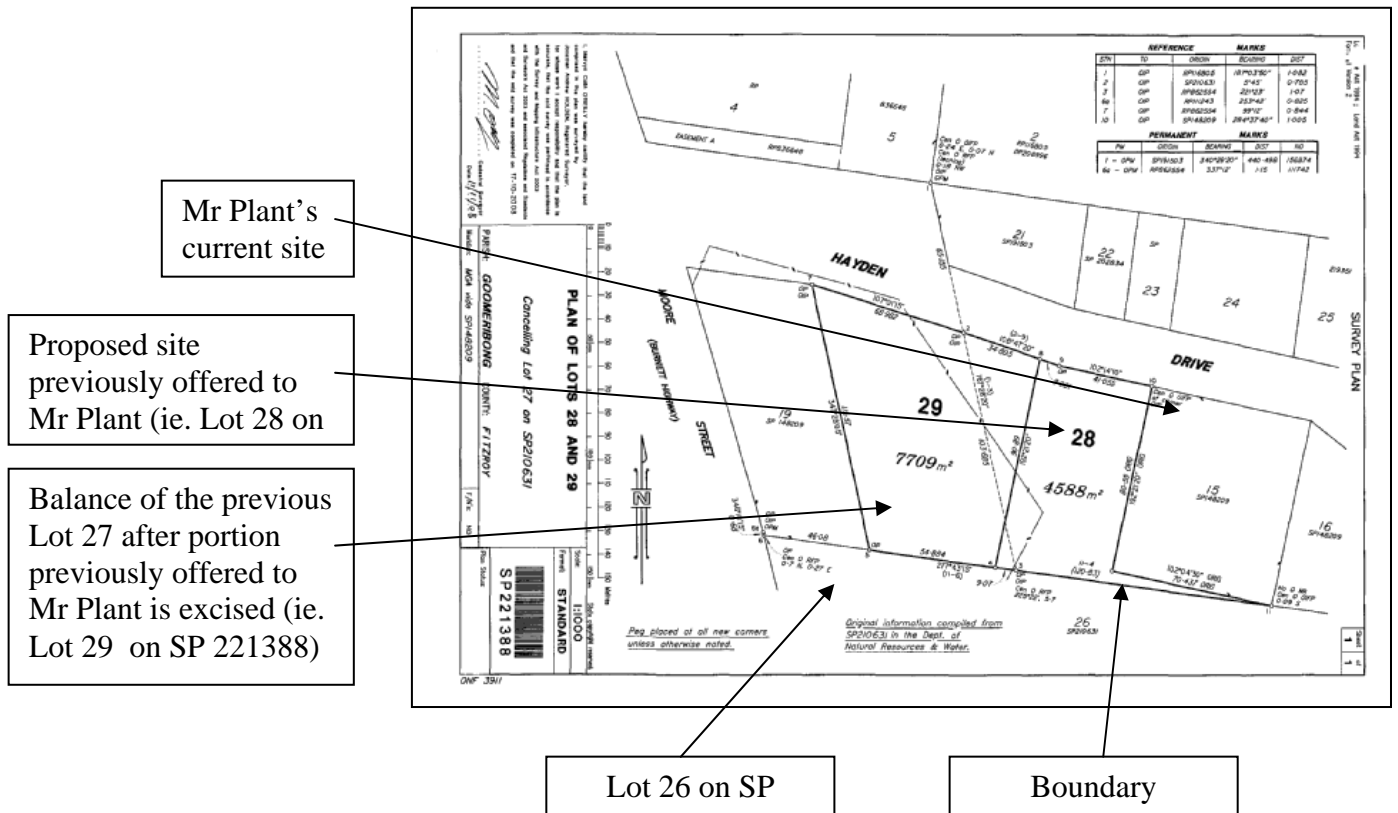
Current Use:

Vacant.

Locality Plan:



Proposed Survey Plan (near registration):



Council had undertaken, due to the former agreement with the previous Kilkivan Shire Council and Mr Plant, to have surveyors prepare a Survey Plan for the initial 50m wide strip of Lot 27. This plan is nearing registration.

It is recommended that Council calls for tenders in respect to Lots 28 and 29 on SP 221388 when the plan is registered in accordance with the terms of Section 491 of the Local Government Act 1993.

However it is recommended that the anomaly with the southern boundary of Lot 15 on SP 148209 be remedied before the Lots are offered for sale. There appear to be 2 options available to Council.

Option 1

To extend the western boundary of Lot 15 on SP 148209 south to meet the boundary of Council owned Lot 26 on SP 210631. Then a boundary alteration to include the sliver of land into Council owned Lot 26 on SP 210631.

Or

Option 2

To join the south western point of Lot 15 on SP 148209 west to meet the southern boundary of the adjoining lot along the boundary with Lot 26 on SP

210631. Then a boundary alteration to include the sliver of land into Council owned Lot 26 on SP 210631.

We would request Council considers the most appropriate option it wishes Council to pursue and undertake the tender process at the completion of the survey to rectify the boundary anomaly.

F09/02/09 **Moved: Cr I.T. Petersen** **Seconded: Cr G.L Engeman**

1. **Recommend that Council extends the western boundary of Lot 15 on SP 148209 south to meet the boundary of Council owned Lot 26 on SP 210631. Then attend to a boundary alteration to include the sliver of land into Lot 15 SP 148209.**
2. **Further, that Council authorises the sale of Lots 28 and 29 on SP 221388, Hayden Drive, Goomeri in accordance with the provisions of Section 491 of the Local Government Act 1993.**
3. **Further, that Council authorises the Mayor and Chief Executive Officer to set a reserve value for each of Lots 28 and 29 on SP 221388, Hayden Drive, Goomeri.**

Carried

5/7 Purchase of Low Power Open Narrowcasting (LPON) Licence

MINUTE F10/02/09 Purchase of Low Power Open Narrowcasting (LPON) Licence

From: Mark Monk, PO Box 217, Wondai QLD 4606
 File: 3/2/8/1 – Doc.ID's : K08/61546, 1015465 & 995480
 Date: 20 October 2008

“I write to enquire about the availability of FM 88 narrowcast licenses currently held by the Gympie Regional Council at Goomeri and Kilkivan, for the purpose of purchase.

At present the business I run is researching the potential of setting up and expanding a network of local narrowcast stations across the south eastern part of country Queensland. These stations would broadcast information content designed to promote local business, services, attractions and events as well as an easy listening country music format for both visitors and locals alike.

The network we are looking to set up would be created in such a way so as to allow the individual transmitters in the network to stand alone at various times for the purpose of delivering pertinent information when larger events on the local calendar take place, for example the Goomeri Pumpkin Festival or the Kilkivan Great Horse Ride.

Gympie Regional Council

When larger events like these take place (and with appropriate advance planning), the individual broadcast site could have a tailored program transmitted, keeping visitors and locals informed about the day's events, important announcements, contact points etc.

At this stage we are looking to gauge support and availability of resources to launch and maintain this venture.

A roll out period of up to 12 months would be envisaged before becoming fully operational.

At present we have secured 3 broadcast points within the South Burnett and 3 points in the Lockyer Valley (which are currently operational).

It is hoped that if the Gympie Regional Council see fit to release the licenses currently held in Goomeri and Kilkivan, they too could be included in this network and thus provide an invaluable service to the local communities that they serve.

I personally bring many years of not only local broadcasting experience but also marketing and business management to this project.

Please feel free to contact me for further information or questions on the planning of this venture.”

Report: (Corporate Administration Manager – Mr John Nancarrow)

Introduction:

In 2001 Kilkivan Shire Council made application to the Australian Communications Authority for the purpose of acquiring two (2) LPON licences, one for Kilkivan and one for Goomeri townships. Since acquiring these licences, they have not been utilised.

Proposal:

That should Gympie Regional Council decide it is unable to utilise the licences within the Region, that the licences be sold.

Property Address:

Kilkivan – Site off Hall Street
Goomeri – Site off Mayne Street

Tenure:

Current licence from the Australian Communications Authority at Frequency 88 MHz.

Current Use:

Nil

Report:

Former Kilkivan Shire Council purchased two (2) LPON licences from the Australian Communications Authority in 2001 for expected use with the townships of Kilkivan and Goomeri for the use as a Radio Station.

A LPON licence is for the provision of a radio broadcasting service made available to a limited area of reception. The types of programming provided including racing and tourist information services, ethnic broadcasting, information services, niche musical services and religious programming. The service operates on a very low power and their range is much more limited than other broadcasting services, which in some instances may only be able to be received in a portion of its potential coverage area.

A LPON service must **not** be operated as a commercial or community radio broadcasting service. In December 2000, the Minister for Communications, Information Technology and the Arts provided a direction to impose as part of the conditions of acquisition of the licences; a “use it or lose it” provision, which requires a licensee to commence a service within six (6) months of being issued a transmitter licence and provide the service with reasonable regularity.

The Australian Communications Authority conducts four auctions per year with the reserves set at:-

- \$250.00 for Low Density Geographic Locations
- \$1,000 for Medium Density Geographic Locations
- \$2,000 for High Density Geographic Locations

As this area would be considered low density, it is expected that an amount of \$250.00 each would be the market value for these licences.

Under Council’s Disposal of Surplus Equipment Policy (FS-P-114) “*goods or materials that are found to be obsolete or surplus to Council’s requirements can be disposed of in the following manner, (a) Goods with an expected value of less than \$1500.00 may be disposed of with the authorisation of the Chief Executive Officer*”.

Contact has been made with the General Manager, Amanda LePeilbet from the CRDB, who has advised that they are also unable to utilise these licences.

F10/02/09

Moved: Cr L.J. Friske

Seconded: Cr G.L Engeman

Recommend that as Council is unable to utilise the two (2) LPON licences currently held in the name of the former Kilkivan Shire Council due to the limitations of the licence, that they be offered for sale in accordance with the provisions of Section 491 of the Local Government Act 1993.

Carried

SECTION 6 RATES MATTERS

6/1 Various Water Consumption Accounts

MINUTE F11/02/09 Various Water Consumption Accounts

From: Principal Finance Officer – Revenue – Russell Watson

File: FR95/00026 – Doc.ID's: 1010927 & 1010868

Date: 16 February 2009

Report: (Principal Finance Officer – Revenue - Mr R.W. Watson)

Assess No	Owner	Property Address	Amount	Reason	Recommended Action
A8997	K B & L Bishop	14 Saratoga Court Tin Can Bay	1 st Tier – 125 2 nd Tier - 161	Undetected leak	Write off \$129.80
A6143	S P Crompton	23 Tingira Close, Rainbow Beach	1 st Tier – 234	Undetected leak	Write off \$126.40

F11/02/09 Moved: Cr G.L Engeman**Seconded: Cr R.A. Gâté****Recommend that Council endorses staff action.****Carried**

Acting Director of Corporate Services/Deputy CEO – Mr Brian Hayes and
Corporate Administration Manager – Mr John Nancarrow left the meeting at
11.14 am.

6/2 Request for lost discount on Rates - Various

MINUTE F12/02/09 Request for lost discount on Rates - Various

From: Principal Finance Officer – Revenue – Russell Watson

File: FR95/00026 – 1012296, 1013899 & 1017020

Date: 16 February 2009.

Report: (Principal Finance Officer – Revenue - Mr R.W. Watson)

Assess No	Owner	Property Address	Amount	Reason	Recommended Action
A4929	L A Shields	9 Burchill Lane, Monkland	\$91.57	Did not receive notice	Disallow
A4804	Marnie Property Mgmt.Pty	2 McVey Street, Monkland	\$141.94	Did not receive notice	Disallow

Assess No	Owner	Property Address	Amount	Reason	Recommended Action
	Ltd				
A19297	Baza Pty Ltd as Trustee	17 Castlereagh Court, South Side	\$92.68	Incorrect address	Allow
A19298	Baza Pty Ltd as Trustee	15Castlereagh Court, South Side	\$95.00	Incorrect address	Allow

F12/02/09 Moved: Cr A.J. Perrett Seconded: Cr R J Dyne

Recommend that Council endorses staff action.

Carried

SECTION 7: FINANCIAL REPORTING

7/1 Financial Summary Report – Fund Balance and Investment Report as at 31 January 2009 and Rate Collection as at 31 January 2009

MINUTE F13/02/09 Financial Summary Report – Fund Balance and Investment Report as at 31 January 2009 and Rate Collection as at 31 January 2009

From: Management Accountant, Cindy Savage & Principal Finance Officer Revenue, Mr R Watson

File: FG94/00043

Date: 17 February 2009

Report: (Management Accountant – Cindy Savage)

FUND BALANCE
GYMPIE REGIONAL COUNCIL
as at 31 January 2009

Operating Fund	\$1,317,255.37
Trust Fund	\$672,805.46

FUND BALANCE
GYMPIE REGIONAL COUNCIL – KILKIVAN BRANCH
as at 31 January 2009

Operating Fund	\$70,194.68
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INVESTMENT REPORT
GYMPIE REGIONAL COUNCIL
as at 31 January 2009

Gympie Regional Council

	Invested Balance	YTD Interest Yield	Budget Est.	% of Budget Est
Consolidated Operating Fund	\$49,950,000	\$2,469,182.11	\$2,500,000. 00	98.8%
Trust Fund	\$2,161,634.00	N/A		
Indicative Interest Rate	5.14%			

INVESTMENT REPORT
GYMPIE REGIONAL COUNCIL – KILKIVAN BRANCH
as at 31 January 2009

Consolidated
Operating Fund \$1,484,356.25

Report: (Principal Finance Officer – Revenue - Mr R. Watson)

RATE COLLECTION

Arrears 1 July 2008	\$2,054,452.21
Levy Raised 2008/2009 Financial Year	\$44,708,239.90
Interest Raised	\$137,828.54
Receipts	\$19,942,025.62
Discount Applied	\$1,832,504.67
Pensioner Rebate (Government)	\$804,768.25
Pensioner Rebate (Council)	\$296,054.78
Balance Outstanding	\$24,025,167.33
Credit Balance	\$45,454.70
Balance Outstanding 16 February 2009	\$24,070,622.03

F13/02/09 Moved: Cr G.L Engeman Seconded: Cr R.A. Gâté

Recommend that the report be received.

Carried

7/2 Summarised Budget Report as at 31 January 2009

MINUTE F14/02/09 Summarised Budget Report as at 31 January 2009

From: Director of Financial Services – Yvonne Oliver

File: FG94/00043

Date: 11 February 2009

Report: (Director of Financial Services - Mrs Y.J. Oliver)

Refer to “Attachment 1” for the Summarised Budget Report

F14/02/09 Moved: Cr G.L Engeman Seconded: Cr A.J. Perrett

Recommend that the information be formally received.

Carried

SECTION 8: FINANCIAL ASSISTANCE REQUESTS**Item 8/1 Sponsorship of a Medical Student**

MINUTE F15/02/09 Sponsorship of a Medical Student

From: Dr J Finn, President, Rural Doctors Ass. Of Qld. GPO Box 2523,
Brisbane Q 4001

File: 5/3/15/0001 – Doc ID: 1011703

Date: 27 January 2009

“I am writing to invite the Gympie Regional Council to support and promote medical services in your region by sponsoring a medical student to attend the Rural Doctors Association of Queensland’s annual conference, which will be held at the Gold Coast International Hotel from June 5 – 7, 2009.

RDAQ is an incorporated organisation which has members throughout the State, both in private medical practice and in the public sector. The Association is independent and does not receive any government funding; however it works closely with all levels of government and with other stakeholders to support rural doctors and the communities in which they live and work.

One of RDAQ’s main activities is our annual conference, which will be held at the Gold Coast International Hotel from June 5- 7 in 2009. The RDAQ

conference is a highlight on the rural medical calendar. Doctors from all over the State attend, together with some of their interstate colleagues and a strong contingent of medical students. Other delegates include senior bureaucrats from Qld Health and the Commonwealth Dept. of Health and Aging; State and Federal government politicians and representatives from workforce agencies and other stakeholder groups.

The conference provides a great opportunity to expose medical students to rural medicine as an exciting and rewarding career path. Many rural doctors currently sponsor students to attend and this year we are inviting Local Government to also sponsor a student. Ideally this could be a final year medical student who is either a resident from your area or one who has undertaken a rural placement in one of the medical practices in the region. If you do not have access to the names and/or contact details of the relevant students, we would be happy to assist you to identify and locate them.

Sponsored students are allocated a rural doctor mentor at the conference and they are expected to introduce themselves to this doctor and spend some time with him/her during the event. Students are also requested to write a short summary of the benefits they have gained from the conference and forward this to their sponsor. RDAQ does not gain any financial benefit from this sponsorship as all costs go towards delegate expenses.

If you are interested in sponsoring a student, please complete the attached Expression of Interest form and return it to the RDAQ office. We will then contact you to confirm the arrangements. Naturally all support provided will be acknowledged. There are also other sponsorship opportunities available at the conference and I would be happy to provide more information if you are interested. Sponsorship would be a good opportunity to promote lifestyle and employment opportunities in your region to the rural medical workforce.

We are aware that the current economic climate is very challenging, however, as you are aware, attracting and retaining medical services to rural areas will remain vital to the continued viability of rural communities and to the operation of all rurally based industries, and I ask that you consider these factors when making your decision.

Please feel free to contact me through our Executive Officer, Jenny Johnson, should you require more information about the conference or about the Association in general. We would be happy to discuss both the conference and rural medical workforce issues generally.

Thank you for considering this proposal and we hope that the Gympie Regional Council is able to assist the Rural Doctors' Association of Queensland in its work to support rural doctors and rural communities."

Report: (Director of Financial Services - Mrs Y.J. Oliver)

No provision has been made in the current Budget for this request.

F15/02/09 Moved: Cr R J Dyne

Seconded: Cr I.T. Petersen

Recommend that Council advises the writer that no provision has been made in the Budget for this expenditure and therefore Council is unable to assist on this occasion.

Carried

Item 8/2	Request for Funding to Cover Pavilion Hire Fees from Gympie Horticultural Exposition
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MINUTE F16/02/09 Request for Funding to Cover Pavilion Hire Fees from Gympie Horticultural Exposition

From: Co-ordinator Community Facilities & Services, Mrs Heather Kelly
 File: Doc.ID: 1011719
 Date: 13 February 2009

“We are writing to you in relation to the hire of the Pavilion at the Gympie Showgrounds on the 1, 2 and 3 of May 2009.

We wish to again hire the premises for the annual Gympie Garden Expo to be held during these dates. This year we have the same committee in place for the running of the event. The Expo is still represented by the former stakeholders, Gympie & District Orchid Society, and Gympie Horticultural Society.

As with previous years (sic), Council has resolved to make the Pavilion free of charge, with the event being classed as a Council function for the purpose of insurance cover. In return for the Council’s consideration in the past, we have been in a position to donate the bulk of our income from the event to Pavilion funds. This has meant a contribution of \$4,000.00 on each occasion we have hired the premises. Our committee would be happy if this arrangement could continue and be ongoing for the next three (3) years if possible. We are pleased to be in a position where we can support, in a small way, the maintenance and improvement of the Pavilion.

We have already liaised with the Gympie Show Society and The Pavilion to arrive at suitable dates for the holding of the Expo for 2009. This event has always received community support and we hope that Council will once again show its support by assisting in this matter.”

Report: (Community Facilities and Services Co-ordinator: Heather Kelly)

The Secretary for the Gympie Horticultural Expo Mr. Norm Breen has written on behalf of his Organising Committee.

The Committee is planning the 2009 Gympie Horticultural Expo for the 1st, 2nd & 3rd of May 2009. Mr Breen has asked for assistance from Gympie Regional Council by way of waiver of fees associated with The Pavilion hire. Mr. Breen has also requested that Council consider the event as a Council function to assist with insurance purposes as in previous years.

Mr. Breen has requested that the previous arrangement continues and his committee would also continue to donate proceeds from the event to The Pavilion. He stated that the Expo has always received community support and hoped that Council would once again show their support by assisting.

The approximate cost for The Pavilion hire based on the information provided by Mr. Breen would be \$4000.00. Previously Council has waived this fee and the organization has donated a similar amount from the event to Council which normally goes towards pavilion improvements

F16/02/09 Moved: Cr L.J. Friske Seconded: Cr R J Dyne

Recommend that Council waives the fees associated with the Gympie Horticultural Exposition and that the Exposition be classified as a Council function for insurance purposes for a period of 12 months.

Carried

Item 8/3 Invitation to Partner Qld Music Festival in the Central Qld Song Trails workshop
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MINUTE F17/02/09 Invitation to Partner Qld Music Festival in the Central Qld Song Trails workshop

From: Mr S Buchanan, Director, Marketing & Development, Qld Music Festival, Level 3, 27 Peel Street, South Brisbane Q 4101

File: 2/3/02/0001 - Doc.ID: 1014860

Date: 6 February 2009

“Thank you for your hospitality during our recent visit to Gympie. Erica Hart and I both enjoyed meeting with you.

We are delighted to offer Gympie Regional Council the opportunity to partner with Queensland Music Festival as a Local Government Partner for the Central Queensland Song Trails workshop in Gympie. The region is well-known for its many talented songwriters and we are looking forward to engaging with them through this project.

Please do not hesitate to contact me if you require any further detail on the proposed package. I would be happy to discuss any aspect of the proposal if

here, endeavouring as always to keep Queensland beautiful with our great programs.

This letter is to invite Council to become a member of Keep Australia Beautiful Council Queensland Inc. and at the same time, encourage you to enter the prestigious Ergon Energy Tidy Towns competition. Also to point out the advantages of doing so, and to give you early notice of our calendar for all our 2009 programs, motivating Queenslanders to care for their health and their community's environment, sustainability and beauty.

Enclosed you will find a Membership Application, which is basically self-explanatory but I would like to explain why my Board has endorsed the idea of asking every Council to become a member. For many years, decades in fact, our membership constituted Queensland local government. Around 1998 this was changed for reasons unknown to my chairman, Emeritus Professor Tor Hundice, AM, or Board, which believes with the partnerships and programs we share or have a common interest in, it makes eminent sense to invite your membership and contribution to our current and future direction(s).

We have priced the membership most attractively to ensure it is excellent value and makes good sense to join at whichever rate you believe is in your Council's best interests. You might note that the top two levels include a \$125 ticket to our Ergon Energy Tidy Towns State Awards (in Brisbane during the LGAQ Annual Conference, 24 August).

I hope you will consider this invitation; it can only assist us both to better care for the health and well-being of the environment and now with our Healthy Queensland Awards (and \$1.6 million to give away, brochure enclosed), that includes the health of every Queensland! If you have any questions regarding this, I trust you will ring me to enable me to clarify the matter and I would like to stress that should you not wish to join, Council will still be entering all our wonderful award programs this year.

I look forward to seeing you at our State Awards in Brisbane if not before at our many wonderful regional awards for Ergon Energy Tidy Towns, Healthy Queensland Awards, Green & Healthy Schools, or if you have a coastal or inland beach – our Beach Challenge.”

F19/02/09

Moved: Cr I.T. Petersen

Seconded: Cr G.L Engeman

Recommend that Council advises the writer that no provision has been made in the budget for this request.

Carried

Item 8/6 Tin Can Bay Country Club Inc. Ladies Bowls Club – Request for Financial Assistance

MINUTE F20/02/09 Tin Can Bay Country Club Inc. Ladies Bowls Club – Request for Financial Assistance

From: Ms R Giles, Secretary, Tin Can Bay Ladies Bowls Club, 3 Threadfin Street, Tin Can Bay Q 4580
 File: 5/3/15/0001 Doc.ID: 1017142
 Date: 10 February 2009

“As Secretary of the Tin Can Bay Ladies Bowls Club I would once again like to extend the club’s thanks for the Council’s sponsorship of the Two Day Bowls Open Fours competition last year.

This event is occurring once again on the 3 and 4 of May 2009 and we would appreciate any sponsorship that you may be able to offer to help us to run another successful event this year. This is our only major carnival for the year, with bowlers playing from all over the region and further afield.

We are very appreciative of the support given to us in the past by you and other businesses in Tin Can Bay and would be grateful if you could once again sponsor us this year.”

Report: (Director of Financial Services - Mrs Y.J. Oliver)

In accordance with Council’s direction, the Club has been advised that there is no current Budget allocation for this request.

F20/02/09 Moved: Cr G.L Engeman Seconded: Cr L.J. Friske

Recommend that Council advises the writer that this year \$200.00 will be provided only on this occasion.

Further that they be advised that funding will not be available next year unless applied for through the Financial Assistance Grants process.

Lengthy discussion ensued.

F21/02/09 Moved: Cr L.J. Friske

That the motion be put.

Carried

Recommendation F20/02/09 was then PUT and CARRIED.

Item 8/7	4 Chefs Dinner – Request for Waiver of Pavilion Hire Fees
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MINUTE F22/02/09 4 Chefs Dinner – Request for Waiver of Pavilion Hire Fees

From: Mrs Shannon McVey, 32 Bath Terrace, Gympie Q 4570

File: Email

Date: 17 February 2009

“You may have heard of, or read in the paper about the 4 Chefs Dinner that is being held to raise funds for the Victorian Fire Victims?”

This entire event was organised literally in 3.5 hours last Tuesday, when like many people who had been watching in disbelief, I knew I had to do something. Also like many people I don't have a lot of spare cash, but what I do have is skills in events and marketing, so by 6.30am I had dreamed up the 4 Chefs Dinner.

I made my first phone call at 7.50am to Marina Taylor who I have known for years and who is well known in Gympie for her amazing talents in both the kitchen and decorating. I ran the idea past her and she immediately said she would help. Then it was to the other 3 Chefs and then to Charlies Bottle Shop and all said 'yes'. Every single business has said 'yes'. In 3 hours we had the entire event donated and organised! I think I was in shock for the rest of the day.

To date we have 4 Chefs from across Gympie donating their time and talent to design a 6 course degustation menu, prepare and then cook for 300+ guests. We have been successful in securing donations of fresh produce, poultry and fish for the dinner as well as all the champagne and wine thanks to Charlies. Gympie Times is donating 100% of press ads free (unheard of) and many individuals who perhaps cannot assist with funds are donating time to volunteer on the night.

In fact we can be very proud as a community of the local business people and their generosity.

Almost everything to date, has being donated, making the ticket price almost entirely profit. The one thing missing that we desperately need is the venue to be donated. I appreciate many worthwhile causes perhaps make the same request annually, the difference this time is our community wants to help as a community this is their event and to make sure we do the very best we can we need to eliminate the venue cost. Currently this is the only expense the event is looking at incurring.

I am writing to ask with all my heart if you would approve the donation of the venue cost, as the Council's contribution to this wonderful event?

We also wanted to make the night as affordable as possible and deliver a quality event and experience. We hope to sell 400 tickets if we can do this and we can keep expenses low then at \$560 a table this is \$20,000+ just from ticket sales

So as we stand I think we have sold over 100 tickets in less than a week and I have a team of wonderful people pitching in all over the place.

The other reason I am writing is to ask if you would do us the honour of speaking on the night, to officially open the evening?

I do hope there is some way the Council can see that this is indeed a very unique cause and a one-off, and as such deserves to perhaps be treated as such and the venue fees waived.

Thanks for all your support, my mobile is 0411 497 047 or home 0754 836 518. I am at home with my 3 and 2 year old for the next 2 weeks as my day care mum is on holidays so I apologise in advance for any background dramas that might be heard should anyone call. Below are the event details and attached is a flyer with more information.

EVENT DETAILS

4 Chefs Dinner

For Victorias Fire Victims

Sat, 28 February

6.30pm for pre-dinner drinks

7.00pm seated for dinner

Gympie Show Pavilion

Tickets \$560 table of 10 or \$60 per ticket.

Including champagne on arrival, a bottle of red and bottle of white wine per table and 6 course degustation dinner designed by the 4 Chefs.

Beer, spirits and additional wine available for purchase from the bar.

Entertainment by singer Heidi Popp.

4 local Chefs have come together to design and deliver an unforgettable menu.

Marina Taylor, Taylor Catering delicious starters

Brendan van Rensburg, Chatz Café divine middles.

Kirsten Owen and George Isaac, Zesty Edibles decadent endings.

All the Chefs' time and talent, the food, beverages, event management, decorating, press advertising, wait staff, prizes, (venue TBC) and entertainment have been donated by local business people.

All profits go directly to The Red Cross to assist people impacted by the fires.

BOOKINGS at Hervey World Travel call 5482 8388

All other enquiries Shannon McVey on 0411497 947.

Thanks to Zesty Edibles, Chatz Café, Marina Taylor, TheCrewStudio - Events and Design. Crews, Charlies Bottle Shop, Gympie Show Society, Heidi Popp, Weddings inclusive."

Report: (Community Facilities and Services Co-ordinator: Heather Kelly)

Pavilion Manager Mrs. Linda Kempster advises that the approximate cost of Pavilion Hire for the event is \$ 1500.00 plus \$600.00 cleaning fee.

Council should consider any resolutions to be actioned from today's meeting in order to meet event timelines.

F22/02/09 **Moved: Cr R J Dyne** **Seconded: Cr L.J. Friske**

Recommend that Council advises the writer that Council will donate an amount equal to the cost of the hire of the Pavilion (\$1500.00) as an ‘in kind’ donation from the Council.

Further that the cleaning fee of \$600.00 will still apply.

Further, that Council notes that the Chief Executive Officer has been authorised to send this advice from today’s meeting and it is recommended that the Committee’s action in this matter be endorsed.

Carried

Item 8/8 Gold Rush Art Competition
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MINUTE F23/02/09 Gold Rush Art Competition

From: Director of Community Services – Mr M Grant

File:

Date: 18 February 2009

Report: (Director of Community Services – Mr M Grant)

Council has budgeted first prize for the above art competition for the past two (2) years. Council initially budgeted \$1,000.00 (non-acquisitive) and then increased this prize to \$1,500.00 (acquisitive) for the second year.

Council’s Gallery Co-ordinator has received requests to further increase the first prize value for 2009.

Promotion of the competition is due to commence in April/May 2009 and therefore consideration to increase Council’s prize money is necessary prior to promotional material being produced.

F23/02/09 **Moved: Cr L.J. Friske** **Seconded: Cr G.L Engeman**

Recommend that Council advises the writer that \$1,000.00 (non-acquisitive) will be provided for this art competition.

AMENDMENT.

F24/02/09 **Moved: Cr R J Dyne** **Seconded: Cr J. Watt**

Recommend that Council continues to fund prize money to the value of \$1,500.00 (non-acquisitive).

The amendment was put and LOST.

Recommendation F23/02/09 was then put and CARRIED.

SECTION 9: STAFF MATTERS

9/1 Workplace Health and Safety Report – February 2009

MINUTE F 25/02/09 Workplace Health & Safety Monthly Report – February 2009

From: Workplace Health & Safety Coordinator – Les Latemore

File:

Date: 19/01/09 –16/02/09

ACCIDENT, INCIDENT AND WORKERS COMPENSATION CLAIMS REPORT FOR FEBRUARY 2009

DATE	CODE	LOST TIME (DAYS)	JOB POSITION	DETAILS	SUPERVISOR
20/01/09	I	N/A	Supervisor	The worker suffered minor hip injuries after tripping in a post hole hidden in long grass.	N.Salt
20/01/09	FA	N/A	Office Admin	The worker suffered small cut to the back of the head and bruising to the hip after falling over in the Mary St. Administration Office.	J.Nancarrow
23/01/09	A	N/A	Library worker	The Perspex light cover on the	L. Day-Wilson

DATE	CODE	LOST TIME (DAYS)	JOB POSITION	DETAILS	SUPERVISOR
				Council vehicle was broken during car park manoeuvres.	
23/01/09	A	N/A	Treatment Plant operator	The council vehicle received minor damage to the radiator after bottoming out in an earth drain.	I.Davis
29/01/09	LTI	2	WHSO	The worker sustained whiplash injuries after being involved in a rear end collision when a private vehicle collided with the rear of the Council vehicle (plant No.89).	L.Latemore
02/02/09	A	N/A	Parks Technical Officer	The work vehicle (plant No.74) received front end damage when it struck a cow while travelling along a public road.	E.French
16/02/09	A	N/A	Plant operator	The wood chipper (plant No. 386) has caused Council truck (plant No.141) to jack-knife on the Normanby Bridge, blocking traffic and causing damage to both items of plant.	R.Halling

CODES	TOTALS FOR THE MONTH
I - Incident (nil injury or damage sustained)	1
A - Accidents (damage to property/environment)	4
FA - First Aid / Medical Treatment injury	1
LTI – Time Lost Injury	1
Total – total days lost for incidents reported this month	2

F25/02/09

Moved: Cr J. Watt

Seconded: Cr R.A. Gâté

Recommend that the information be received.

Carried

SECTION 10: MISCELLANEOUS ITEMS
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Cr Engeman declared a Conflict of Interest in the next matter as he is President of the Gympie & District Show Society, and chose to remain in the meeting.

Item 10/1 Various Groups Thanking Council
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MINUTE F26/02/09 Various Groups Thanking Council

From: Director of Financial Services – Yvonne Oliver

File: 5/3/15/0001

Date: 3 February 2009

Report: (Director of Financial Services – Mrs Y J Oliver)

The following individuals and organisations have forwarded correspondence thanking Council for financial assistance/sponsorship.

Organisation/Group/ Individual	Event/Purpose	Amount	Date of Event
Kilkivan Pony Club	General financial assistance	\$200.00	
Gympie & District Show Society	2008 Gympie Show financial support		May 2008

F26/02/09 Moved: Cr R.A. Gâté

Seconded: Cr A.J. Perrett

Recommend that the information be received.

Carried

Item 10/2 ULGA – GRC to Remain a Member?

MINUTE F27/02/09 ULGA – GRC to Remain a Member?

From: Director of Corporate Services/Deputy CEO – Mr Craig Manson

File:

Date: 18 February 2009

Report: (Acting PA to the CEO – Sherry Bull)

Enquiry has been made to Judy Millie the Contact for the Urban Local Government Association of Queensland to advise what is included in the membership. It has been verbally advised that the President Paul Pisasale is in the process of restructuring the ULGA and a possible name change.

To date I am still awaiting further information regarding the restructure.

Currently as listed on the ULGA website their objectives are:

- Consultation by Members as to their common interests
- Discussion by Members of matters relating to local government
- To watch over and protect the interests rights and privileges of Members
- To promote the efficient carrying out of local government within the areas of those Councils which are members of the Association.
- To take action in relation to any legislation affecting members.
- To advise and instruct Members in matters of doubt and difficulty
- Generally to undertake or promote any activity which an Annual General Meeting or Annual Conference of the association determines to be for the betterment and or general interest of the members.

It should be noted that as a member, Councils don't receive a discount on ULGA Conference fees.

Currently the ULGA Membership fee is \$7,776.00.

F27/02/09 **Moved: Cr A.J. Perrett** **Seconded: Cr I.T. Petersen**

Recommend that Council discontinues membership of the Urban Local Government Association of Queensland.

Carried

Item 10/3	Urban Local Government Association of Qld – Annual Conference 13 – 15 May 2009
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Re: **F28/02/09** Urban Local Government Association of Qld Annual Conference 13 – 15 May 2009

From: ULGA

File:

Date: 18 February 2009

Re: **G28/02/09** Urban Local Government Association of Qld Annual Conference 13 – 15 May 2009

From: ULGA

File:

Date: 18 February 2009

Urban Local Government Association of Queensland

Date Claimer – 58th Annual Conference
“Connecting Cities”
13th – 15th May 2009 – Bundaberg, Queensland

“One of the things about this conference is that delegates will leave with the skills and tools needed to build better cities for their people. We have taken particular notice and listened to our members and you will find this conference different from all others. I look forward to meeting up with you all in Bundaberg”

*Mayor Paul Pisasale
President – ULGA*



‘As Mayor Of Bundaberg And Host Council For The 2009 ULGA Conference, I Extend An Invitation To You To Attend The 58th Conference In Bundaberg Where You Are Guaranteed A Very Warm Welcome And A Conference Not To Be Forgotten’.

*Mayor Lorraine Pyefinch
Bundaberg Regional Council*

CONFERENCE CONTACT and registration:

*Kim Ovens – Bundaberg regional council
Tel 07 41304264 or kim.ovens@bundaberg.qld.gov.au*

*Or
Judy Millie - ULGA Secretary
Tel 07 3810 7733 or jmillie@ipswich.qld.gov.au”*

G /02/09 - That the matter be referred to the Corporate Governance & Finance Committee Meeting later in this day.

Carried

F28/02/09 Moved: Cr I.T. Petersen Seconded: Cr A.J. Perrett

Recommend that Council does not send a representative to the Bundaberg ULGA Conference.

Carried

Item 10/4 Report Economic Focus Workgroup meeting held on Friday 23 February 2009

MINUTE F29/02/09 Report Economic Focus Workgroup meeting held on Friday 23 February 2009

From:

File:

Date: 3 February 2009

Present: Mayor Ron Dyne, Cr D Neilson, Cr I Petersen, Ken Mason, Yvonne Oliver

Report: (Chief Executive Officer - Mr K.A. Mason)

The following table was presented by the Director of Financial Services for discussion

Sources of Revenue

	<i>2008/09 Budget</i>	<i>%</i>
Rates & Utility Charges (Nett)	\$39,469,030.00	68.27%
Fees & Charges	\$ 3,884,300.00	6.72%
Operating Grants, Subsidies & Contributions	\$ 6,382,420.00	11.04%
Interest Received	\$ 2,658,100.00	4.60%
Sales of Contract & Recoverable Works	\$ 5,280,000.00	9.13%
Other Income	\$ 135,310.00	0.23%
	\$57,809,160.00	100.00%

Sources of Expenditure

Employee benefits	\$26,379,900.00	43.67%
Materials & Services	\$22,551,870.00	37.33%
Depreciation	\$11,110,170.00	18.39%
Finance Costs	\$ 366,090.00	0.61%
	\$60,408,030.00	100.00%

Revenue

- **Rates & Utility Charges** - represent the major source of Council's revenue (68.7%). The level of this revenue is totally controlled by Council. It was noted that the following could occur with an economic downturn or recession.
 1. Ratepayers' ability to pay could decrease and the level of arrears increase. Council charges 11% interest on arrears which is greater than interest on invested cash. However there would be implications if Council cash reserves diminished and overdraft facilities were required. It was noted that Council's existing cash reserves were significant and it would appear that this scenario would not eventuate in the short term i.e. 1-3 years.
 2. Growth in the number of rateable assessments would decrease – currently around 1-2% increase per annum. This may be offset by less demand on Council for services and infrastructure.

- **Fees & Charges** - represent 6.72% of Council's revenue and is an area where Council has lesser control over the level of income. Whilst Council assesses the annual fee charged, the demand for services is not controlled by Council. The biggest impact would be in the Planning & Development area by way of building applications, plumbing applications, planning applications and subdivision applications. It was noted that these applications have been trending down in past 2-3 months. A watching brief needs to be kept on these activities. Cr Petersen reported that he had discussed this issue with the Director and that new staff appointments would be put on hold. However there is a considerable backlog in Planning & Design areas that needs to be cleared.

- **Grants, Subsidies and Contributions**
 1. Grants and subsidies are provided by Federal and State governments and are not controlled by Council. Past history has indicated an increase in local government grants when there are recessions and high levels of unemployment. It was considered that this would not affect the general operations of Council.
 2. Contributions are constrained to works required by Council following approval of development applications and would not impact on Council's operations.

- **Interest Received** – this income is subject to the level of Council's cash reserves and investment rates achieved. When framing the budget a conservative approach has always been taken to the level of revenue derived from this source. Dividends received in excess of the budget have generally been used to fund capital projects in the following years. Lower dividends would impact on the level of capital works carried out in a number of programs.

- **Sales of Contracts & Recoverable Works** – the vast majority of this revenue is sourced from Main Roads maintenance and construction contracts. While Council remains accredited to perform such work it is not envisaged that there would be any significant change in this revenue.

Expenditure

Employee Cost

- Approximately 44% of Council costs relate to employees. It should be noted that the Workforce Transition Code of Practice due to amalgamation remains in force until March 2011. This conditions Council's ability to downsize staffing levels during this period. Council is also operating under 3 Enterprise Bargaining agreements and is currently negotiating on a single EB agreement for the next 3 years. The full effects of equalising pay rates and conditions will not be felt until the 2009/10 financial year. This needs to be considered in conjunction with proposed wages and conditions improvements. The following strategy could be followed should the need arise.
 1. No new positions created
 2. Vacated positions filled from within if feasible
 3. Fixed term employment not be extended
 4. Relief be closely scrutinised
 5. Employees encouraged to take accrued leave.

Material & Services

- Represents 37% of Council cost. These costs will be closely scrutinised during the budget process. Being a service industry, Council is a large user of energy resources such as electricity, fuels and oils etc. Price fluctuations have been well above CPI in the past and Council has no control over these.

Depreciation

- The level of depreciation is dependent on the value and life of Council assets. Council should endeavour to fully fund depreciation of all replaceable assets. While this has not always been achieved in the past, it is prudent financial management to do so. Not funding depreciation would result in deferring necessary capital works and would increase the cost burden on Council in future years.

Finance Cost

- These costs are interest payable on loans, bank charges etc. and are locked in.

The Director of Finance proceeded to go through the cost centres of the various programs. There was general discussion when areas were identified as possible cost cuts.

Cr Petersen with the support of Cr Neilson believed that the installation of a lift at the Town Hall was one area that expenditure could be deferred. Ken Mason advised that this was part of an overall strategy for office accommodation which needed to be considered. However, this could be discussed during the budget review.

The general consensus was that Council should hold a watching brief over the coming months and approach the 2009/10 budget with caution and be mindful of the ratepayers' ability to pay in constrained economic times.

F29/02/09 Moved: Cr I.T. Petersen Seconded: Cr R J Dyne

Recommend that the report be received and that the Chief Executive Officer, Mr Ken Mason be congratulated on the report.

Carried

Item 10/5 Adoption of Gympie Regional Council's Policies and Procedures

MINUTE F30/02/09 Adoption of Gympie Regional Council's Policies and Procedures.

From: Director of Corporate Services – C. Manson

File:

Date: 17 February 2009

Report: (Manager Human Resources – D. Cartwright)

This document is a previous Tiaro Shire Council policy and is now surplus to Gympie Regional Council's needs. It is Council's intention for it to be archived.

- **PR-CS-100T - Advertising – Shire News**

F30/02/09 Moved: Cr L.J. Friske Seconded: Cr A.J. Perrett

Recommend that this policy PR-CS-100T – Advertising – Shire News be archived.

Carried

Item 10/6 Training Report for January 2009
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MINUTE F31/02/09 Training Report for January 2009

From: Training & Development Co-ordinator – Mrs R. McCormack

File:

Date: 17 February 2009

TRAINING REPORT JANUARY 2009

Directorate	Training Description	Number of Participants	Total Hours	Program Cost	Total for Period	Year to Date
Finance					\$0.00	\$1,716.03
Corporate Services					\$0.00	\$15,307.85
Planning & Development					\$0.00	\$3,264.73
Community	Food Auditor	2	16	\$3,663.54	\$3,663.54	\$14,206.05
Engineering Works					\$10,124.21	\$290,985.90
					\$10,124.21	
Directorate	Training Description	Number of Participants	Total Hours	Program Cost	Total for Period	Year to Date
	First Aid			\$1,885.00		
	Fire Safety			\$636.36		
	Traffic management			\$239.21		
	Plant Tickets	10	160	\$7,363.64		
Water & Sewerage					\$0.00	
Design					\$0.00	
Individuals					\$4,354.35	\$17,595.72
Hecs Payments					\$0.00	\$6,190.20
Study Leave Training					\$0.00	\$8,610.33
Resources					\$137.30	\$2,090.85
Staffing Costs					\$4,590.92	\$45,067.44
Dep & Asset Management					\$0.00	-\$3,400.00
				Total for period	\$22,870.32	
		Hours	176			
					Total Year to Date	\$401,635.10

SECTION 11: ATTACHMENTS

Attachment 1 - Item 7/2 - Summarised Budget Report as at 31 January 2009
Attachment 2 - Item 10/7 - Transition Action Plan Report

Late Item 1 Request for Financial Assistance – Goomeri & District Show Society Inc.

MINUTE F33/02/09 Request for Financial Assistance – Goomeri & District Show Society Inc

From: Mr L Hasselbach, Secretary, Goomeri & District Show Society Inc. P O Box 64, GOOMERI Q 4601
File: 5/3/15/0001 – Doc.ID: 1018502
Date: 19 February 2009

“Firstly, thank you for your sponsorship within the Prime Cattle Section of our Show in 2008 and we are pleased to advise you of the success of our Show last year.

This year we are again looking for your help to make our show another huge success and going on the enquires we have had asking for programs, it is shaping up to be better than last year, particularly with the horse events being back in the ring.

Our show this year will be over the weekend of 28 – 29 March and we are leaving our program as a duplicate of last year, with all the sponsors’ names exactly the same in recognition of your ongoing support over the years.

We have included a sponsor’s information form if you feel you are able to help make our show a success and we would be grateful if you could return it to the address shown above.

Your business will be advertised on air during the day and we are also willing to display any banners around the showgrounds on the day and also provide a trade site at no cost. We would be most grateful if you could utilise this space, in order for the attendants to have a variety to see and do during the day.

Looking forward to receiving your assistance with our show in 2009.”

Report: (Director of Financial Services - Mrs Y.J. Oliver)

No provision has been made in the current Budget for this request.

F33/02/09 Moved: Cr A.J. Perrett Seconded: Cr R.A. Gâté

Recommend that Council advises the writer that \$500.00 will be provided to the Prime Cattle section on this occasion only.

Further that they be advised that funding will not be available next year unless applied for through the Financial Assistance Grants process.

Further, that Council notes that the Chief Executive Officer has been authorised to send this advice from today’s meeting and it is recommended that the Committee’s action in this matter be endorsed.

Carried

SECTION 12: GENERAL BUSINESS

Item 12/1 Request to Delay the Construction of the Town Hall Lift

MINUTE F 34/02/09 & F35/02/09 Request to Delay the Construction of the Town Hall Lift

From: Cr I.T. Petersen

File:

Date: 12 February 2009

Notice of Motion

This is to advise that at the Corporate Governance & Finance Meeting on the 25 February 2009, I will move the following:

“Recommend that Council delays the project to install a new lift at the Town Hall.”

~~**F34/02/09 Moved: Cr I.T. Petersen Seconded: Cr J. Watt**~~

~~**Recommend that Council delays the project to install a new lift at the Town Hall.**~~

Carried

DELETED REFER MINUTE G03/03/09 & G07/03/09

Further that Council requests the Directors to reassess their programs and identify any projects that can be deleted, modified or delayed, for further discussion at the nine monthly budget review.”

F35/02/09 **Moved: Cr I.T. Petersen** **Seconded: Cr L.J. Friske**

Recommend that Council requests the Directors to reassess their programs and identify any projects that can be deleted, modified or delayed, for further discussion at the nine monthly budget review.”

Carried

IN COMMITTEE ITEMS

Item 1 Outstanding Accounts 3 Months and Over Sundry Debtors – as at 16 February 2009

Re: Outstanding Accounts 3 Months and Over Sundry Debtors – as at 16 February 2009
From: Revenue Officer - Debtors – Ann-Maree Browne
File: FG94/00011
Date: 16 February 2009

Report: (Revenue Officer - Debtors – Mrs A. Browne)

There are no outstanding accounts or debtors at this time.

There being no further business the meeting closed at 12.32 pm.

Confirmed this twenty-fifth day of February 2008.

Cr. D.R. Neilson
CHAIRMAN