



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 23 September 2009
at 10.28am**

**For Adoption at the General Meeting to be held on
14 October 2009**

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

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

APPOINTMENTS etc.

10.50am Mr Garth Seymour and Mr Malcolm Frizzell from the Bendigo Bank addressed Council regarding their work within the local community.

CONTENTS

APOLOGY/LEAVE OF ABSENCE	3
CONFLICTS OF INTEREST/MATERIAL INTEREST BY COUNCILLORS	3
SECTION 1: CONFIRMATION OF MINUTES OF PREVIOUS CORPORATE GOVERNANCE AND FINANCE COMMITTEE MEETING	3
SECTION 2: VOUCHERS FOR PAYMENT AND CONFIRMATION AND STAFF ACTION ENDORSED AS AT 31 AUGUST 2009	4
ITEM 2/1 VOUCHERS FOR PAYMENT AND CONFIRMATION AND STAFF ACTION ENDORSED AS AT 31 AUGUST 2009 ..	4
SECTION 3: SUNDRY DEBTORS MATTERS	4
SECTION 4: INSURANCE AND LEGAL MATTERS	4
SECTION 5: COUNCIL PROPERTY	5
ITEM 5/1 PROPOSED DISPOSAL OF COMMUNICATIONS TOWER AND LAND SITUATED AT OLD MARYBOROUGH ROAD, GYMPIE, MORE PARTICULARLY DESCRIBED AS LOT 1 ON MPH 7011	5
SECTION 6 RATES MATTERS	7
ITEM 6/1 VARIOUS WATER CONSUMPTION ACCOUNTS	7
ITEM 6/2 REQUEST FOR LOST DISCOUNT ON RATES	8
SECTION 7: FINANCIAL REPORTING	9
ITEM 7/1 FINANCIAL SUMMARY REPORT – FUND BALANCE AND INVESTMENT REPORT AS AT 31 AUGUST 2009 AND RATE COLLECTION AS AT 11 SEPTEMBER 2009	9
ITEM 7/2 SUMMARISED BUDGET REPORT AS AT 31 AUGUST 2009	10
SECTION 8: FINANCIAL ASSISTANCE REQUESTS	11
ITEM 8/1 VARIOUS GROUPS THANKING COUNCIL	11
ITEM 8/2 2010 KILKIVAN AUSTRALIA DAY BREAKFAST	11
SECTION 9: STAFF MATTERS	12
ITEM 9/1 WORKPLACE HEALTH AND SAFETY REPORT – SEPTEMBER 2009	12
ITEM 9/2 TRAINING REPORT FOR AUGUST 2009	13
ITEM 9/3 ADOPTION OF GYMPIE REGIONAL COUNCIL’S EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT PLAN 2009 - 2012	15
ITEM 9/4 MEDIA PROTOCOL POLICY	23

SECTION 10: MISCELLANEOUS ITEMS	26
ITEM 10/1 HERITAGE THEATRE HIRE FEES	26
ITEM 10/2 PAVILION HIRE COSTS PARTLY REIMBURSED – CHARITY FUNCTION	28
LATE ITEM.....	29
LATE ITEM 1 PROPOSED DISPOSAL OF VACANT LAND SITUATED AT LEHMAN ROAD, TRAVESTON MORE PARTICULARLY DESCRIBED AS LOT 2 ON RP172561	29
IN COMMITTEE ITEMS	32
IN COMMITTEE ITEM 1 OUTSTANDING ACCOUNTS 3 MONTHS AND OVER SUNDRY DEBTORS – AS AT 31 AUGUST 2009	32
IN COMMITTEE ITEM 2 ARREARS OF RATES	33
IN COMMITTEE ITEM 3 REQUEST REVIEW OF FEES INVOICED FOR AIRPORT HANGAR AGREEMENT.....	33
IN COMMITTEE ITEM 4 REQUEST FOR FINANCIAL ASSISTANCE	34
IN COMMITTEE ITEM 5 REQUEST FOR WAIVER OF FEES.....	35
IN COMMITTEE ITEM 6 REQUEST FOR ASSISTANCE TOWARDS FEES	35
IN COMMITTEE ITEM 7 OUTSTANDING LEASES – TOTAL COSTS BEING INCURRED	35
IN COMMITTEE ITEM 8 PUBLIC LIABILITY INSURANCE	36
LATE IN COMMITTEE ITEM 1 TIN CAN BAY COMMUNITY HALL – TAX INVOICE	36

The meeting opened at 10.28am.

PRESENT: Cr D.R. Neilson (Chairman), Mayor R.J. Dyne, R.A. Gâté, Cr A.J. Perrett, I.T. Petersen, Cr J.A. Walker and Cr J. Watt.

Also in attendance were Chief Executive Officer, Ken Mason, Management Accountant, Cindy Savage, Director of Corporate Services, Craig Manson and Minutes Secretary (Mrs F Baker).

APOLOGY/LEAVE OF ABSENCE

Minute G19/08/09 - Cr G.L Engeman had a leave of absence from this meeting.

An apology for Cr L.J. Friske was tabled at this meeting.

F01/09/09 Moved: Cr I.T. Petersen Seconded: Cr R.A. Gâté

That the leave of absence for Cr G.L Engeman and apology from Cr L.J. Friske be received.

Carried

CONFLICTS OF INTEREST/MATERIAL INTEREST BY COUNCILLORS

NIL

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

F02/09/09 Moved: Cr R.A. Gâté Seconded: Mayor Cr R.J. Dyne

That the Minutes of the Corporate Governance and Finance Committee Meeting held on 26 August 2009 be taken as read and confirmed.

Carried

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

**Item 2/1 Vouchers for Payment and Confirmation and Staff Action Endorsed
as at 31 August 2009**

Re: **MINUTE F03/09/09** Vouchers for Payment and
Confirmation and Staff Action Endorsed as at 31 August 2009
From: Creditors Systems Officer – Kerri Sutton
File: 5/3/06/0005
Date: 14 September 2009

Report: (Creditors Systems Officer – Mrs K. Sutton)

VOUCHERS TO BE CONFIRMED FOR PAYMENT

Operating Fund:- Vrs 92482-92484 \$25,094.42

VOUCHERS TO BE CONFIRMED

Operating Fund:- Vrs 92364 - 92481 \$214,495.98

EFT:- Batch 1588 - 1604 \$3,767,083.06

EFT Total Salaries and Wages: \$1,295,375.45

F03/09/09 Moved: Cr A.J. Perrett Seconded: Cr J.A. Walker

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

Carried

SECTION 3: SUNDRY DEBTORS MATTERS

NIL

SECTION 4: INSURANCE AND LEGAL MATTERS

NIL

SECTION 5: COUNCIL PROPERTY

Corporate Administration Manager – Mr John Nancarrow entered the meeting at 10.30am.

Item 5/1 Proposed Disposal of Communications Tower and Land situated at Old Maryborough Road, Gympie, more particularly described as Lot 1 on MPH 7011

Re: **MINUTE F04/09/09** Proposed Disposal of Communications Tower and Land situated at Old Maryborough Road, Gympie, more particularly described as Lot 1 on MPH 7011
From: Corporate Administration Manager – Mr John Nancarrow
File: 2/5/02/0001 and 1MPH7011
Date: 1 September 2009

Report: (Corporate Administration Manager – Mr John Nancarrow)

Background:

The site was originally purchased by Gympie City Council for a water reservoir site. Water and Sewerage Department have advised they no longer require the site.

This site has been maintained for many years by Parks & Gardens and provides for a communications tower, previously leased to Queensland Police.

The lease to Queensland Police has expired some time ago and they have advised that they do not wish to renew the lease and do not require the tower. They indicated the tower could be utilised or given to a community group.

The balance of the site has not been developed.

Proposal:

To invite tenders for the disposal of the communications tower and upon removal of same and reinstatement of the site, invite tenders for the disposal of the land.

Property Address:

Property is located at Old Maryborough Road, Gympie, more particularly described as Lot 1 MPH 7011 containing an area of 4047m².

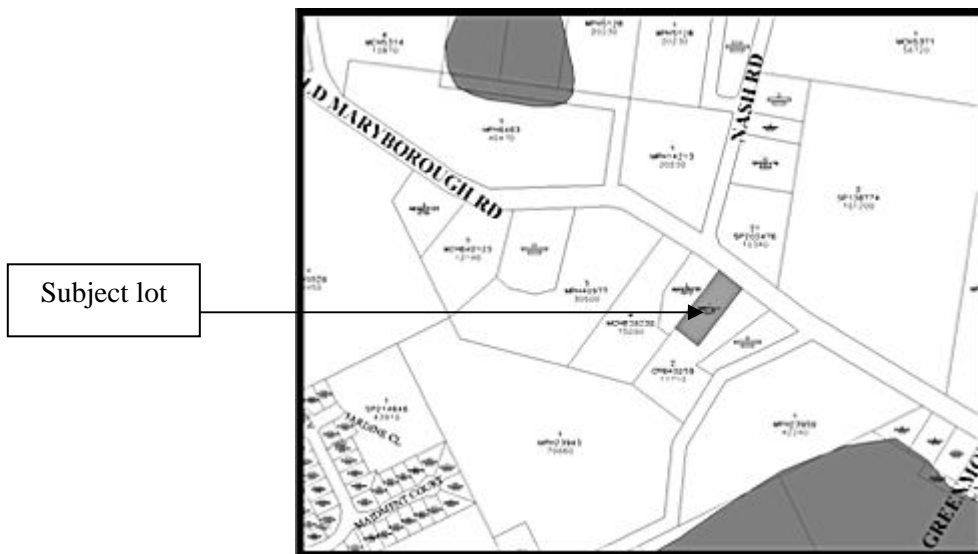
Tenure:

The property is freehold and is zoned “Community” under the Cooloola Shire Council Town Planning Scheme.

Current Use:

Communications Tower

Locality Plan:



Body of Report:

Following a review of Council owned properties it has been identified that the site is currently surplus to Council’s requirements.

Discussions with the Queensland Police who placed the tower on the site originally, have advised that it is no longer required by them and have transferred the tower to Council to dispose of to a suitable community group.

The Australian Communications and Media Authority has advised that the tower is currently not being used by any other organisation.

Comments from Parks Manager, Ed French

The land is unsuitable for the provision of a park for the following reasons:

- Height of adjacent road reserve to the north east is lower than front of Lot, preventing visibility over the site.
- Change of height of approximately 18 m over 100 m on a southwest facing slope prevents suitable development of the lot without incurring more than significant construction costs.

- The Lot size of 0.4 ha is less than the minimum recommended for a Local park, which is 0.5 ha. With the site restraints referred to above, the area available as suitable recreation space would be further reduced following construction of terraces and a level access off the road reserve.

The Cooloola Shire Open Space and Recreation Plan identifies two possible locations for future parks to be developed within 250 m of the land in question. It would be preferable that any future subdivisions in this area be planned to have connecting pedestrian paths to the existing and recently redeveloped Fairway Park.

Comments from Director of Engineering, Bob Fredman

The site is not required for any future development.

F04/09/09 **Moved: Cr J.A. Walker** **Seconded: Cr R.A. Gâté**

Recommend that Council resolve to dispose of the communications tower and call for expressions of interest for removal from the site.

Further, that Council resolve to dispose of the land situated on Old Maryborough Road, Gympie, more particularly described as Lot 1 on MPH 7011 following the removal of the tower and remediate the site.

Further, that the matter be referred to the Chief Executive Officer and Mayor to set the reserve amount and offer the communications tower and Lot 1 MPH 7011 separately for sale in accordance with the provisions of Section 491 of the Local Government Act of 1993.

Carried

SECTION 6 RATES MATTERS

Item 6/1 Various Water Consumption Accounts

Re: **MINUTE F05/09/09** Various Water Consumption Accounts
 From: Principal Finance Officer – Revenue – Russell Watson
 File: 5/7/07/0001
 Date: 2 September 2009

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

Assess No	Amount	Reason	Recommended Action
441	1 st Tier – 129 2 nd Tier – 1,797	Undetected leak	Write off \$1,318.15

Assess No	Amount	Reason	Recommended Action
1702	1 st Tier – 418 2 nd Tier – 1888	Undetected leak	Write off \$1,464.35
1733	1 st Tier – 152 2 nd Tier ---	Undetected leak	Write off \$38.76
2059	1 st Tier– 167 2 nd Tier– 2,995	Undetected leak	Write off \$2,181.55
3329	1 st Tier --- 2 nd Tier – 536	Undetected leak	Write off \$381.90
3974	1 st Tier – 150 2 nd Tier – 4180	Undetected leak	Write off \$3,021.00
5089	1 st Tier – 151 2 nd Tier – 297	Undetected leak	Write off \$255.65
5592	1 st Tier – 124 2 nd Tier – 624	Undetected leak	Write off \$479.95
6574	1 st Tier – 66 2 nd Tier – 470	Undetected leak	Write off \$353.70
7204	1 st Tier --- 2 nd Tier – 221	Undetected leak	Write off \$158.20
7837	1 st Tier – 45 2 nd Tier – 787	Undetected leak	Write off \$572.60
8006	1 st Tier --- 2 nd Tier – 346	Undetected leak	Write off \$493.05
17246	1 st Tier – 97 2 nd Tier – 135	Undetected leak	Write off \$124.85
18982	1 st Tier – 146 2 nd Tier – 68	Undetected leak	Write off \$90.05
21409	1 st Tier – 166 2 nd Tier – 926	Undetected leak	Write off \$707.10
21425	1 st Tier --- 2 nd Tier – 770	Undetected leak	Write off \$548.65

F05/09/09 Moved: Cr R.A. Gâté

Seconded: Cr I.T. Petersen

Recommend that Council endorse staff action.

Carried

Item 6/2 Request for Lost Discount on Rates
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Re: **MINUTE F06/09/09** Request for Lost Discount on Rates
 From: Principal Finance Officer – Revenue – Russell Watson
 File: 5/7/05/0007
 Date: 16 September 2009

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

Assess No	Amount	Reason	Recommended Action
12610	\$49.85	Short paid by \$0.91	Allow Discount

F06/09/09 Moved: Cr A.J. Perrett Seconded: Cr R.A. Gâté

Recommend that Council endorse staff action.

Carried

SECTION 7: FINANCIAL REPORTING

Item 7/1 Financial Summary Report – Fund Balance and Investment Report as at 31 August 2009 and Rate Collection as at 11 September 2009

Re: **MINUTE F07/09/09** Financial Summary Report – Fund Balance and Investment Report as at 31 August 2009 and Rate Collection as at 11 September 2009
 From: Management Accountant, Cindy Savage & Principal Finance Officer Revenue, Mr R Watson
 File: 5/1/09/0003
 Date: 11 September 2009

Report: (Management Accountant – Miss C Savage)

FUND BALANCE
GYMPIE REGIONAL COUNCIL
 as at 31 August 2009

Operating Fund	\$1,434,997.83
Trust Fund	\$720,326.65

INVESTMENT REPORT
GYMPIE REGIONAL COUNCIL
 as at 31 August 2009

	Invested Balance	YTD Interest Yield	Budget Est.	% of Budget Est
Consolidated Operating Fund	\$64,108,884.70	\$458,414.72	\$1,246,000	36.8%
Trust Fund	\$2,161,634.00	N/A		
Indicative Interest Rate	3.39%			

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

RATE COLLECTION

Arrears 1 July 2009	\$2,714,626.33
Levy Raised 2009/2010 Financial Year	\$25,491,961.67
Interest Raised	\$57,856.96
Receipts	\$5,234,310.83
Discount Applied	\$223,233.60
Pensioner Rebate (Government)	\$422,402.37
Pensioner Rebate (Council)	\$244,492.77
Balance Outstanding	\$22,140,005.39
Credit Balance	\$109,546.93
Balance Outstanding 23 September 2009	\$14,056,018.00
Balance Outstanding 16 September 2008	\$2,021,916.27

F07/09/09 **Moved: Cr J.A. Walker** **Seconded: Cr J. Watt**

Recommend that the report be received.

Carried

Item 7/2 Summarised Budget Report as at 31 August 2009
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Re: **MINUTE F08/09/09** Summarised Budget Report as at 31 August 2009
From: Finance Manager – Yvonne Oliver
File: 5/1/09/0003
Date: 11 September 2009

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

Refer to “Attachment 1” for the Summarised Budget Report

F08/09/09 **Moved: Cr R.A. Gâté** **Seconded: Mayor Cr R.J. Dyne**

Recommend that the information be formally received.

Carried

SECTION 8: FINANCIAL ASSISTANCE REQUESTS

Item 8/1	Various Groups Thanking Council
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Re: **MINUTE F09/09/09** Various Groups Thanking Council
 From: Director of Financial Services – Yvonne Oliver
 File: 5/4/01/0001
 Date: 8 September 2009

Report: (Finance Manager – Mrs YJ Oliver)

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

Organisation/Group/ Individual	Event/Purpose	Amount	Date of Event
Senior Citizens Management Committee	2009/10 Financial Assistance Grant – Operational Funds	\$11,000.00	N/A
Tin Can Bay Chamber of Commerce & Tourism Inc	2009/10 Financial Assistance Grant - Tin Can Bay Seafood Festival	\$3,000.00	26/09/09
Make-A-Wish Foundation	Fundraising for LGMA Wish Flight	\$320.00	N/A

F09/09/09 **Moved: Mayor Cr R.J. Dyne** **Seconded: Cr I.T. Petersen**

Recommend that the information be received.

Carried

Item 8/2	2010 Kilkivan Australia Day Breakfast
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Re: **MINUTE F10/09/09** 2010 Kilkivan Australia Day Breakfast
 From: Marnie Walters-Burgess, P O Box 22, KILKIVAN QLD
 4600
 File: 5/3/15/0001
 Date: 4 September 2009

“Eager to retain a Kilkivan celebration for Australia Day, we last year conducted a very successful breakfast at the Kilkivan Hall at 7am in order not to coincide with Gympie’s celebration.

The timing allowed the attendance of the Deputy Mayor and Mrs Perrett, for which the organisers were grateful.

Kilkivan Lions, who are the principal supporters of the event, are willing to assist in the 2010 celebration for which the hall has already been booked and invitations (please find enclosed) presented to thirty-nine Kilkivan clubs. All profit is donated to Regional charity organisations.

Kilkivan's Australia Day Breakfast will be entertained by a concert performed by groups made up from the local clubs. Could Council assist in sponsoring the \$500 prize money? Advertising and promotion would then include Gympie Regional Council as sponsors."

F10/09/09 Moved: Cr R.A. Gâté Seconded: Cr A.J. Perrett

Recommend that the writer be advised that Council has referred their request to the Australia Day Committee for consideration.

Carried

Representatives of the Bendigo Bank, Mr Garth Seymour and Mr Malcolm Frizzell entered the meeting at 10.50am to make their presentation to Council.

Councillor Cr. D.R. Neilson welcomed them to the meeting.

Cr J. Watt left the meeting at 10.54am and returned to the meeting at 11.04am.

Councillor Cr. D.R. Neilson thanked Mr Seymour and Mr Frizzell and they left the meeting at 11.10am.

SECTION 9: STAFF MATTERS

Item 9/1 Workplace Health and Safety Report – September 2009

Re: **MINUTE F11/09/09** Workplace Health and Safety Report –
 September 2009
From: Workplace Health & Safety Officer – Les Latemore
File: 3/7/19/0001
Date: 16 September 2009

Report: (Workplace Health & Safety Officer – Les Latemore)

ACCIDENT, INCIDENT AND WORKERS COMPENSATION CLAIMS FOR SEPTEMBER REPORT 2009

<i>Codes</i>	<i>Totals For The Month</i>
I - Incident (nil injury or damage sustained)	0
A - Accidents (damage to property/environment)	0
FA - First Aid / Medical Treatment injury	3
LTI – Time Lost Injury	1
Total – total days lost for incidents reported this month	12

F11/09/09 Moved: Cr R.A. Gâté Seconded: Cr J. Watt

Recommend that the report be received.

Carried

Item 9/2 Training Report for August 2009
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Re: **MINUTE F12/09/09** Training Report for August 2009
From: Training & Development Co-ordinator – Mrs R. McCormack
File: 3/7/19/0003
Date: 8 September 2009

Report: (Training & Development Co-ordinator – Mrs R. McCormack)

The main expense during August was the re-training and up skilling of our works staff in the area of Traffic Control. While Council has always had a number of Traffic Control trained staff there had never been sufficient to enable all traffic control to be done in-house. As a cost saving initiative of Works, sufficient staff have now been trained to enable the majority of traffic control to be provided in-house. While initial costs are high, savings will be realized in the future. Also with Main Roads changes occurring at the end of this year we have been able to ensure our staff are trained ahead of more expensive options being proposed. Re-training will be again required in 3 years and this will be under the new rules, however this current training should provide for the majority of Council needs for the immediate future.

While training costs seem high, the figures include the cost of wages of staff who are undertaking the training. The costs of the actual programs are only a fraction of the costs recorded. However by capturing the cost of wages as well, this provides a more accurate accounting of the cost of training to Council.

Training Report August 2009

Directorate	Training Description	Program Cost	Total for Period	Total for Year
Finance			\$0.00	\$0.00
Corporate Services			\$974.53	\$1,244.53
	Contact Officer	\$583.63		
	RTI Training	\$390.90		
Planning & Development			\$0.00	\$1,540.00
Community			\$872.73	\$952.60
	Animal Control	\$872.73		
Engineering			\$35,092.40	\$40,189.80
	Civil construction	\$919.94		
	First Aid	\$2,986.32		
	AutoCAD	\$20.00		
	CPR	\$2,145.46		
	ACDC License Sprayed Sealing - Field	\$3,704.20		
	Procedures	\$3,840.00		
	Timber Trusses Workshop	\$322.38		
	Traffic Control Asbestos Handling	\$13,423.11		
	Quarry Safety	\$536.00		
	Plant Tickets	\$2,781.84		
		\$4,413.15		
Individuals			\$4,151.51	\$9,961.09
Hecs Payments			\$0.00	\$0.00
Study Leave			\$0.00	\$652.57
Training Resources			\$29.09	\$724.09
Training Officer - wages			\$5,025.05	\$11,594.80
Depreciation & Asset Management			\$0.00	\$0.00
		Total for Period	\$46,145.31	
			Year to Date	\$66,859.48

F12/09/09 Moved: Cr A.J. Perrett Seconded: Cr J. Watt

Recommend that the information be received.

Carried

<p>Item 9/3 Adoption of Gympie Regional Council's Equal Employment Opportunity Management Plan 2009 - 2012</p>
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Re: **MINUTE F13/09/09** Adoption of Gympie Regional Council's Equal Employment Opportunity Management Plan 2009 - 2012
From: Manager Human Resources – D. Cartwright
File: 3/7/08/0001
Date: 26 August 2009

Report: (Manager Human Resources – D. Cartwright)

The EEO Management Plan was presented to the LGEG committee on the 02/07/09 for comment. Voluntary EEO survey forms have been distributed to staff via payslips where all staff were given the opportunity to comment on the Management Plan. The Management Plan is now presented to Council for adoption.

**EQUAL EMPLOYMENT OPPORTUNITY
MANAGEMENT PLAN
2009-2012**

1. Equal Employment Opportunity Policy Summary.

Gympie Regional Council will implement an Equal Employment Opportunity Plan for four target groups as an integral part of its management practices. Equal Employment Opportunity (EEO) is good management practice because it will help to ensure that all talents and abilities in the community and within the Council are recognised and used to the full.

The four target groups are: -

- Aboriginal and Torres Strait Islander peoples;
- People of non-English speaking background;
- People with a disability; and
- Women.

The Plan will establish strategies and activities aimed at ensuring that members of the target groups can compete equally with other people in employment, promotion and the pursuit of career paths.

The Chief Executive Officer, Directors, General Managers, Managers and employees in the Council will be responsible for implementing the actions set out in the Plan, to promote EEO.

2. Environmental Analysis

Gympie Regional Council came into being on 15th March 2008 following the merger of the former Cooloola Shire, Kilkivan Shire and Division 3 of Tiaro Shire Councils, however the European origins of the Gympie Region date back to 1867 when gold was discovered by James Nash.

The “City that saved Queensland” is proud of, and promotes its history, and the Regional Council now empowered to manage the area recognises the need to retain historical interests while adapting to modern trends. This recognition is reflected in the Gympie Regional Council Mission Statement.

The mission of Gympie Regional Council is :

- *A progressive Council that enjoys the confidence of its community.*

The values that govern the behaviours of Gympie Regional Council are:

- Community *We are here for the well being of our community.*
- Respect *We have mutual respect between Council, our community and between the Councilors and staff.*
- Team work *We have a team-based approach.*
- Accountability *We are ethical, open and accountable in our decision making.*
- Focus *We focus on getting results but we don't lose sight of our fiscal responsibility.*

Supporting the Mission Statement are people oriented programmes in the area of quality service, continuous improvement, teamwork and customer services.

Since amalgamation in March 2008, Gympie Regional Council has committed itself to improved customer service. After initiating a major “customer focus” program across all areas of Council, there has been a notable increase in the quality and efficiency of services to the community. Turnaround times and general service levels have improved with these initiatives in place, however there is still room for improvement in some areas.

Our goal is to work at maximum effectiveness and efficiency for our customers.

The quality, relevance and scope of Council’s services into the future are very much dependent on Council’s ability to adapt to change and to incorporate those changes into planning processes on an ongoing basis. The community’s desire for openness, accountability and participation in decision making must also be considered in planning and decision processes.

The EEO Management Plan acknowledges Council’s commitment to its changing work environment.

The demands for a renewed emphasis on quality management, customer service and an improved industrial relations climate and culture impacts on the provision of EEO within Council at a number of levels. Organisational restructuring, changes to Awards and Enterprise Bargaining Agreements have implications for the career prospects of persons within our workforce. Staffing education policies and training provisions should reflect these changes. Similarly application of the structural efficiency principle has implications for the way in which EEO principles are applied during the process of job analysis, design and evaluation.

In this changing environment Gympie Regional Council's EEO Management Plan will target the following:

- Establishment of an effective EEO information system to all work groups.
- Integration of EEO policies and practices into existing programs.
- Establishment of EEO related consultation processes.
- Development of career paths for employees.

Equal Employment Opportunity complements the strategic direction of the organisation by helping us to: -

- Maximise the potential of our workforce;
- Ensure that we more closely reflect the demographic characteristics of the community which we serve;
- Provide a workplace culture which promotes equity, fairness and the value of diversity.

Demographic Profile

Area:	Gympie Regional Council covers an area of 6,898 square kilometres. The Gympie Region encompasses very diverse communities ranging from Gympie as the predominant commercial hub, to rural townships in the west such as Kilkivan and Goomeri; rural residential living areas in the north including Gunalda and Curra; predominately rural townships in the Mary Valley and the coastal communities of Rainbow Beach, Tin Can Bay and Cooloola Cove.
Population:	The estimated residential population of the Region as at March 2008 was 42,820.
Age:	The median age of people in the 2006 census was 42 years. The largest age group cluster was the 45-64 age group, comprising 29.4% of the population.

Aboriginality:	In the 2006 census the Aboriginal and Torres Strait Islander population was 915 persons or 2.1% of the total Region population.
Ethnicity:	In the 2006 census 4256 persons or 9.6% of the total Region population report being born overseas with 844 or 1.9% speaking a language other than English at home.
Women in the Workforce:	In a workforce of 17,434 in the 2006 census, 7942 or 45.5% were women.
Local Industry:	The major local industries in the Gympie region include tourism, pastoral, dairy farming, manufacture and timber.

3. Corporate EEO Goals and Objectives

The general goals of the Council's EEO Policy and Management Plan are to: -

- Ensure equity and fairness in our human resource policies and practices
- Maximise the potential of our workforce by developing and using the skills and abilities of all target groups in the community and within the workforce
- Work toward a workforce composition which more closely reflects the characteristics of the population of the Gympie Region, which it serves, consistent with the knowledge, skills and abilities required by that workforce, and
- Acknowledge, value and take advantage of the diversity of our workforce.

Our specific objectives in this Management Plan are: -

- To achieve and maintain a workforce which reflects the target group characteristics of Gympie Region, consistent with the knowledge, skills and abilities required by that workforce.
- To promote diversity - in a range of ways - among people as an accepted value in the organisational culture, and promote appreciation of the benefits of a diverse workforce.

4. EEO Management Plan Strategies

In order to achieve the Corporate EEO Goals, the following strategies have been identified for implementation over the three years from May 2009 to June 2012.

(1) Promotion of Diversity as a Value

- (1.1) Develop, publicise and promote a strategy to value diversity among Council staff.

(2) Recruitment Strategies

- (2.1) Ensure that recruitment and selection policies and procedures are fair, free of bias and eliminate discrimination.

- (2.2) Provide mechanisms to facilitate access to employment opportunities in the Council for Aboriginal and Torres Strait Islander people and people with disabilities.

(3) General Management Strategies

- (3.1) Ensure that workplace practices and behaviours encourage recruitment and retention of women and other target group members in the workforce.
- (3.2) Maintain and promote flexible workplace arrangements.
- (3.3) Maintain consultative mechanisms for EEO.

5. 2009-2010 EEO Annual Forward Plan

(1) Promotion of Diversity as a Value

Strategy 1.1 Develop, publicise and promote a strategy to value diversity among Council staff

Performance Indicators Incorporation of the concept of diversity in Council policies and corporate planning documents

Action	Responsibility	Timeframe	Evaluation
<ul style="list-style-type: none"> Incorporate the concept of valuing diversity into Council policies and corporate planning documents 	MHR and CEO	Ongoing	Concept included in Corporate Plan and HR policies
<ul style="list-style-type: none"> Promote the value of diversity on an ongoing basis 	MHR	Ongoing	All new staff briefed on EEO

(2) Recruitment Strategies

Strategy 2.1

Ensure that recruitment and selection policies and procedures are fair, free of bias and eliminate discrimination.

Performance Indicator:

Level of complaints regarding fairness of the selection process

Action	Responsibility	Timeframe	Evaluation
<ul style="list-style-type: none"> Ensure that all interview panels take into account all relevant HR & EEO policies & practices 	HRM	Ongoing	Recruitment checklists completed
<ul style="list-style-type: none"> Provide Recruitment & Selection Training for relevant staff 	HRM	Ongoing	Training provided

Strategy 2.2

Provide mechanisms to facilitate access to employment opportunities in the Council for Aboriginal and Torres Strait Islander people and people with disabilities

Performance Indicator:

Number of new placements of ATSI people and people with disabilities in the Council

Action	Responsibility	Timeframe	Evaluation
<ul style="list-style-type: none"> Explore feasibility and implement as appropriate, the following programs: <ul style="list-style-type: none"> - Traineeships - School based/full time Cadetships 	HRM	Ongoing	Target group members are within Council's annual Traineeship/ Cadetship numbers
<ul style="list-style-type: none"> Maintain communication links with appropriate indigenous networks and representatives such as the Sunshine Coast Indigenous and Employment Training Support Officer 	HRM	Ongoing	Communication links maintained

Action	Responsibility	Timeframe	Evaluation
<ul style="list-style-type: none"> Maintain communication links with employment agencies specialising in placing people with disabilities, particularly for new employment initiatives, eg. Jobmatch Employment Agency and Redcross 	HRM	Ongoing	Communication links maintained

(3) Training & Development Strategies

Strategy 3.1

Ensure that training is equally available to members of target groups

Performance Indicator:

Members of target groups attending training

Action	Responsibility	Timeframe	Evaluation
<ul style="list-style-type: none"> Ensure that target group members are provided with relevant training courses and career development opportunities. 	HRM to monitor	Ongoing	Target group attendees at relevant Council courses

Strategy 3.2

Promote management development by the use of “higher duties” for senior positions

Action	Responsibility	Timeframe	Evaluation
<ul style="list-style-type: none"> Appoint staff in Acting roles in more senior positions 	Directors and General Managers	Ongoing	Staff given the opportunity to act in more senior positions where appropriate

(4) General Management Strategies

Strategy 4.1

Ensure that workplace practices and behaviours encourage recruitment and retention of target group members in the workforce

Performance Indicators:

Number of formal discrimination and harassment complaints

Number of matters which may lead to formal discrimination and harassment complaints

Action	Responsibility	Timeframe	Evaluation
<ul style="list-style-type: none"> Avoid and discourage stereotyping of target group members 	CEO, Directors, Managers and supervisors	Ongoing	Training in work place harassment conducted for all staff.
<ul style="list-style-type: none"> Ensure that EEO is specifically promoted in the induction process 	HRM	Ongoing	All new staff briefed on EEO

Strategy 4.2

Maintain and promote flexible workplace arrangements.

Performance Indicator: Nil

Action	Responsibility	Timeframe	Evaluation
<ul style="list-style-type: none"> Ensure a consistent and fair approach to carer's leave, which assists staff to balance work and family responsibilities 	Directors, Managers, HRM	Ongoing	Included in Certified Agreement
<ul style="list-style-type: none"> Remain open to the needs of staff with carer responsibilities in administration of Council HR policies 	Directors, Managers, HRM	Ongoing	Included in Certified Agreement

6. Statistics Relating to Gympie Regional Council Workforce 2009

Council has a total workforce of 467 employees, of which 160 (34.26%) are female.

Staff will be surveyed annually to determine the number of employees who wish to identify with target groups. Participation in this survey is not compulsory.

7. Documentation

PR-HR-009 Equal Employment Opportunity Policy

HR-F-342 EEO Survey for Employees

F13/09/09 Moved: Cr J.A. Walker

Seconded: Cr R.A. Gâté

Recommend that the Gympie Regional Council Equal Employment Opportunity Management Plan 2009-2012 as presented be adopted.

Carried

Item 9/4	Media Protocol Policy
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Re: **MINUTE F14/09/09** Media Protocol Policy
From: Executive Policy & Liaison Officer, Janet Lee
File:
Date: 11 September 2009

Report: (Executive Policy & Liaison Officer – Janet Lee)

Executive Summary:

At its General Meeting held on May 13 2009, Council received advice from an external consultant recommending Council work towards developing a media policy.

The Draft Media Protocol Policy included in this report has been developed in response to that recommendation.

Previous Council considerations:

Minute G16/05/09 resolved (in part):

..Further that Council develop a media policy at the earliest possible time.

Strategic Implications

Corporate Plan:

Key Outcome 4. Strong Council Leadership

Budget:

No additional budget requirements.

Legal/Statutory:

Advice received from external consultant in relation to Councillor Code of Conduct requirements.

Risks

This policy mitigates the risk of Councillors and staff being unaware of Council expectations in relation to interaction with the media.

DRAFT MEDIA PROTOCOL POLICY

1.0 PURPOSE AND SCOPE

This protocol is intended to clarify the appropriate process for:

- 1. Preparing / releasing media statements.*
- 2. Responding to media enquiries.*

1.1 Principles

- Council acknowledges the important role that media interaction plays in community engagement.*
- Council will seek positive relationships with the media to encourage balanced and objective reporting of Council matters.*
- Staff contact with the media in relation to Council business, other than as authorised under this protocol is prohibited.*
- Council respects the democratic decision-making process prescribed at law for local government in Queensland and respects the right of individual Councillors to debate against a motion, vote against a motion and/or record their dissent where appropriate. However, Council also respects the long-standing convention of all Councillors publicly supporting the consensus decision-making process, regardless of their viewpoint on a particular matter.*
- This protocol does not purport to restrict Councillors from making statements or from responding to media enquiries they may receive. However, should Councillors intend to make statements reflecting their own personal/political opinion or that are in some way contrary to published Council position, such remarks should be qualified accordingly.*

- In response to editorial media enquires and requests for media comment, Councillors must use every endeavour to ensure that their response:
 - Is factual
 - Is not misleading either deliberately or by omission
 - Does not contain material which is in breach of “In Committee protocols”, and
 - Does not expose Council, their colleagues, or themselves to the risk of litigation.

2.0 PROTOCOL

2.1 Preparing/Releasing Media Statements

1. *The Mayor is Council’s official media spokesperson and has primary responsibility for communicating decisions of Council or its position on a particular issue.*
2. *At the Mayor’s/Chief Executive Officer’s discretion, media statements may also be prepared in the following manner:*
 - a. *If the matter being reported has been initiated by a particular Councillor or has origins of obvious significance to that Councillor’s pursuits (eg matter relates to a Council-appointed committee of which the Councillor is a member), that Councillor may be nominated as Council’s spokesperson.*
 - b. *Alternatively, if the matter has a specialised or technical component, the Mayor/ Chief Executive Officer may call on a senior officer for input and approve that the remarks be attributed accordingly.*
3. *Persons to whom comments are attributed should be given the opportunity to confirm those comments within the context of the draft document prior to final approval of the media release by the CEO.*
4. *As a matter of courtesy, copies of final releases are to be distributed to Councillors, the Chief Executive Officer, relevant Director and relevant operational staff (including those likely to have customer contact on the matter) prior to publication. In practice, this will generally occur (by e-mail) at the same time as the item is released to media outlets.*
5. *Promotional material and advertising of routine activities/events that are consistent with budgeted marketing strategies for that facility/event; and/or activities/events that have been specifically approved by Council may be authorised/released with prior approval from the relevant Director.*

2.2 RESPONDING TO MEDIA ENQUIRIES

1. *The Mayor is Council’s official spokesperson and has primary responsibility for communicating decisions of Council or its position on a particular issue.*

2. In response to editorial media enquires and requests for media comment, Councillors must use every endeavour to ensure that their response:
 1. Is factual
 2. Is not misleading either deliberately or by omission
 3. Does not contain material which is in breach of “In Committee protocols”, and
 4. Does not expose Council, their colleagues, or themselves to the risk of litigation.
3. *Where the matter is of a sensitive nature, spokespeople authorised under this protocol are encouraged to consider seeking the opportunity to provide a written response to specific questions.*
4. *In any case, where comment is made to the media, spokespeople are requested to notify their colleagues (Councillors) and the Chief Executive Officer as soon as possible as to the nature and context of the media comment.*

Consultation has been undertaken with:

Chief Executive Officer
Director Corporate Services
Manager of Information Systems,
Council’s Economic Development and Public Relations Officer
Executive Policy and Liaison Officer
Risk Management Co-ordinator
Councillors

F14/09/09 Moved: Cr I.T. Petersen Seconded: Cr J. Watt

Recommend that the Media Protocol Policy, including 2 amendments, be adopted.

Carried Unanimously

SECTION 10: MISCELLANEOUS ITEMS

Item 10/1 Heritage Theatre Hire Fees

Re: **MINUTE F15/09/09** Heritage Theatre Hire Fees
From: Jennifer Parish, Operatif, P O Box 313, MONTVILLE QLD 4560
File: 2/2/13/0003 DOC ID 1065177
Date: 5 August 2009

“Please forgive an email but we are so busy and my question is a straight forward one.

You will recall I wrote to you earlier this year (and you replied on behalf of Council on 14th May) regarding the new venue hire rates and our request to be treated more kindly regarding our ‘Type’ category.

I believe the new charges/types are now in place with Type 1 at \$550 for ‘subsidised and n.f profit hirers’ and ‘Type 2’ at \$325 for the rest.

My question is simple and that is, will Council consider (in line with all other venues we have/do hire), treating OPERATIF! as a ‘Type 2’. We are not funded but that means it is all the more difficult to produce our concerts and to return a profit to pay the artists. There is no management or staff at OPERATIF! All is done by the artists for the artists.

I have had numerous letters and phone calls from music-lovers keen to have us return to Gympie and if Council can assist us to do this, we would consider trying again.”

Report: (Coordinator Community Facilities & Services, Heather Kelly)

Operatif wrote to Council earlier in the year requesting a change in the charging of Civic Centre fees. They were advised at the time that all Fees and Charges were under review and as they had no bookings this matter would be addressed following adoption of Fees and Charges for 2009/2010.

The current fees and charges in relation to this are as follows:

Type 1 *Concerts, Plays, Stage Productions etc produced by amateur organisations and subsidised not-for-profit organisations eg Qld. Arts Council Hire Cost \$325 per performance*

Type 2 *Entertainment produced by Commercial Professional Organisations. Hire Cost \$550 per performance*

All hirers are charged a \$250 theatre bond and air conditioning (if used) at a rate of \$35 per hour

In their correspondence Operatif have listed the fees as follows:

I believe the new charges/types are now in place with Type 1 at \$550 for 'subsidised and n.f. profit hirers' and 'Type 2' at \$325 for the rest.

Operatif are requesting they be charged a Type 2 fee for use of the Heritage Theatre. As Type 1 is the lesser fee of \$325 it appears this would be the preferred option from their perspective.

In their original submission to Council (Doc Id 1035574) Operatif wrote the following about their organisation:

“The concerts we bring to Gympie are part of our long-standing Daytime series ... The audiences attracted to the concerts are primarily seniors and we therefore keep ticket prices low at \$25 and \$20. Further we donate to a local charity (in this case Gympie CWA) who provide free afternoon tea in return for a per head donation from OPERATIF! We ‘give back’ to the community wherever we go.

All artists performing with OPERATIF! are professional and rely on their performing fees to live. We are proud that for 15 years, we have contributed to the income of QLD Artists and at the same time brought excellent, enjoyable performances to thousands in SE Qld and beyond. Ours is often a tenuous existence.”

F15/09/09 Moved: Cr I.T. Petersen Seconded: Cr J.A. Walker

Recommend that Operatif be charged at Type 2 Rate, Entertainment Produced by Commercial professional operations as per the adopted Fees and Charges 2009/10.

Carried

Item 10/2 Pavilion Hire Costs Partly Reimbursed – Charity Function
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Re: **MINUTE F16/09/09** Pavilion Hire Costs Partly Reimbursed –
Charity Function
From: Margaret Cochrane, Gympie Regional Realty, 55 Tozer Street,
GYMPIE QLD 4570
File: 2/2/03/0002 DOC ID 1061185
Date: 21 July 2009

“Gympie Regional Realty will be holding its first birthday celebration and car giveaway at the Pavilion at 7.30pm on Saturday, 8 August 2009. We have decided to make this a charity event, with the Gympie Lions Club, Gympie State High School and the Little Haven Palliative Care Centre to each receive support from the evening.

Our birthday celebration will be open to the public, along with invited guests and entrants in the Car Giveaway competition.

We have been quoted approximate costs to hire the Pavilion as follows:

<i>Pavilion hire:</i>	<i>\$800 - \$900</i>
<i>Bar hire:</i>	<i>\$220</i>
<i>Cleaning:</i>	<i>\$400 - \$500</i>
<i>Total cost:</i>	<i>\$1,420 - \$1,620</i>

The additional bar hire cost is because we wish for the Gympie Lions Club to operate the bar and retain the proceeds for their association to be donated to the local community.

Gympie Regional Realty would like to apply to the Gympie Regional Council and Council members for a reduction in the hiring and cleaning costs of the Pavilion for our charity event. Because our birthday celebration is raising funds for local charities and a school, a reduction in the hiring and cleaning costs would be greatly appreciated by all parties. Additionally, this means that more money will be able to be given back to the community through the joint fundraising efforts of all parties.”

Report: (Coordinator Community Facilities & Services, Heather Kelly)

Gympie Regional Realty has written to Council requesting a reduction of fees for their event held on Saturday 8 August 2009.

The event was held as a charity event raising money for Little Haven Palliative Care, Gympie Lions Club and Gympie State High School benefiting.

The cost of the event was \$850. There is no provision in the current budget for this request.

As the date of the function has passed Council should consider actioning from today's meeting to enable billing to be finalised.

F16/09/09 Moved: Cr J. Watt Seconded: Mayor Cr R.J. Dyne

Recommend that Gympie Regional Realty be advised that Council is unable to rebate The Pavilion hire fees.

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.

Carried

LATE ITEM

Late Item 1 Proposed Disposal of Vacant Land Situated At Lehman Road, Traveston More Particularly Described As Lot 2 on Rp172561

Re: **MINUTE F17/09/09** Proposed Disposal of Vacant Land Situated At Lehman Road, Traveston More Particularly Described As Lot 2 on Rp172561

From: Corporate Administration Manager – Mr John Nancarrow

File: 3/3/01/0002 & 2RP172561

Date: 18 September 2009

Report: (Corporate Administration Manager – Mr John Nancarrow)

Background:

This property has previously been identified as surplus to Council's requirements. The Director of Engineering has confirmed that this parcel of land was previously used for gravel pit purposes.

Council resolved (Minute F09/10/08) that the property not be disposed of.

The property is not on either the Environmental Management Register or the Contaminated land Register.

Proposal:

To dispose of the land by auction.

Property Address:

Property is located at Lehman Road, Traveston, more particularly described as Lot 2 RP172561 containing an area of 7840m².

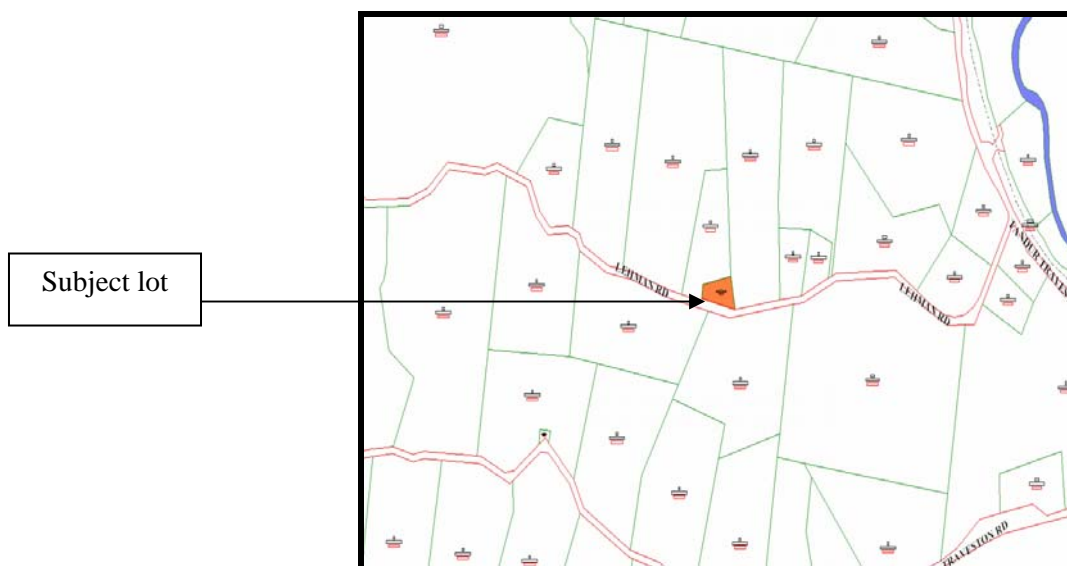
Tenure:

The property is freehold and is zoned "Community" under the Cooloolola Shire Council Town Planning Scheme.

Current Use:

Vacant Land

Locality Plan:



Body of Report:

Following a review of Council owned properties it has been identified that the site is currently surplus to Council's requirements.

This site has had some rehabilitation from the quarrying and now presents as a high, level house allotment. Previously this site was considered and it was decided not to sell at that time. Council may now wish to revisit this and consider the lot for sale.

Discussions with the Engineering Directorate have confirmed that the site is longer required.

Community Services Coordinator, Heather Kelly entered the meeting at 11.38am.

F17/09/09 Moved: Cr I.T. Petersen Seconded: Cr J.A. Walker

Recommend that the matter be referred to the Director of Planning & Development for a report on options for rezoning and proposed sale of Lot 2 on RP172561.

Carried

COUNCIL IN COMMITTEE

The Chairman advised the meeting that Council was going "Into Committee" to discuss:

1. Outstanding Accounts 3 Months and Over Sundry Debtors – as at 31 August 2009
2. Arrears of Rates
3. Request Review of Fees Invoiced For Airport Hangar Agreement
4. Request for Financial Assistance
5. Request for Waiver of Fees
6. Request for Assistance Towards Fees
7. Outstanding Leases – Total Costs Being Incurred
8. Public Liability Insurance
9. Tin Can Bay Community Hall – Tax Invoice

F18/09/09 Moved: Cr J.A. Walker

Seconded: Cr I.T. Petersen

That pursuant to the provisions of Section 463 of the Local Government Act, Council resolves to close the meeting to the public and move “into committee” to consider the following matter/s:-

- 1. Outstanding Accounts 3 Months and Over Sundry Debtors – as at 31 August 2009**
- 2. Arrears of Rates**
- 3. Request Review of Fees Invoiced For Airport Hangar Agreement**
- 4. Request for Financial Assistance**
- 5. Request for Waiver of Fees**
- 6. Request for Assistance Towards Fees**
- 7. Outstanding Leases – Total Costs Being Incurred**
- 8. Public Liability Insurance**
- 9. Tin Can Bay Community Hall – Tax Invoice**

Further, that in relation to the provisions of Section 250 of the Act, Council resolves that following the closing of the meeting to the public and the moving ‘into committee’ that all matters and all documents (whether in hard copy, electronic, optical, visual or magnetic form) discussed, raised, tabled and/or considered whilst the meeting is closed and ‘in committee’, are confidential to the Council and the Council wishes to keep them confidential.

Carried

COUNCIL OUT OF COMMITTEE

F19/09/09 Moved: Cr R.A. Gâté

Seconded: Cr I.T. Petersen

That proceedings be resumed in Open Council.

Carried

IN COMMITTEE ITEMS

In Committee Item 1	Outstanding Accounts 3 Months and Over Sundry Debtors – as at 31 August 2009
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Re: MINUTE F20/09/09 Outstanding Accounts 3 Months and Over Sundry Debtors – as at 31 August 2009

File: 5/3/08/0003

Date: 2 September 2009

F20/09/09 **Moved: Cr R.A. Gâté** **Seconded: Mayor Cr R.J. Dyne**

Recommend that the list of Outstanding Sundry Debtors (3 months and over) be received and the recommended action be taken.

Carried

In Committee Item 2 Arrears of Rates

Re: **MINUTE F21/09/09** Arrears of Rates
File: 5/7/01/0001
Date: 11 September 2009

F21/09/09 **Moved: Cr I.T. Petersen** **Seconded: Mayor Cr R.J. Dyne**

Recommend that the Mayor be authorised to contact the Ratepayers in Section 3 of the above table to advise that Council can now sell their properties for non payment of rates under Section 1040 of the Local Government Act 1993 and inviting them to make alternative arrangements for payment.

Further, that if satisfactory arrangements have not been made within 30 days of the issue of the Mayor's advice, the properties in Section 3 of the report table be sold for arrears of rates under Section 1040 of the Local Government Act 1993 and that Council's solicitors be instructed to issue a Notice of Intention to Sell for each property.

Further, that the Mayor and Council's Chief Executive Officer be authorised to set the reserve price at auction in accordance with Section 1044 of the LGA.

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.

Carried

In Committee Item 3 Request Review of Fees Invoiced For Airport Hangar Agreement

Re: **MINUTE F22/09/09** Request Review of Fees Invoiced For Airport Hangar Agreement
File: 3/3/03/0034
Date: 20 August 2009

F22/09/09 Moved: Mayor Cr R.J. Dyne Seconded: Cr J. Watt

Recommend that the writer be advised that Council is unable to assist with the legal fees invoiced to him.

Carried

In Committee Item 4 Request for Financial Assistance
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Re: **MINUTE F23/09/09** Request for Financial Assistance
File: 3/3/03/0036
Date: 20 August 2009

ADJOURNMENT OF MEETING

The meeting adjourned for lunch at 12.17pm.

RESUMPTION OF MEETING

The meeting resumed at 12.45pm.

PRESENT: Cr D.R. Neilson (Chairman), Mayor R.J. Dyne, R.A. Gâté, Cr A.J. Perrett, I.T. Petersen, Cr J.A. Walker and Cr J. Watt.

Also in attendance were Chief Executive Officer, Ken Mason, Management Accountant, Miss Cindy Savage, Director of Corporate Services, Craig Manson, Corporate Administration Manager, Mr John Nancarrow, Community Services Coordinator, Heather Kelly and Minutes Secretary (Mrs F Baker).

Cr J. Watt was not present when the meeting resumed.

Discussion resumed regarding leases

Cr J. Watt returned to the meeting at 12.51pm.

F23/09/09 Moved: Mayor Cr R.J. Dyne Seconded: Cr R.A. Gâté

Recommend that the writer be advised that Council requires payment of \$1,500 plus lodgement fees with DERM.

Carried

In Committee Item 5 Request for Waiver of Fees

Re: **MINUTE F24/09/09** Request for Waiver of Fees
File: 3/3/03/0041
Date: 19 August 2009

F24/09/09 Moved: Mayor Cr R.J. Dyne Seconded: Cr A.J. Perrett

Recommend that the writer be advised that Council requires payment of \$1,500 plus lodgement fees with DERM.

Carried

In Committee Item 6 Request for Assistance Towards Fees

Re: **MINUTE F25/09/09** Request for Assistance Towards Fees
File: 3/3/03/0058
Date: 11 September 2009

F25/09/09 Moved: Cr R.A. Gâté Seconded: Mayor Cr R.J. Dyne

Recommend that the writer be advised that Council requires payment of \$2,500 plus lodgement fees with DERM.

Carried

In Committee Item 7 Outstanding Leases – Total Costs Being Incurred

Re: **MINUTE F26/09/09** Outstanding Leases – Total Costs Being Incurred
File: 3/3/03/0080
Date: 14 September 2009

F26/09/09 Moved: Cr R.A. Gâté Seconded: Cr I.T. Petersen

Recommend that Council receive the information on the current outstanding leases and the costs currently incurred to date.

Carried

Cr J.A. Walker left the meeting at 1.05pm.

In Committee Item 8 Public Liability Insurance

Re: **MINUTE F27/09/09** Public Liability Insurance
File: 3/3/03/0001
Date: 16 September 2009

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

Recommend that given the special circumstances where the agistor is to fence the grave area at no cost to Council and a minimal public exposure to the site, Council accept the public liability insurance as proposed.

Carried

Late In Committee Item 1 Tin Can Bay Community Hall – Tax Invoice

Re: **MINUTE F28/09/09** Tin Can Bay Community Hall – Tax Invoice
File: Doc ID 1073431
Date: 11 September 2009

F28/09/09 Moved: Mayor Cr R.J. Dyne Seconded: Cr R.A. Gâté

Recommend that Council resolve to pay the invoice from N&J Homes for works carried out at the Tin Can Bay Community Hall and that Council staff be requested to investigate the arrangements of hire of the Tin Can Bay Community Hall and report findings to a future Corporate Governance and Finance meeting.

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.

Carried

There being no further business the meeting closed at 1.29pm.

Confirmed this FOURTEENTH day of OCTOBER 2009.

**Cr. D.R. Neilson
CHAIRMAN**

Gympie Regional Council