



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 28 October 2009
at 10.20am**

**For Adoption at the General Meeting to be held on
11 November 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.

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The meeting opened at 10.20am.

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

Also in attendance were Chief Executive Officer (Mr K Mason), Financial Services Director (Mrs Y Oliver), and Minutes Secretary (Mrs F Baker).

Cr G.L Engeman was not present when the meeting opened.

CONFLICTS OF INTEREST/MATERIAL INTEREST BY COUNCILLORS

F39/10/09 - Cr R.A. Gâté declared a Conflict of Interest in the matter relative to Supporting Chemotherapy in Cooloola Inc.

F39/10/09 - Mayor R.J. Dyne declared a Conflict of Interest in the matter relative to Supporting Chemotherapy in Cooloola Inc.

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

F01/10/09 Moved: Cr A.J. Perrett Seconded: Cr R.A. Gâté

That the Minutes of the Corporate Governance and Finance Committee Meeting held on 23 September 2009 be taken as read and confirmed.

Carried

SECTION 2: VOUCHERS FOR PAYMENT AND CONFIRMATION AND STAFF ACTION ENDORSED AS AT 30 SEPTEMBER 2009

Item 2/1 Vouchers for Payment and Confirmation and Staff Action endorsed as at 30 September 2009

Re: **MINUTE F02/10/09** Vouchers for Payment and Confirmation
and Staff Action endorsed as at 30 September 2009
From: Creditors Systems Officer – Kerri Sutton
File: 5/3/06/0005
Date: 15 October 2009

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

VOUCHERS TO BE CONFIRMED FOR PAYMENT

Operating Fund:- Vrs 92612 - 92615 \$33,576.78

VOUCHERS TO BE CONFIRMED

Operating Fund:- Vrs 92485 - 92611 \$457,877.56

EFT:- Batch 1605- 1627 \$5,966,631.30

EFT Total Salaries and Wages: \$1,956,723.91

F02/10/09 Moved: Cr R.A. Gâté 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

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

Re: **MINUTE F03/10/09** Reports on Theft/Suspected Theft or
Damaged Items
From: Director of Financial Services – Yvonne Oliver
File: 5/6/12/0001
Date: 2 October 2009

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

Stolen/ Suspected theft of	Brief Outline of Circumstances	Approx Value	Date Police Notified
Makita Power/Hammer Drill	Drill missing from Signs lean to on 28/9/09, was used approx 3 days prior.	\$250.00	N/A

F03/10/09 Moved: Cr J.A. Walker Seconded: Mayor Cr R.J. Dyne

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

Carried

SECTION 5: COUNCIL PROPERTY

Item 5/1 Erection of Tourist Signage
--

Re: **MINUTE F04/10/09** Erection of Tourist Signage
From: Ralph Richardson, The Gympie & District Historical Society
 Inc, P O Box 626, GYMPIE QLD 4570
File: 1/2/02/0013 1073409
Date: 14 September 2009

“I refer to your advice that Council did not approve any assistance in kind with the erection of the signage purchased by the Society in March 2009.

I also refer to your advice of July 29th of \$14,000 in kind assistance with the mowing of grass and the control of noxious weeds within the Museum complex.

Whilst this assistance is important and greatly appreciated, we believe that the erection of the signage as approved by the Department of Main Roads will benefit both the Society and the Council and therefore request that the cost for the erection of the signs be taken from the above in kind assistance. The Society acknowledges that this will leave the equivalent shortfall in the mowing and weed control budget and accepts responsibility for that work during the relevant period.”

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

Council’s Parks Manager has expressed that the assistance in kind for the works carried out at the site is necessary.

F04/10/09 Moved: Cr I.T. Petersen Seconded: Cr L.J. Friske

Recommend that the Gympie & District Historical Society be advised that Council will provide in kind assistance in the current budget year specifically for mowing and weed control of the site and is unable to assist with the erection costs for signage.

Carried

Item 5/2 Woodworks Museum Admission Fees
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Re: **MINUTE F05/10/09** Woodworks Museum Admission Fees
 From: Chief Executive Officer, Ken Mason
 File:
 Date: 28 September 2009

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

At a recent Cooloola Regional Development Bureau Board meeting, Woodworks Museum admission fees were referred to Council for consideration.

The Cooloola Regional Development Bureau Board proposes that the entry fee to the Museum be increased to \$10 for adults (from \$5) and \$5 for children and pensioners (from \$3). It has also been suggested that we have a family pass at \$20.

Community Services Coordinator, Heather Kelly entered the meeting at 10.26am.

F05/10/09 Moved: Cr J.A. Walker Seconded: Mayor Cr R.J. Dyne

Recommend that admission fees to the Gympie Woodworks Museum be set as follows:

Adults	\$10
Children	\$5
Pensioners	\$5
Family Pass	\$20

And refer the matter to Council's Finance Directorate for inclusion in the 2009/10 Fees and Charges.

Carried

Item 5/3 Friends of Kandanga – Asbestos Removal
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Re: **MINUTE F06/10/09 F07/10/09** Friends of Kandanga – Asbestos Removal
From: Community Facilities & Services Co-ordinator – Mrs H Kelly
File: 3/3/04/0001
Date: 15 October 2009

Report: (Community Facilities & Services Co-ordinator - Mrs H Kelly)

Minute F07/08/09 refers:

RECOMMEND THAT COUNCIL REQUEST MRS KELLY, COORDINATOR OF COMMUNITY FACILITIES & SERVICES TO INVESTIGATE POSSIBLE SOURCES OF FUNDING FOR THE REMOVAL OF THE ASBESTOS IN THE BUILDING, AND REPORT BACK TO A FUTURE CORPORATE GOVERNANCE & FINANCE COMMITTEE MEETING ACCORDINGLY.

The Friends of Kandanga Inc. had previously written to Council requesting financial assistance with the removal of asbestos and decontamination of the Council owned Kandanga Railway Siding building. They have not requested any further financial assistance citing donations of product and labour to complete any works once the asbestos is removed.

Consideration should be given to the onus of responsibility for removal of the asbestos.

Should the onus be placed upon the Friends of Kandanga Group Inc., as occupiers of the building, funding could be requested through local service clubs. Ms Kara Peters, Community Development Officer could support the group through this process. No direct sources of external funding were identified.

Should Council, as owner of the building, accept responsibility for this, consideration should be given to re-allocation of funds.

The estimated cost of the removal of the asbestos is \$3000.

The 2009/2010 budget has no funds allocated for maintenance of this building. An allocation of \$26,000.00 has been made for Community Halls, however, this building is not classed as a community hall. A further allocation of \$25,000.00 has been made for maintenance of community buildings, western district.

No allocation was made for community buildings, other than halls in the eastern and southern parts of our region.

Cr G.L Engeman entered the meeting at 10.35am.

F06/10/09 **Moved: Cr J.A. Walker** **Seconded: Cr I.T. Petersen**

Recommend that Council allocate funds in the amount of \$3,000 from community buildings western district for the removal of the asbestos from the Kandanga Railway Siding Building currently occupied by the Friends of Kandanga Group Inc.

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.

The MOTION was PUT and LOST

F07/10/09 **Moved: Cr L.J. Friske** **Seconded: Cr G.L Engeman**

Recommend that the matter be held over to a future Corporate Governance and Finance meeting pending reports detailing the condition of the Kandanga Railway Siding Building and future use of the building.

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

Community Services Coordinator, Heather Kelly left the meeting at 10.44am.

Assistant Corporate Administration Manager, Debbie Jenkins entered the meeting at 10.44am.

Item 5/4 Proposed Disposal of Council Owned Property
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Re: **MINUTE F08/10/09** Proposed Disposal of Council Owned Property
From: Mr Chris Kath
File: 3/3/01/0002
Date: 9 July 2009

'Please note that we do not wish to proceed with this purchase at this time.

Thank you for your assistance.'

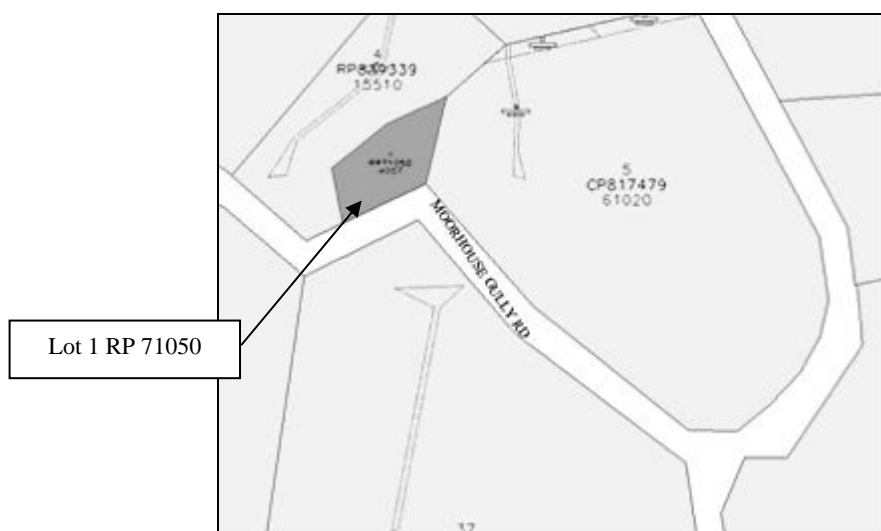
Report: (Corporate Administration Manager – Mr John Nancarrow)**Background:**

The previous resolution (Minute F10/10/08) of Council provided as follows:

‘Recommend that Council undertake initial discussions with the adjoining landowners regarding Lot 1 on RP 71050 to ascertain their interest in purchasing the said lot on the basis that it be amalgamated with existing titles. Further that the block be offered by tender to the adjoining landowners.’

Council wrote to both adjoining landowners and received interest from Mr Chris and Mrs Sheila Kath.

On that basis, Council applied to the Minister for Local Government for exemption to call for tenders or go to auction, under Section 491 of the Local Government Act 1993. Conditional approval was received.

Locality Plan:**Previous Report from Director of Planning and Development
(Mr Mike Hartley)**

“I have some difficulty with the concept of turning a disused gravel pit into a housing lot. The lot is irregular and small, and well below the minimum lot size specified by the planning scheme for lots in the Rural zone. Council, as a general planning principle, would ordinarily be opposed to this form of development (ie. housing on small rural lots), however I accept that there are exceptions to the rule. It needs to be acknowledged however, that although an existing separate lot, this lot was historically excised from its parent parcel for public purposes, not housing.”

Previous Comment from General Manager Design (Mr Ross Chapman)

'The Moorhouse Gully Road property was listed in the past as gravel pits. Council's Works Division staff advised they are no longer using it for that purpose.

This site is overgrown with regrowth. It is not desirable to have the lot sold for a future house site. It may have some application as a school regrowth project area or some other community use.'

Report

Mr and Mrs Kath have now advised that they do not wish to proceed with the purchase due to the lot being recorded on the contaminated land register. The condition from the Minister was the two lots are required to be amalgamated, this ultimately places the whole property on the contaminated land register.

F08/10/09 Moved: Cr I.T. Petersen Seconded: Cr G.L Engeman

Recommend that Council enter into further discussions with Mr & Mrs Kath in relation to Lot 1 on RP71050 and investigate the removal of the lot from the Contaminated Land Register.

Carried

Item 5/5 Request for Renewal of Lease

Re: **MINUTE F09/10/09** Request for Renewal of Lease
 From: Rod Stone, Tin Can Bay Model Flying Club Inc., PO Box 115,
 TIN CAN BAY QLD 4580
 File: 3/3/03/0110 – Doc ID# 1074440
 Date: 17 September 2009

"Our current lease with the Council expires on 30 June 2010.

We wish to take out a new lease on the premises under similar terms and conditions to the current lease for a period of 20 years.

We would appreciate an early indication from Council to offer our Club a new lease as the Club wishes to undertake improvements to the premises, including connecting 240 volt mains electricity, replacement of safety fencing and upgrade of buildings, all of which are subject to a new lease being granted.

Should you need any further information, please do not hesitate to contact us."

Report: (Corporate Administration Manager – Mr John Nancarrow)

Background:

The Tin Can Bay Model Flying Club Inc currently have a lease over 'lease area B' until 30th June 2010.

Proposal:

The Tin Can Bay Model Flying Club Inc are requesting a further lease for a period of 20 years with lease conditions similar to their current lease.

Property Address:

Lease Area 'B', Lot 69 on CP 910971 on Tin Can Bay Road, Tin Can Bay

Tenure:

Council is trustee for Reserve (No. 1629) for the purpose of 'Showground, Recreation and Racecourse'.

Current Use:

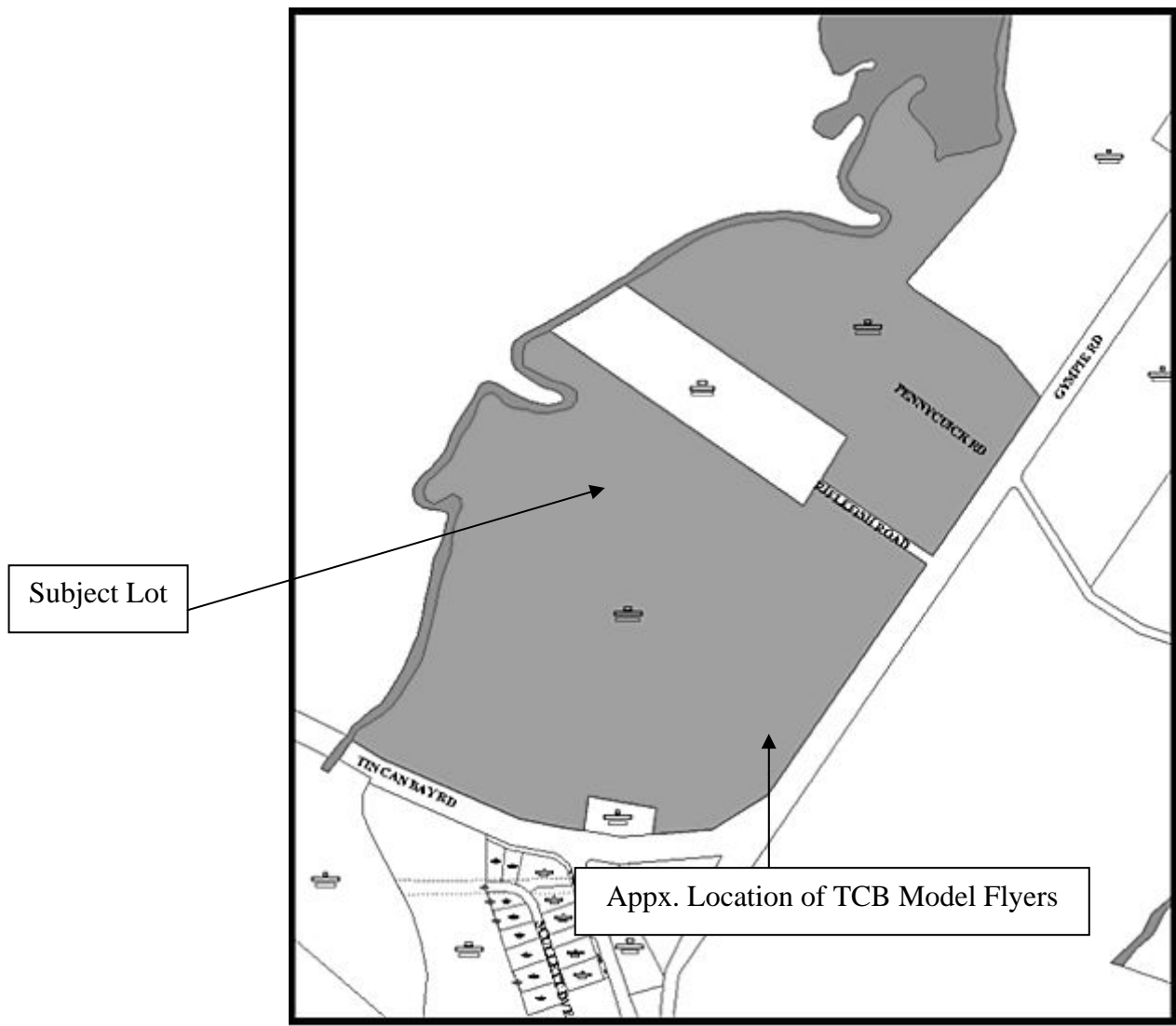
Numerous leases exist over Lot 69 on CP 910971 as follows:

- Lease to Cooloola Coast Senior Citizens until 31st December 2018;
- Term Lease (directly with DERM) to the Tin Can Bay Bowls Club;
- Lease to Sporting Shooters Assn. of Australia (Tin Can Bay Branch) Inc. (Lease Area D and E) until 27th June 2027;
- Lease to Baptist Church of Australia (lease currently being prepared together with Management Plan); to expire 28 February 2018, and
- Lease to City Farm (lease currently being prepared together with Management Plan) to expire on 31 December 2018.

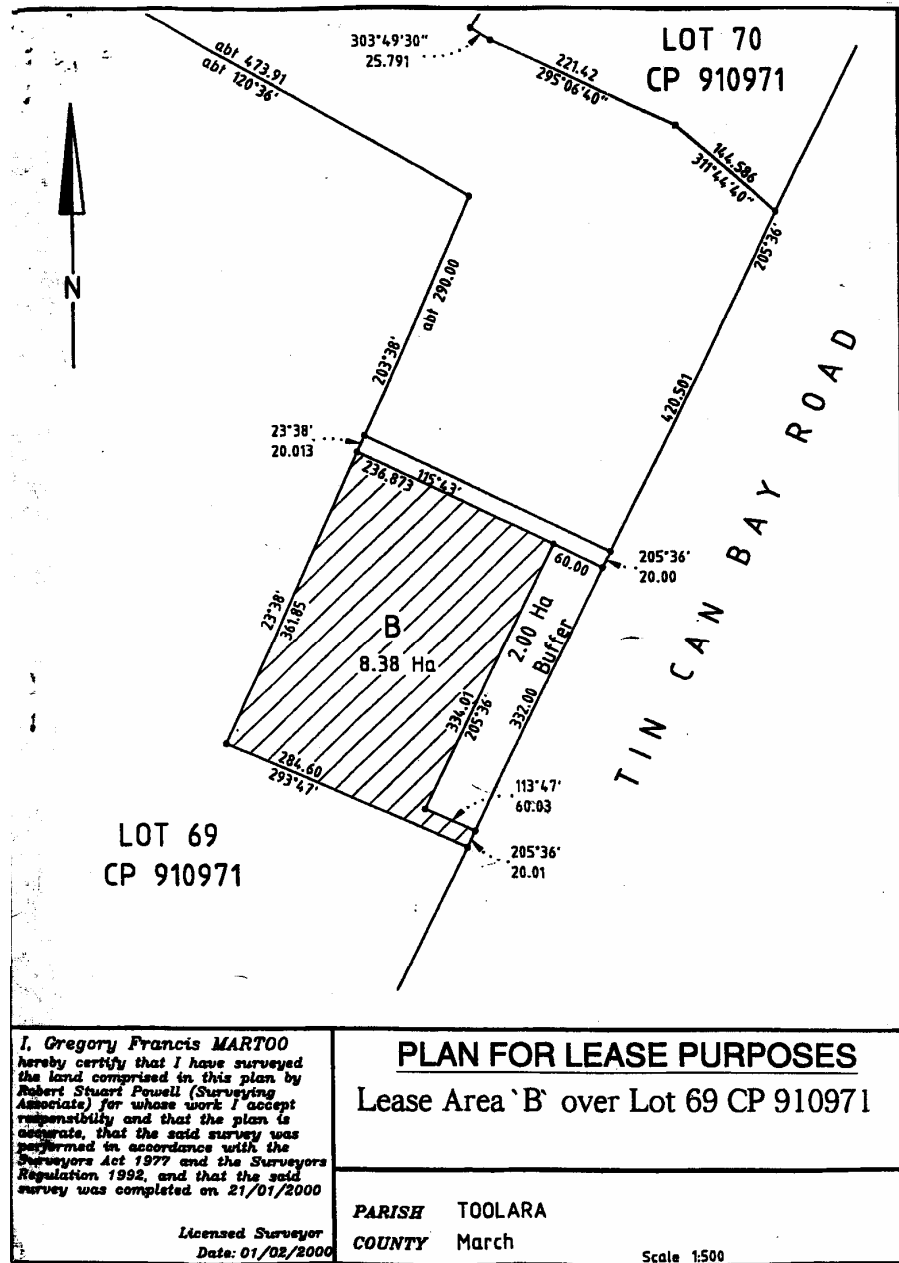
Environmental Management and Contaminated Land issues:

A recent search of the Environment Management and Contaminated Lands Register indicates this property is not listed on either.

Locality Plan:



Lease Plan:



Body of Report:

Whilst the request from the Tin Can Bay Model Flyers requests a similar lease to that of their current lease, it is noted that since this time the Department of Environment and Resource Management have made significant changes to their requirements and Council in turn is progressing amendments to any future trustee lease. Any future lease to the Tin Can Bay Model Flyers Club Inc. should be in accordance with the new standards.

Council has been recently offering leases for a period of 10 years (no options to renew) to avoid any further costs associated with planning applications.

F09/10/09 Moved: Cr G.L Engeman Seconded: Cr R.A. Gâté

Recommend that Council:

- 1. Offer a Lease to the Tin Can Bay Model Flyers Club Inc., over Lease Area B within Lot 69 on CP 910971, Tin Can Bay Road, Tin Can Bay, subject to the Minister’s consent and all Planning, Building, Design and Health matters being satisfactorily resolved and in Council’s standard trustee lease format and that of the mandatory conditions imposed by the Department of Environment and Resource Management, to include the following terms and conditions:**
 - (a) Term of Lease – 10 years;**
 - (b) Rental - \$100.00 pa + GST + CPI;**
 - (c) Use – Model Flying Club;**
 - (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 be borne by the Lessee.**

- 2. Advise the Planning Department to make further amendments to the Management Plan in respect to the new lease to the Tin Can Bay Model Flyers Club Inc.**

Carried

Item 5/6	Proposed Helicopter Pad and Associated Services and Equipment
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Re: MINUTE F10/10/09 Proposed Helicopter Pad and Associated Services and Equipment
From: Jeffs Headrick, Principal Property Adviser, Health and Infrastructure Division, Queensland Health, GPO Box 48, Brisbane 4001, Level 6 Anzac Square, 200 Adelaide Street, Brisbane 4000
File: 3/3/03/0001, 4/8/30/0005 and 130SP137511
Date: 1 October 2009

‘..As I am sure you are aware we have been trying to progress the lease of a site in Archery Park at Gympie as a replacement helicopter landing site for the unsatisfactory existing site near the hospital.

I have recently received confirmation from the Mayor by letter dated 21/9/09 (attached) that Council supports the Archery Park site.

Archery Park is a Recreation Reserve with Council as Trustee and for QH to develop and use the site as a landing area we will need to enter into a Trustee Lease in terms of the Land Act.

I have had discussions with the Department of Environment and Resource Management (DERM) regarding this and DERM is prepared to consider the lease but require a formal application to be made - and the application apparently has to be made by the Trustee (Council).

To this end I have prepared the required documentation for your assistance. Documentation attached is:

- 1. Part A and B DERM Application Form completed with as much detail as I have. I cannot send a Word version of these as the DERM web site will not allow me to save a copy of the completed document. However, the link to the documents are - Part A http://www.nrw.qld.gov.au/land/state/pdf/form_la00.pdf and Part B http://www.nrw.qld.gov.au/land/state/pdf/form_la27.pdf to enable you to complete them as required.*
- 2. A copy of the DERM Guide to a Trustee Lease and standard lease forms for your information.*
- 3. DERM Mandatory Standard Terms Document for a Trustee Lease No 711932933 for your information.*
- 4. Completed Form 7 and Form 20 document for this lease for perusal and amending as required.*
- 5. QH Project Initiation Document initially provided by QH and suggested to be an attachment to the lease.*
- 6. Sketch plan of lease area as an initial indication of the area involved.*

I have assumed a notional commencement date of 1/12/09 for the lease with a 30 year term which is the maximum allowable under the Land Act I have also assumed that the rental will be a notional amount and I have inserted \$1. We will probably need to produce a more detailed site plan for inclusion in the lease but I will wait on DERM requirements before proceeding with this and include the sketch plan for now.

It would be appreciated if you could lodge the required documentation with DERM as soon as possible so we can commence construction of the new helipad. DERM will require the:

- 1. Part A and B Application completed and signed by Council.*
- 2. Completed Form 7 and Form 20.*
- 3. QH Project Initiation Document.*
- 4. Sketch plan.*

The contact at DERM is:

Ann Jenkins

Land Officer

Land Services

Telephone: 07 54805344 Facsimile 07 54805302

Email: ann.jenkins@derm.qld.gov.au

Department of Environment and Resource Management

Locked Bag 383

Gympie Q 4570

Happy to discuss - and let me know if you need anything else.

Would appreciate you giving as high a priority as you can to this matter..'

(Enclosures not included in this report)

Report: (Corporate Administration Manager – Mr John Nancarrow)

Background:

Reference is made to Council's Minute (No. W09/03/09), as follows:

'..that Council authorise the ongoing use of Archery Park as a helipad for hospital transfers and authorise staff to arrange a lease accordingly..'

Proposal:

To lease part of the Reserve area for the purpose of a helipad and associated services and equipment.

Property Address:

Archery Park is described as Reserve No. 359 (Reserve for Recreation), situated on the corner of the Bruce Highway and Cross Streets, Gympie, more particularly described as Lot 130 on SP 137511.

Tenure:

Council are trustees of this Reserve.

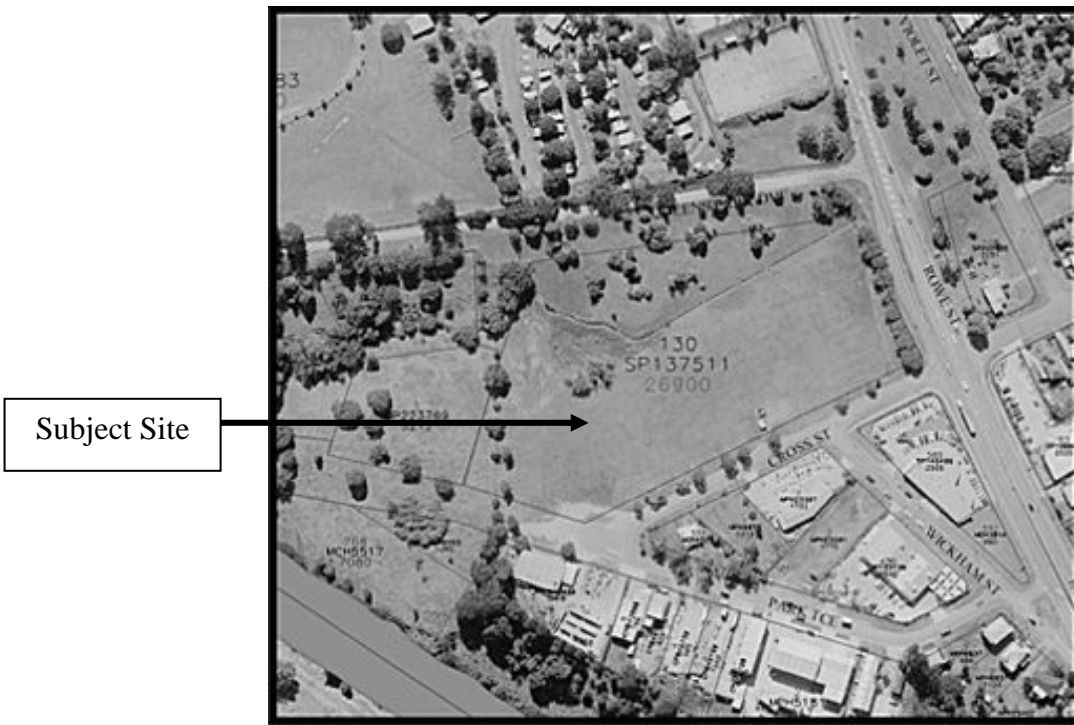
Current Use:

"Archery Park" including a dump point for motorhomes and caravans. An old amenities block is also present.

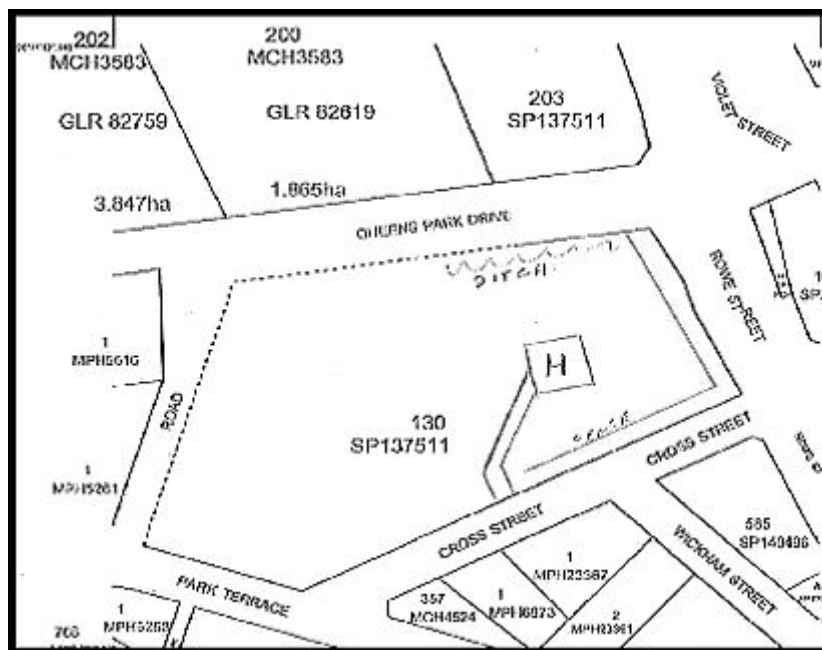
Environmental Management and Contaminated Land issues:

This property is not listed on either the Environmental Management or Contaminated Land Registers.

Locality Plan:



Location Plan of Proposed Helipad



Body of Report:

Queensland Health have requested a 30 years lease at \$1.00 per annum for use of part of the Reserve for the purposes of a helipad. They are proposing the following improvements to the land:

- Construction of a concrete 12m x 12m concrete helipad landing site;
- A 30 metre long 3 metre trafficable driveway
- Erection of Safety fencing along Cross Street and the Bruce Highway;
- Additions to the Amenities block for use of helicopter crew members as a rest/office area. This would be locked for exclusive use by Queensland Health officers only;
- Emergency Flood Lighting and Windssock.

DERM have recommended Council proceed with its standard trustee lease with the inclusion of special conditions to cover adequate safety and emergency landing procedures and compliance with necessary aviation and emergency regulations.

DERM have also indicated that a Management Plan will need to be implemented over the site to ensure safety issues and any proposed other aircraft users or recreational usage is adequately identified and addressed as necessary.

The Parks & Gardens Manager, Ed French has undertaken discussions with Queensland Health, wherein it has been informally agreed that a Maintenance Agreement will be developed between Council and Queensland Health to cover maintenance of the grounds which will be undertaken by Council. This is to be further developed by the Parks & Gardens Manager with reference to same to be included in any lease proposal.

It was the view of DERM that the annual rental fee of \$1.00 was not appropriate and should be consistent with other Trustee Leases of \$100.00.

F10/10/09 Moved: Cr J.A. Walker Seconded: Cr R.A. Gâté

Recommend that Council:

- 1. Offer a standard Trustee Lease (Section 59) to Queensland Health, over part of Reserve (No. 359) on the corner of the Bruce Highway and Cross Street, Gympie within Lot 130 on SP 137511, subject to the Minister’s consent and all Planning, Building, Design and Health matters being satisfactorily resolved, in Council’s standard trustee lease format and the mandatory conditions imposed by the Department of Environment and Resource Management, to include the following terms and conditions:**
 - (a) Term of Lease – 10 years;**
 - (b) Rental - \$100.00 pa + GST + CPI;**
 - (c) Use – Helicopter Landing Pad and associated functions;**
 - (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;**
 - (e) In respect to maintenance, reference be made to Council’s standard maintenance clause, unless the lessee enters into a separate agreement scheduling the responsibilities for maintenance and repairs between the Lessor and the Lessee; and**
 - (f) All costs associated with the preparation, stamping and registration of the Lease be borne by the Lessee.**
- 2. Instruct the Design Department in consultation with Manager Parks & Gardens to negotiate with Queensland Health the desired lease area and undertake an identification survey of same for inclusion in any proposed Lease document.**
- 3. Request the Parks Manager to further progress the Maintenance Agreement and refer to Corporate Services staff for their information.**
- 4. Instruct Council’s Strategic Planning Manager to undertake work in respect to a Management Plan over the site.**

Carried

Item 5/7	Proposed Disposal of Council Land
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Re: **MINUTE F11/10/09** Proposed Disposal of Council Land
From: Corporate Administration Manager, Mr John Nancarrow
File: 3/3/01/0002
Date: 14 October 2009

Report: (Corporate Administration Manager – Mr John Nancarrow)

Background:

Reference is made to Council's previous resolution (Minute No. F08/10/08) on this matter as follows;

'..That Council undertake initial discussions with the adjoining landowner regarding Lot 2 on RP 214806 to ascertain his interest in purchasing the said lot. Further, that if the owner is in agreement, that Council apply to the Minister for exemption under Section 491 of the Local Government Act 1993..'

Property Address:

Property located on Johnson Road, Kia Ora, more particularly described as Lot 2 on RP 214806.

Tenure:

Council owns Lot 2 on RP214806, freehold. The property is zoned 'Community' under the Cooloola Shire Council Town Planning Scheme.

Current Use:

Vacant.

Environmental Management and Contaminated Land issues:

This property is listed on the Environmental Management Register for abrasive blasting. It is not listed on the Contaminated Lands Register.

Locality Plan:



Body of Report:

Initial discussions held with the adjoining property owners, Mr and Mrs Roberts indicated that they wished to pursue the acquisition of the subject lot to amalgamate with their existing lot. On this basis, an application was forwarded to the Minister requesting exemption under Section 491 of the Local Government Act 1993. Council's application was approved, subject to conditions.

We have now received advice that Mr and Mrs Roberts no longer wish to progress the acquisition and have withdrawn from negotiations.

Council may now wish to consider its future options with respect to this property.

Previous comments received from other Departments:-

The *Director of Engineering* has confirmed that this parcel was previously used for gravel pit purposes. He does not believe Council has any further use for the property.

The *General Manager of Design Services*, advised as follows:

'..The Johnson Road property was listed in the past as a gravel pit. Council's Works Division staff advised they are no longer using it for that purpose. Other comments are provided as follows:

This site was not overly excavated and is a reasonably attractive site that is being grazed by the adjoining property owner. It would appear to be of no value for Council purposes but could provide a house site or be of use for grazing..’

The *Manager of Development and Compliance*, advised as follows:

‘..The site is currently zoned community and from a planning perspective it would be desirable for the disposed lot to be amalgamated with an adjoining parcel. Should this not be possible and Council disposed of the parcel to another party, the development of the site for the purposes of a residence would be subject to a code assessable material change of use application..’

Council may now wish to consider its future options with respect to the site, being whether it wishes to retain the lot or dispose of as is with any development over the site being subject to necessary planning and building applications.

Cr J. Watt left the meeting at 10.54am.

F11/10/09 Moved: Cr A.J. Perrett Seconded: Cr L.J. Friske

Recommend that Council investigate the removal of Lot 2 on RP214806, Johnson Road, Kia Ora from the Environmental Management Register and investigate possible rezoning.

Further, that Council staff correspond with the Minister advising of Mr and Mrs Roberts withdrawal from sale of this lot for their records.

Carried

SECTION 6 RATES MATTERS

Item 6/1 Various Water Consumption Accounts

Re: **MINUTE F12/10/09** Various Water Consumption Accounts
 From: Principal Finance Officer – Revenue – Russell Watson
 File: 5/7/07/0001
 Date: 6 October 2009

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

Assess No	Amount	Reason	Recommended Action
2729	1 st Tier – 57 2 nd Tier – 167	Undetected leak	Write off \$136.25
4104	1 st Tier --- 2 nd Tier – 740	Undetected leak	Write off \$527.25
4485	1 st Tier – 146 2 nd Tier – 434	Undetected leak	Write off \$350.85
4596	1 st Tier – 51 2 nd Tier ---	Undetected leak	Write off \$14.05
4831	1 st Tier – 141 2 nd Tier – 1343	Undetected leak	Write off \$998.10
10441	1 st Tier --- 2 nd Tier – 346	Undetected leak	Write off \$246.55

F12/10/09 Moved: Mayor Cr R.J. Dyne Seconded: Cr R.A. Gâté

Recommend that Council endorse staff action.

Carried

Cr J. Watt returned to the meeting at 10.58am

Item 6/2	Various Requests for Lost Discount on Rates
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Re: **MINUTE F13/10/09** Various Requests for Lost Discount on Rates
 From: Principal Finance Officer – Revenue – Russell Watson
 File: 5/7/05/0007
 Date: 6 October 2009

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

Assess No	Amount	Reason	Recommended Action
3910	\$148.20	Possible staff error	Allow Discount
4677	\$56.78	Short paid	Disallow Discount
5182	\$36.19	Did not receive notice	Disallow Discount
5472	\$48.41	BPay problem	Disallow Discount
8371	\$52.29	Interstate	Disallow Discount
8444	\$85.51	Overseas	Disallow Discount
9424	\$41.50	Unforseen circumstances	Disallow Discount
9425	\$41.50	Unforseen circumstances	Disallow Discount
14457	\$84.08	BPay error	Disallow Discount
15940	\$30.15	Change of ownership	Disallow Discount
18301	\$51.04	On holiday	Disallow Discount
18431	\$37.19	Overseas	Disallow Discount
18509	\$51.29	On holiday	Disallow Discount
18680	\$70.46	Did not receive notice	Disallow Discount

Assess No	Amount	Reason	Recommended Action
30839	\$21.65	Overseas	Disallow Discount
40820	\$19.75	Did not receive notice	Disallow Discount

F13/10/09 Moved: Cr J.A. Walker Seconded: Cr R.A. Gâté

Recommend that Council endorse staff action.

Carried

Item 6/3	Annual Valuation Effective 30 June 2010
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Re: **MINUTE F14/10/09** Annual Valuation Effective 30 June 2010
 From: John Bradley, Director-General, Department of Environment and Resource Management, GPO Box 2454, BRISBANE QLD 4001
 File: 5/7/05/0006
 Date: 7 October 2009

“Thank you for your participation in the statutory valuation process undertaken by the Department of Environment and Resource Management.

Further to our letter of 11 June 2009, the department has now reviewed unimproved land values and consulted on the need to undertake an annual valuation in your local government area.

The Valuation of Land Act 1944 (the Act) requires that the chief executive undertake an annual valuation of all land in a local government area except in unusual circumstances or after consideration of other criteria.

The criteria to be considered includes:

- *a market survey report for the area;*
- *the results of consultation with the local government in the area and appropriate groups and industry groups;*
- *the impact that not making an annual valuation may have on valuations used for land tax or rental purposes;*
- *the length of time since a valuation was carried out;*
- *the relativity of valuations of land in the area with valuations of land in adjacent valuation areas; and*
- *the overall program for valuations over the next five year period.*

The Act also provides for a local government to pay a prescribed fee for the copy of the valuation roll whether or not a valuation is undertaken in a local government area. The fee includes the ongoing maintenance of the valuation roll and monitoring the level of land values in your local government area.

After consideration of the criteria, I have decided that a valuation for your local government area to be effective 30 June 2010 will not be undertaken.

This year the State Valuation Service (SVS) will undertake an annual valuation in 23 local government areas comprising some 965 000 properties. It is one of the largest revaluation exercises conducted by the SVS, and completes the revaluation of all amalgamated local government areas.

I also would like to take this opportunity to inform you that the Government is currently considering a number of enhancements to the valuation process to provide greater certainty to local governments about when they will be valued and additional information in the years that valuations are not carried out. More information on the proposed enhancements will be provided early in the New Year.

Should you have any further enquiries, please do not hesitate to contact Mr Vern Di Salvo, Director State Valuation Services of the department on telephone (07) 3330 5325.”

F14/10/09 Moved: Cr G.L Engeman Seconded: Cr J. Watt

Recommend that the information be received and noted.

Carried

SECTION 7: FINANCIAL REPORTING

**Item 7/1 Financial Summary Report – Fund Balance and Investment Report
as at 30 September 2009 and Rate Collection as at 16 October 2009**

Re: **MINUTE F15/10/09** Financial Summary Report – Fund
Balance and Investment Report as at 30 September 2009 and
Rate Collection as at 16 October 2009
From: Management Accountant, Cindy Savage & Principal Finance
Officer Revenue, Mr R Watson
File: 5/1/09/0003
Date: 19 October 2009

Report: (Management Accountant – Miss C Savage)

FUND BALANCE
GYMPIE REGIONAL COUNCIL
as at 30 September 2009

Operating Fund	\$1,023,910.29
Trust Fund	\$783,826.74

INVESTMENT REPORT
GYMPIE REGIONAL COUNCIL
as at 30 September 2009

	Invested Balance	YTD Interest Yield	Budget Est.	% of Budget Est
Consolidated Operating Fund	\$79,208,884.70	\$674,564.12	\$1,246,000	54.14%
Trust Fund	\$2,161,634.00	N/A		
Indicative Interest Rate	3.71			

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

RATE COLLECTION

Arrears 1 July 2009	\$2,714,626.33
Levy Raised 2009/2010 Financial Year	\$25,518,968.64
Interest Raised	\$79,724.41
Receipts	\$21,770,589.24
Discount Applied	\$975,779.84
Pensioner Rebate (Government)	\$428,569.47
Pensioner Rebate (Council)	\$248,271.62
Balance Outstanding	\$4,890,109.21
Credit Balance	\$266,474.76
Balance Outstanding 16 October 2009	\$5,156,583.97
Balance Outstanding 13 October 2008	\$20,047,467.90

F15/10/09 Moved: Cr G.L Engeman Seconded: Cr A.J. Perrett

Recommend that the report be received.

Carried

Item 7/2 Impact of the Commonwealth Government Guarantee on QTC Customers

Re: **MINUTE F16/10/09** Impact of the Commonwealth Government Guarantee on QTC Customers
 From: David Mullins, Queensland Treasury Corporation. P O Box 1096, BRISBANE QLD 4001
 File: 5/1/05/0001
 Date: 25 September 2009

“On 25 March 2009, the Commonwealth Government announced that it will provide a time limited, voluntary guarantee over Australian state and territory government borrowings.

On 16 June 2009, as part of the 2009–10 budget speech, the Queensland State Government announced that it will take up the offer of the Guarantee on all existing Australian Dollar (AUD) denominated bond lines with a maturity date of between 12 months and 15 years, and on select new AUD denominated benchmark bond lines to be issued in the future (ie, take-up on existing AUD borrowings, select new AUD borrowings but not other foreign currency borrowings).

The State’s decision to take up the Guarantee will increase the flexibility it has in achieving its significant funding objectives in a market environment that has been seriously impaired as a result of the global economic and financial crisis.

In November 2008, the Commonwealth Government, like many other countries’ governments, guaranteed all commercial bank debt of the Guarantee with a term no greater than five years. This created difficulties for AAA rated and AA+ rated entities such as QTC in accessing the debt markets, with investors logically seeking to invest in debt that carries the guarantee of a Commonwealth or national government.

Why we have taken up the Guarantee

As QTC lends on a cost-recovery basis, we have no capacity to absorb these costs and therefore, we must recoup these costs from our customers.

Members of QTC’s investor base have indicated that they expected QTC to take up the Guarantee on its existing debt and on some, if not all, future debt. Furthermore, some investors indicated they would be sellers of existing debt if the Guarantee was not taken up. It became clear that without the Guarantee, it is very unlikely that many of these investors would continue to support QTC’s borrowing programs.

It is important to note, with the Guarantee over existing and new debt, QTC is much more cost effective than alternative commercial sources of debt for local governments and other statutory bodies.

What is the impact on QTC?

QTC will act in accordance with the State Government's announcement of 16 June 2009. As Queensland is a AA+ rated State, QTC will pay the Commonwealth:

- *20 basis points (0.20 per cent) on existing debt (in AUD) maturing after 2010, and*
- *35 basis points (0.35 per cent) on all new AUD debt that QTC notifies the Commonwealth will be covered by the Commonwealth Guarantee.*

Cost of Carry

As QTC is required to hold substantial liquidity, it must use funds in other high-credit quality investments (mainly other Australian State bonds and Commonwealth bonds). These bonds, due to the State's downgrade, have yields which are lower than the yields of QTC's bonds. Therefore, QTC makes losses in holding these bonds.

What is the impact on QTC's customers?

The impact on customers will be existing debt costs will increase by 25 basis points (0.25 per cent) as a result of paying the Guarantee and incurring these carrying costs ('the Fee'). The Guarantee for new debt is more expensive than existing debt and therefore, the Fee on new borrowings will increase over time as new bonds are issued—to either raise new funds or to roll over maturing bonds.

By not taking up the Guarantee, the impact on customers would result in a higher cost of funds for all new debt raisings, or rollovers of existing debt. Subsequent to the State's credit rating downgrade, QTC bonds were trading at 1.60 per cent over the Commonwealth. They are now trading at 0.52 per cent over the Commonwealth.

Application of the Fee

The Fee will apply to existing debt as from 18 September 2009 and will increase the book rate by 0.25 per cent. We have outlined two options by way of response to the increased cost of borrowing:

Option 1: *You can increase your repayments from the next scheduled payment date such that the expected repayment term of your individual loans will not increase. If you wish to respond in this way, QTC can calculate the increased debt service payments to apply for each of your loan accounts.*

Option 2: *If you have already implemented your budget for the current year, you may want to leave repayments unchanged during the current financial year. This will result in the expected repayment term of each loan account lengthening.*

If you choose to leave your repayments unchanged for the remainder of the current financial year, QTC will calculate the required debt service payments to apply from 1 July 2010, so the loan can again be expected to be repaid over the original term.

If we do not hear from you by 30 October 2009, we will assume that you have elected to leave your repayments unchanged for the current financial year. We will then contact you again in March 2010 with details of the required increase in debt service payments to apply from 1 July 2010.

If you do want to increase repayments from the next scheduled repayment date, or you would like to discuss this matter further, please contact your QTC account manger.”

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

With the percentage increase applicable to Council’s current debt costs, the estimated increase in the quarterly debt service payment is \$5,685. This is based on the size of Council’s loans to the remaining life for each loan.

Therefore, in total, for Council to accept Option 1 outlined in Queensland Treasury Corporation’s letter, i.e., to increase repayments from the next scheduled payment date such that the expected repayment term of individual loans will not increase, Council will need to make provision in its Budget Review to fund additional debt service payments of approximately \$22,740.

F16/10/09 Moved: Cr R.A. Gâté Seconded: Cr G.L Engeman

Recommend that the Queensland Treasury Corporation be advised that Council wishes to implement Option 2 to leave repayments unchanged during the current financial year.

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 as the deadline for advice to Queensland Treasury Corporation is 30 October 2009.

Carried

SECTION 8: FINANCIAL ASSISTANCE REQUESTS

Item 8/1 Various Groups Thanking Council
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Re: **MINUTE F17/10/09** Various Groups Thanking Council
 From: Director of Financial Services – Yvonne Oliver
 File: 3/2/07/0001 & 5/3/15/0001
 Date: 30 September 2009

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

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

Organisation/Group/ Individual	Event/Purpose	Amount	Date of Event
Goomeri State School P-10	Annual Awards Evening Sponsorship	\$150	12/11/09
Gympie & District Indoor Bowls Assoc	2009/10 Financial Assistance Grant – 2010 Bowls Carnival	\$200	2010
Mary Valley Show Society	2009/10 Financial Assistance Grant – 2009 Art Festival	\$500	3-6/09/09

F17/10/09 Moved: Cr J.A. Walker Seconded: Mayor Cr R.J. Dyne

Recommend that the information be received.

Carried

Item 8/2 Football Gympie Honour Board

Re: **MINUTE F18/10/09** Football Gympie Honour Board
From: Fiona Stewart, Football Wide Bay, 6 Wisers Road, GYMPIE
 QLD 4570
File: 5/3/15/0003 1074747
Date: 31 August 2009

“Our organisation, Football Wide Bay Inc, is holding its’ inaugural Presentation Night on Thursday the 17th September at the Brolga Theatre. Football Wide Bay oversee football (soccer) throughout the Wide Bay Region, from Gympie in the South, Bundaberg in the North and as far West as Monto. We have over 6000 registered players in our zone.

This evening will be an opportunity to recognize the achievements and dedication of players, coaches, referees, administrators and volunteers throughout the 2009 season. It is a huge event with over 900 people invited from within and beyond the zone.

One of the most important presentations we will be presenting on the night is the Honour Boards for each centre in our zone. Throughout the zone there are 5 football centres which organise the competitions and players for the hundreds of games played each week. They help provide the grassroots support for our players and are a vital part of growing football in our zone. In recognition of the importance of this award we are asking each Council to sponsor the Honour Board for their Centre.

We would like to offer the Gympie Regional Council the opportunity to sponsor the Football Gympie Honour Board. This will be worth approximately \$200.

In the event that the Council does provide sponsorship, as you have indicated you will be unable to attend, we would still be pleased to have a representative of Gympie Regional Council attend the evening to present the honour board to Football Gympie.

I look forward to hearing from you.”

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

Football Wide Bay is seeking a \$200 sponsorship of their Football Gympie Honour Board. There is no allocation for this request in the current budget.

F18/10/09 Moved: Cr J.A. Walker Seconded: Cr A.J. Perrett

Recommend that the information be received and that it be noted that the Mayor has funded the Gympie Honour Board.

Carried

Item 8/3 Request for Waiver of Licence Fee
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Re: **MINUTE F19/10/09** Request for Waiver of Licence Fee
From: Paul Worsfield, Gympie Meals on Wheels Inc, P O Box 115,
 GYMPIE QLD 4570
File: 2/8/06/0001 1074213
Date: 15 September 2009

“We recently submitted a Licence application for accreditation of our Food Safety Programme together with a cheque for the \$410 fee.

Meals on Wheels is a charity based organisation whose motto is ‘Service to the Community by the Community’.

In view of our longstanding community focus and continual support of residents in need I ask that the Licence fee be waived in this instance.

I look forward to your favourable reply.”

Report: (Cadet Environmental Health Officer, Tanya Allen)

It is a requirement of the *Food Act 2006* that, from 5 October 2009, the following food businesses have an accredited Food Safety Program in place -

- a) Acute care hospitals;
- b) Psychiatric hospital;
- c) Nursing homes for the aged;
- d) Hospices;
- e) Same day establishments for chemotherapy and renal dialysis services;
- f) Respite care establishments for the aged;
- g) Same-day aged care establishments;
- h) Low care aged care establishments; and
- i) Childcare centres

- where either of the following activities apply:

- a) where the principal activity is processing food into ready to eat food for service in a facility listed above and the processed food –
 - (i) is for service to six or more vulnerable persons at any given time; and
 - (ii) includes ready to eat potentially hazardous food.
- b) where the principal activity is processing food into ready to eat food for delivery by a delivered meal organisation and the processed food –
 - (i) is for service to six or more vulnerable persons at any given time; and
 - (ii) includes ready to eat potentially hazardous food.

Council's Community Services Directorate posted correspondence in March 2009 to all affected food businesses within the Gympie Regional Council area (fourteen in total) advising them of the new requirements.

It was the practice of the former Cooloola Shire Council to waive the application fee associated with the annual renewal of Food Business Licences held by a number of charitable not-for-profit organisations, including Gympie Meals on Wheels Inc. This practice has been carried over to the Gympie Regional Council. Council's application fee for the 2009/2010 financial year has been set at \$180.00 for annual renewal of Food Business Licences.

On 17 September 2009, Gympie Meals on Wheels Inc. submitted to Council an application for accreditation of their Food Safety Program accompanied by an application fee of \$410.00 (scheduled in Council's Fees and Charges) and requested that Council waive (reimburse) this application fee on the basis that Gympie Meals on Wheels Inc. is a charitable community organisation as opposed to a for-profit business.

The cost to Council of accrediting Food Safety Programs (a statutory function) and auditing Food Safety Programs in terms of staff time is substantial as accreditation and auditing of Food Safety Programs are extended processes.

Food businesses may opt to use a consultant food safety auditor to conduct compliance audits as opposed to Council's food safety auditors. The food business would do so by private arrangement with the consultant and a copy of the audit report would need to be supplied to Council within 14 days following the audit.

The current fees applied to Food Safety Programs are reasonable considering the cost incurred by Council to conduct such functions.

F19/10/09 Moved: Cr G.L Engeman Seconded: Cr J.A. Walker

Recommend that Council is unable to waive the application fees associated with the application for accreditation, auditing and amending of the Food Safety Program for Gympie Meals on Wheels Inc.

Further, that Council not waive the application fee for annual renewal of Food Business Licences held by Gympie Meals on Wheels Inc.

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

Item 8/4	Request for Assistance – Rainbow Beach Decorations
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Re: **MINUTE F20/10/09** Request for Assistance – Rainbow Beach Decorations
 From: Shirley Ruescher, Interim Secretary, Rainbow Beach Residents & Ratepayers Associations Inc, Post Office, RAINBOW BEACH QLD 4581
 File: 4/8/27/0004
 Date: 9 October 2009

“The residents and ratepayers of Rainbow Beach have asked me to write to you asking for your help in providing some Christmas decorations or lighting for our main street for the forthcoming Festive Season.

Many of the regions families choose to holiday in our beautiful beach township during December and January. This year the Lions Club members are planning a Lions Parade early in December that will involve the citizens and especially the children in a fun activity and we would like to make sure that the atmosphere is enhanced by the town looking its most festive. Hence, our request for decorations.

We are aware that cost may be a limiting factor, and would be willing to accept decorations that had been used in Gympie, where the main street is decorated every year, and are no longer needed or wanted for this purpose. We feel that it would be appropriate for the Council to make a contribution towards the Christmas beautification of our town.

We look forward to your reply in anticipation of the Festival Season.”

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

No allocation has been made in the current budget for Christmas Decorations throughout the region.

F20/10/09 Moved: Cr R.A. Gâté Seconded: Mayor Cr R.J. Dyne

Recommend that the Rainbow Beach Residents and Ratepayers Association be advised that due to budget constraints Council is unable to provide assistance.

Carried

Item 8/5 Summer Futsal Competition
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Re: **MINUTE F21/10/09** Summer Futsal Competition
 From: Richard Watkins, richardwatkins@skymesh.com.au
 File: 5/3/15/0001
 Date: 9 October 2009

“Hello, I am trying to organise the Futsal (Indoor Soccer) competition for Gympie for summer 2009. I currently have a huge interest expressed in the number of people wishing to submit teams.

The situation at the moment is we have the use of the outdoor court at the pavilion at \$15 hour but we have enough interest to hold more games and would love to be able to use the indoor court at the pavilion. The current charge for the indoor court is \$50 hour which we cannot afford. Is there any way you can help us with this problem. Regards Richard Watkins 0448773576”

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

Mr Watkins has written to Council requesting assistance with the hire fees for The Pavilion sports court for a Futsal competition.

The fee for The Pavilion playing court, as per the adopted Fees and Charges 2009-2010, is \$49 per hour with a 20% discount available to sporting organisations, reducing the hourly fee to \$40.20

Currently basketball and volleyball access the centre at the scheduled hire charge.

There is no provision in the budget for this request.

F21/10/09 Moved: Cr A.J. Perrett Seconded: Cr R.A. Gâté

Recommend that Council charge the scheduled fee as per adopted Fees and Charges 2009-2010 for all sporting groups wishing to use The Pavilion playing court.

Carried

SECTION 9: STAFF MATTERS

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

Re: **MINUTE F22/10/09** Workplace Health and Safety Report – October 2009
 From: Workplace Health & Safety Officer – Les Latemore
 File: 3/7/19/0001
 Date: 21 October 2009

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

INCIDENT AND WORKERS COMPENSATION CLAIMS FOR OCTOBER 2009

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

F22/10/09 Moved: Cr R.A. Gâté Seconded: Mayor Cr R.J. Dyne

Recommend that the information be received.

Carried

Item 9/2	Training Report for September 2009
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Re: **MINUTE F23/10/09** Training Report for September 2009
 From: Training & Development Co-ordinator – Mrs R. McCormack
 File: 3/7/19/0003
 Date: 16 September 2009

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

Main expense for the month has been Safe Working at Heights training and re-training. This qualification is required to be renewed every 2 years and is either a 3 day course for those who do not currently hold a ticket or 2 day refresher for those that do. Other costs are mainly renewals or updating skills of works staff (eg Civil Construction, Fleet Management Cert, Fire Training, and Sprayed Sealing training).

Training Report September 2009

<i>Directorate</i>	<i>Training Description</i>	<i>Program Cost</i>	<i>Total for Period</i>	<i>Total for Year</i>
Finance			\$0.00	\$0.00
Corporate Services			\$83.64	\$1,328.17
	RTI Training	\$83.64		
Planning & Development			\$0.00	\$1,540.00
Community			\$61.85	\$1,014.45
	Blue Card Children	\$61.85		
Engineering			\$28,503.65	\$72,612.71
	Traffic Control	\$119.94		
	Civil Construction	\$1,231.64		
	Industrial Radiation Safety	\$130.50		
	CPR	\$1,590.91		
	Sprayed Sealing - Field Procedures	\$1,120.00		
	First Aid	\$545.46		
	Safe Work at Heights	\$18,368.44		
	Asbestos Class B	\$1,517.59		
	Quarrying Safety & Health	\$278.16		
	Fire Training	\$946.25		
	Plant Tickets	\$2,419.76		
	Fleet Management Cert	\$235.00		

Training Report September 2009

<i>Directorate</i>	<i>Training Description</i>	<i>Program Cost</i>	<i>Total for Period</i>	<i>Total for Year</i>
Individuals			\$2,404.19	\$12,365.28
Hecs Payments			\$0.00	\$0.00
Study Leave			\$1,888.73	\$2,541.30
Training Resources			\$0.00	\$724.09
Training Officer - wages		\$6,955.92	\$6,955.92	\$22,414.85
Depreciation & Asset Management			\$0.00	\$0.00
		Total for period	\$39,897.98	
			Year to Date	\$114,540.85

F23/10/09 **Moved: Cr G.L Engeman** **Seconded: Cr J.A. Walker**

Recommend that the report be received.

Carried

Item 9/3 Staff Numbers as at 30 September 2009
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Re: **MINUTE F24/10/09** Staff Numbers as at 30 September 2009
 From: Financial Accountant, Debra Hatherell
 File: 3/7/19/0002
 Date: 21 October 2009

Report: (Financial Accountant – Debra Hatherell)

STAFF NUMBERS					
DEPARTMENT		Dec-08	May-09	Jun-09	Sep-09
Permanent					
Office of CEO	<i>Office of CEO</i>	9	8	8	9
Finance	<i>Finance</i>	27	26	26	28
Corporate Services	<i>Corporate Services</i>	25	25	28	23
Design	<i>Design</i>	15	19	19	19
Community Services	<i>Health/Community Services</i>	16	19	19	24
	<i>Library/Gallery</i>	12	12	11	11
Engineering	<i>Health</i>	5	5	5	0
	<i>Supervisory/Support</i>	18	19	20	20
	<i>John Street - Operators</i>	16	15	16	16

STAFF NUMBERS					
DEPARTMENT		Dec-08	May-09	Jun-09	Sep-09
	<i>John Street - Truck Drivers</i>	12	12	11	11
	<i>John Street - Labourers</i>	55	54	54	53
	<i>Tin Can Bay</i>	3	3	3	3
	<i>Workshop</i>	11	11	11	11
	<i>Signs</i>	2	2	2	2
	<i>Parks</i>	16	15	15	15
	<i>Noxious Weeds</i>	2	2	2	2
Water & Sewerage	<i>Water & Sewerage</i>	40	39	40	40
Planning	<i>Planning</i>	25	25	26	31
TOTAL PERMANENT		309	311	316	318
Part-Time Employees - In Payroll System					
Office of CEO	<i>Office of CEO</i>	1	1	1	1
Finance	<i>Finance</i>	0	0	0	0
Corporate Services	<i>Corporate Services</i>	3	4	2	4
Design	<i>Design</i>	0	0	0	0
Community Services	<i>Health/Community Services</i>	3	2	2	2
	<i>Library/Gallery</i>	2	2	1	1
Engineering	<i>Health</i>	0	0	0	0
	<i>Supervisory/Support</i>	0	1	1	1
	<i>John Street - Operators</i>	0	0	0	1
	<i>John Street - Truck Drivers</i>	0	0	0	0
	<i>John Street - Labourers</i>	2	1	0	0
	<i>Tin Can Bay</i>	0	0	0	0
	<i>Workshop</i>	0	0	0	0
	<i>Signs</i>	0	0	0	0
	<i>Parks</i>	1	1	0	1
	<i>Noxious Weeds</i>	0	0	0	0
Water & Sewerage	<i>Water & Sewerage</i>	0	0	0	0
Planning	<i>Planning</i>	4	5	4	5
TOTAL PART-TIME		16	17	11	16
Casuals/Term Contracts - in Payroll System					
Office of CEO	<i>Office of CEO</i>	1	1	1	1
Finance	<i>Finance</i>	2	2	2	1
Corporate Services	<i>Corporate Services</i>	4	6	5	6
Design	<i>Design</i>	3	4	5	4
Community Services	<i>Health/Community Services</i>	5	4	4	5
	<i>Library/Gallery</i>	19	20	22	22
Engineering	<i>Health</i>	0	0	0	0
	<i>Supervisory/Support</i>	1	1	1	0
	<i>John Street - Operators</i>	0	0	0	10
	<i>John Street - Truck Drivers</i>	0	0	0	0
	<i>John Street - Labourers</i>	8	7	7	6
	<i>Tin Can Bay</i>	1	1	1	1
	<i>Workshop</i>	11	11	10	0
	<i>Signs</i>	0	0	0	0
	<i>Parks</i>	0	1	2	1

STAFF NUMBERS					
DEPARTMENT		Dec-08	May-09	Jun-09	Sep-09
	<i>Noxious Weeds</i>	1	1	1	1
Water & Sewerage	<i>Water & Sewerage</i>	4	5	5	4
Planning	<i>Planning</i>	7	7	8	2
TOTAL CASUAL		67	71	74	64
Kilkivan Branch Staff	<i>Internal Full-time</i>	19	20	20	17
	<i>Internal Part-time</i>	1	1	1	3
	<i>Internal Casual</i>	4	1	1	1
	<i>Internal Fixed Term</i>	2	3	3	3
	<i>External Full-time</i>	27	33	33	30
	<i>External Casual/Fixed Term</i>	7	9	8	9
TOTAL KILKIVAN BRANCH		60	67	66	63
Contract Employees					
(Widebay Group Trainees)	<i>Works</i>	1	1	1	1
	<i>Workshop</i>	7	6	7	7
	<i>Parks</i>	0	0	0	0
	<i>Water & Sewerage</i>	2	1	1	1
	<i>Finance</i>	0	0	0	0
	<i>Community Services</i>	2	1	1	1
	<i>Planning</i>	1	0	0	0
	<i>Building</i>	0	0	0	0
	<i>Corporate Services</i>	4	1	1	1
	<i>Design / Eng</i>	0	0	0	0
	<i>Library</i>	3	1	1	1
Total Trainees		20	11	12	12
(Lo-Go Appointment)	<i>Planning</i>	0	0	0	0
Total Lo-Go Employees		0	0	0	0
(IPA Personnel) -	<i>Works</i>	0.0	0.0	0.0	0.0
	<i>Water & Sewerage</i>	0.0	0.0	0.0	0.0
	<i>Community Services</i>	0.5	0.5	0.5	0.5
	<i>Corporate Services</i>	0.0	0.0	0.0	0.0
	<i>Library</i>	0.0	0.0	0.0	0.0
Total IPA Personnel		0.5	0.5	0.5	0.5
(full-time equivalent)					
TOTAL		473	478	480	474

Cr R.A. Gâté left the meeting at 11.12am.

F24/10/09 Moved: Mayor Cr R.J. Dyne Seconded: Cr A.J. Perrett

Recommend that the report be received.

Carried

Cr G.L Engeman left the meeting at 11.13am.

Item 9/4	Request for Purchasing Authority – Office of the CEO
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Re: **MINUTE F25/10/09** Request for Purchasing Authority
 From: Chief Executive Officer, Ken Mason
 File: 5/3/03/0001
 Date: 1 October 2009

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

With reference to the above matter, I hereby request that Ms Lynne Wilbraham be included on the list of persons with a Purchasing Authority to the value of \$5,500.00 (incl. GST).

Position	Level	Current
Economic Development/Public Relations Officer	\$5,500.00 (GST inc)	New position

F25/10/09 **Moved: Cr L.J. Friske** **Seconded: Cr J. Watt**

Recommend that Council approve Purchasing Authority for the Economic Development/Public Relations Officer, to the value of \$5,500.00 (inclusive of GST).

Carried

Item 9/5	Request for Purchasing Authority – Community Services
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Re: **MINUTE F26/10/09** Request for Purchasing Authority
 From: Community Services Coordinator, Heather Kelly
 File: 5/3/03/0001
 Date: 6 October 2009

Report: (Co-ordinator Community Facilities and Services – Mrs H Kelly)

With reference to the above matter, I hereby request that the Youth and Community Development Officer positions (2) be included on the list of persons with a Purchasing Authority to the value of \$550.00 (incl. GST). One of the positions is currently held by Miss Kara Peters, the other is currently vacant.

The previous Youth Development position had purchasing authority of up to \$500.00

Position	Level	Current
Youth and Community Development Officer	\$550.00 (GST inc)	New Authority

Cr G.L Engeman and Cr R.A. Gâté returned to the meeting at 11.14am.

F26/10/09 **Moved: Cr J. Watt** **Seconded: Cr L.J. Friske**

Recommend that Council approve Purchasing Authority for the Youth and Community Development officers, to the value of \$550.00 (inclusive of GST).

Carried

SECTION 10: MISCELLANEOUS ITEMS

Item 10/1 **Thanks for Use of Town Hall**

Re: **MINUTE F27/10/09** Thanks for Use of Town Hall
 From: Jackie Hyam, Gympie & District Eisteddfod Association Inc,
 P O Box 793, GYMPIE QLD 4570
 File: 2/3/02/0001 1075724
 Date: 23 September 2009

“On behalf of the Gympie & District Eisteddfod Association Inc, I wish to convey to you and your Council, our deepest thanks for the time we have spent in the splendid surroundings of the Town Hall.

We also thank you for the interest shown by you in support of the Association, as we continue to work for the youth in this Community, as they pursue their interests in the cultural arts.”

F27/10/09 **Moved: Cr A.J. Perrett** **Seconded: Cr J.A. Walker**

Recommend that the information be received.

Carried

Item 10/2 Local Governments Grants & Subsidies
--

Re: **MINUTE F28/10/09** Local Governments Grants & Subsidies
From: Desley Boyle MP, Minister for Local Government and Aboriginal and Torres Strait Islander Partnerships, P O Box 15031, CITY EAST QLD 4002
File: 5/3/05/0008 1069551
Date: 26 August 2009

G11/07/09

That the information be received.

Further, that Council write to the State Government expressing concerns regarding the level of funding that has been withdrawn from the Local Government subsidy for water and waste water infrastructure.

Further, that Council write to the ALGA voicing Council's concerns regarding the reduction of State Government subsidies to Queensland Local Government for water and waste water infrastructure.

Further, that Council investigate the opportunity of raising this issue at the LGAQ Conference 2009.

Carried

"I refer to your letter of 13 July 2009 to the Honourable Anna Bligh MP, Premier and Minister for the Arts regarding State Government funding to Local Government which you copied to me.

The global financial crisis and the impacts on State revenues have required that the State Government make difficult decisions in prioritising limited resources. The State has identified essential community infrastructure and job creation as two of the main priorities of the current budget.

As you would be aware, the State Government is committed to funding Local Government provided infrastructure.

The new Local Government Grants and Subsidies Program will commence on 1 July 2011 and will invest \$45 million each year in Local Government Infrastructure projects. The Government remains committed to assisting the Gympie Regional Council with in excess of \$22 million in approved subsidy currently in place for the provision of essential community infrastructure throughout the Gympie Local Government area.

The Queensland Treasury Corporation is continuing to review amalgamation costs submitted by Councils to the Department of Infrastructure and Planning and the outcomes of these reviews are expected in the near future.

I acknowledge the commitment of Local Governments in providing infrastructure and essential services to their communities. With the State Government, I look forward to furthering the collaborative working relationship with Local Government in the future.

Should you require any further information in relation to this matter, please contact Ms Leisa Dowling, Local Government and Service Delivery Group of the Department on telephone number 4971 2337.”

F28/10/09 Moved: Cr G.L Engeman Seconded: Cr R.A. Gâté

Recommend that the information be received.

Carried

Director of Corporate Services, Craig Manson entered the meeting at 11.16am.

Item 10/3 Corporate Sports Marketing – Regional Sports Decentralisation Program Proposal
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Re: **MINUTE F29/10/09** Corporate Sports Marketing – Regional Sports Decentralisation Program Proposal
From: Economic Development/Public Relations Officer – Mrs L Wilbraham
File:
Date: 16 October 2009

“It was a pleasure to meet with you and your team last week; and particularly pleasing to see the enthusiasm with which you all embraced our Regional Sports Decentralisation Program.

As discussed in our meeting, my fellow Directors and I see significant potential to take the platform which has been developed in your region; and to work with Council to create sustainable growth in sport as a stand alone industry.

CSM’s program is now rolled out nationally, with a deliberate strategic approach as to the number of Regional Centers in each state with which we either currently or will potentially partner:

- *There are 7 under long term contracts in Victoria; Geelong, Warrnambool, Bendigo, Mildura, Shepparton, East Gippsland (Bairnsdale) and Latrobe Valley.*

- *There 10 under long term contracts in NSW; Lismore, Ballina, Port Macquarie, Great Lakes (Forster), Gosford, Wyong, Shellharbour, Shoalhaven, Orange and Wagga Wagga.*
- *There are currently 5 centers identified and under contract in Queensland; Cairns, Rockhampton, Bundaberg, Fraser Coast and Ipswich. We will partner 2 additional regional centers in the state.*
- *There will be 2 contracted in South Australia (already identified)*
- *There will be 2 contracted in Tasmania (already identified)*
- *There will be 5 contracted in Western Australia (3 already identified)*

The number of Regional Centers partnered in each state, is proportionate to the number of state and national events conducted in a given state in any one year. CSM will not exceed the number of Regional Centers indicated above. This approach is designed to ensure that we deliver on expectations.

As requested, please find attached the discussion paper which will serve as a reminder as to the process we follow. It also contains CSM's commercial terms.

In the event that you wish to carry out due diligence, I have listed below a number of people who can provide a broad cross section of opinion across different levels in both state and local government.

Chris Bastic is the former CEO of NSW Major Events with whom we worked closely to secure State funding for many regional sporting events including Foster Iron Man, Wallabies Base Camp, Surfest, Warriors on Water, The Australian Surf Life Saving Championships and the Crusty Demons. His contact number is 0418 771 552.

Mark Ferguson is currently General Manager of Pittwater Council. Mark was GM of Coffs Harbour City Council when CSM launched into "Regional Sports Tourism". He was also GM at the time of the Wallaby Base Camp acquisition, the Australian Surf Life Saving Championships negotiations, the Australian Touch Titles, the British Lions Match, the Matildas and a plethora of other events. His contact number is (02) 9970 1111.

Leanne Rosewall is the Manager of Marketing and Major Events, City of Greater Bendigo. Her contact number is (03) 5434 6229.

Glen Caldwell is currently Manager at Port Macquarie Hastings Sports Unit. He has first-hand experience of the implementation of the Capacity and Capability Assessment. His contact number is (02) 6582 8222.

Bryce Hines Strategic Manager, Ipswich City Council. His contact number is (07) 3810 6558.

Craig, if you would like any additional contacts, or have any feedback or comments, please don't hesitate to give me a call.

Would you kindly forward this email to all appropriate parties.

I'll be in contact soon with a view to moving forward.”

Report: (Economic Development / Public Relations Officer –
Lynne Wilbraham)

Background

Council was approached in September 2009, by Mr Rick Sleeman, Director, Complete Sports Marketing (CSM), to discuss the services provided by CSM and to determine the potential to provide their services in the Gympie Region.

A presentation was delivered to Councilors on 14 October 2009, by Mr Sleeman. As a result, further information has been requested by Council to enable an assessment of the proposal and project to be undertaken.

Project and Outcomes

Mr Sleeman provided references from Councils at various stages in engaging with CSM. Feedback from council officers in Bundaberg, Fraser Coast and Ipswich was positive, with economic benefits being realised by those Regions currently participating in the program.

The program conducted by CSM focuses on the decentralisation of regional sports and in providing regional areas of Australia with the opportunity to take advantage of opportunities to stage National and State sporting events.

A major focus of the Program is a strategic assessment – Capacity and Capability Study – of sporting associations, human resource capacity, sports infrastructure, transport linkages, tourism infrastructure and tourism trends in the Region.

This assessment will assist in “...*qualifying the Gympie Region’s ability to partner national and/or state sporting bodies in a particular sport at a particular level.....*”

The outcomes of this assessment will lead to information being provided to major sporting associations and organisations so that they can assess the potential for holding state and national events in the Gympie Region.

The information gained will also be used as a planning tool by Council to identify issues and opportunities in relation to the assessments undertaken.

The comprehensive program proposal from CSM is attached at “Attachment 1”.

Project Costs

Fee Structure – CSM – once only fee

Capacity and Capability Assessment

- \$27,500 plus GST
- Reasonable travel (ex Sydney) and accommodation expenses. Mr Sleeman has identified that Council may wish to book travel and accommodation to take advantage of government of other special rates.

Cost of Securing Events – full fee structure detailed in Attachment.

Eg:

- Events with under 500 participants fee to CSM for securing the event - \$2,000 + GST
- Events with between 500 – 999 participants - \$2,500 + GST

F29/10/09 Moved: Cr G.L Engeman Seconded: Cr R.A. Gâté

Recommend that Council approve in principle the proposal and that opportunities for funding be investigated.

Carried

Item 10/4 Mary Valley Inc – Village Renewal Pilot
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Re: **MINUTE F30/10/09** Mary Valley Inc – Village Renewal Pilot
From: Economic Development/Public Relations Officer – Mrs L Wilbraham
File:
Date: 16 October 2009

Report: (Economic Development / Public Relations Officer –
Lynne Wilbraham)

Background

A presentation was delivered to Councilors on 14 October 2009, by Ms Kaili Parker-Price, Mary Valley Project Coordinator about the Mary Valley Village Renewal Pilot. As a result, further information has been requested by Council to enable an assessment of the proposal and project to be undertaken.

Project

A critical stage in the successful delivery of the Village Renewal project is the development of a Master Plan over the town centre of Imbil.

This has resulted from research undertaken in collaboration with a QUT town planning student to identify issues and roadblocks to revitalisation of small towns – with a particular focus on the township of Imbil.

The development of a Master Plan will “...ensure a consistent approach to future development and provide the opportunity to enhance the connectivity and appearance of the township.....” A further outcome of this project will be to “....develop a handbook which could be used to inform other village centres on how to approach a revitalisation project.”

Additional opportunities have been identified through this project to partner with business and community stakeholders and training organisations to provide opportunities for the tangible development of skills in the Region. This project will also link closely with, and help inform the planned *Mary Valley Agritourism* and *The Mary Valley Village Tourist Experience* projects.

Further details in relation to the project are provided in “Attachment 2”.

Project Costs

Estimated costs of the development of a Master Plan are up between \$5,000 and \$7,000.

F30/10/09

Moved: Cr J. Watt

Seconded: Cr I.T. Petersen

Recommend that this report be made available to the Parks & Gardens Supervisor for consideration in association with W29/10/09.

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 30 September 2009
2. Arrears of Rates
3. Rateable Properties Affected by Dam
4. Final Budget Review 2008/09
5. Three Monthly Budget Review 2009/10
6. Standing Offer Arrangement 2009/10-T146 Vendor Replenishment Stationery
7. Legal Matter - Lease
8. Legal Matter - Lease

F31/10/09 Moved: Cr J.A. Walker

Seconded: Cr R.A. Gâté

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 30 September 2009**
- 2. Arrears of Rates**
- 3. Rateable Properties Affected by Dam**
- 4. Final Budget Review 2008/09**
- 5. Three Monthly Budget Review 2009/10**
- 6. Standing Offer Arrangement 2009/10-T146 Vendor Replenishment Stationery**
- 7. Legal Matter - Lease**
- 8. Legal Matter - Lease**

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

ADJOURNMENT OF MEETING

The meeting adjourned for lunch at 11.31am.

RESUMPTION OF MEETING

The meeting resumed at 11.51am.

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

Also in attendance were Chief Executive Officer (Mr K Mason), Financial Services Director (Mrs Y Oliver), Director of Corporate Services (Mr C Manson), Assistant Corporate Administration Manager (Mrs D Jenkins) and Minutes Secretary (Mrs F Baker).

COUNCIL OUT OF COMMITTEE

F32/10/09 Moved: Cr A.J. Perrett 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 30 September 2009

Re: **MINUTE F33/10/09** Outstanding Accounts 3 Months and Over Sundry Debtors – as at 30 September 2009
File: 5/3/08/0003
Date: 13 October 2009

F33/10/09 Moved: Cr R.A. Gâté Seconded: Mayor Cr R.J. Dyne

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

Carried

In Committee Item 2 Arrears of Rates

Re: **MINUTE F34/10/09** Arrears of Rates
File: 5/7/01/0001
Date: 21 October 2009

F34/10/09 Moved: Cr A.J. Perrett Seconded: Cr R.A. Gâté

Recommend that the information be noted.

Carried

In Committee Item 3 Rateable Properties Affected by Dam

Re: **MINUTE F35/10/09** Rateable Properties Affected by Dam
File: 5/7/05/0003
Date: 19 October 2009

F35/10/09 Moved: Cr J.A. Walker Seconded: Cr A.J. Perrett

Recommend that the information be noted.

Carried

In Committee Item 4 Final Budget Review 2008/09

Re: **MINUTE F36/10/09** Final Budget Review 2008/09
File: 5/1/09/0003
Date: 19 October 2009

F36/10/09 Moved: Cr R.A. Gâté Seconded: Cr G.L Engeman

Recommend that the report detailing the actual 2008/09 result be noted.

Carried

In Committee Item 5 Three Monthly Budget Review 2009/10

Re: **MINUTE F37/10/09** Three Monthly Budget Review 2009/10
File: 5/1/09/0003
Date: 21 October 2009

F37/10/09 Moved: Cr A.J. Perrett Seconded: Cr J.A. Walker

Recommend that the report be noted and revised budget allocations adopted.

Carried

In Committee Item 6 Standing Offer Arrangement 2009/10-T146 Vendor Replenishment Stationery

Re: **MINUTE F38/10/09** Standing Offer Arrangement 2009/10-T146 Vendor Replenishment Stationery
File: 5/6/14/0003
Date: 9 October 2009

F38/10/09 Moved: Cr L.J. Friske Seconded: Cr R.A. Gâté

Recommend that, based on previous usage of various stationery items, that Council accept the offer submitted by Office Choice.

Carried

Cr R.A. Gâté declared a Conflict of Interest in F39/10/09 as she is a member of the Supporting Chemotherapy in Cooloola Inc Committee and abstained from voting.

Mayor R.J. Dyne declared a Conflict of Interest in F39/10/09 as he is a patron of Supporting Chemotherapy in Cooloola Inc and remained in the meeting.

In Committee Item 8 Legal Matter - Lease
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Re: **MINUTE F39/10/09** Legal Matter - Lease
File: 3/3/03/0084
Date: 24 September 2009

F39/10/09 Moved: Cr J.A. Walker Seconded: Cr A.J. Perrett

Recommend that Supporting Chemotherapy in Cooloola Inc be advised that Council requires \$1,500 plus DERM fees of \$1,570.60 in payment for lease preparation, survey costs and registration fees for Lease “B” on Lot 2 MPH 24364 located at Everson Road, Gympie.

Carried

In Committee Item 7 Legal Matter - Lease
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Re: **MINUTE F40/10/09** Legal Matter - Lease
File: 3/3/03/0013
Date: 24 September 2009

F40/10/09 Moved: Cr J.A. Walker Seconded: Cr I.T. Petersen

Recommend that the Gympie Gymnastics Club be advised that Council requires \$2,000 plus DERM fees of \$1,472.45 in payment for lease preparation, survey costs and registration fees for Lease “C” on Lot 2 MPH 24364 located at Everson Road, Gympie.

AMENDMENT

F41/10/09 Moved: Cr A.J. Perrett Seconded: Cr R.A. Gâté

Recommend that the Gympie Gymnastics Club be advised that Council requires \$1,500 plus DERM fees of \$1,472.45 in payment for lease preparation, survey costs and registration fees for Lease “C” on Lot 2 MPH 24364 located at Everson Road, Gympie.

The AMENDMENT was PUT and LOST

The original motion (F40/10/09) was CARRIED

There being no further business the meeting closed at 1.08pm.

Confirmed this ELEVENTH day of NOVEMBER 2009.

Cr. D.R. Neilson
CHAIRMAN