



MINUTES

of the

CORPORATE GOVERNANCE AND FINANCE COMMITTEE MEETING

CHAIRMAN: Cr. Donna Neilson

**Held in the Boardroom
Gympie Town Hall
2 Caledonian Hill, Gympie Qld 4570**

**On Wednesday 27 January 2010
At 10.14 am**

**For Adoption at the General Meeting to be held on
10 February 2010**

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.

CONTENTS

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	3
ITEM 2/1A VOUCHERS FOR PAYMENT AND CONFIRMATION AND STAFF ACTION ENDORSED AS AT 31 OCTOBER 2009.....	3
ITEM 2/1B VOUCHERS FOR PAYMENT AND CONFIRMATION AND STAFF ACTION ENDORSED AS AT 30 NOVEMBER 2009.....	4
ITEM 2/1C VOUCHERS FOR CONFIRMATION AND STAFF ACTION ENDORSED AS AT 31 DECEMBER 2009.....	5
SECTION 3: SUNDRY DEBTORS MATTERS.....	6
SECTION 4: INSURANCE AND LEGAL MATTERS	6
ITEM 4/1 REPORTS ON THEFT/SUSPECTED THEFT OR DAMAGED ITEMS	6
SECTION 5: COUNCIL PROPERTY	7
SECTION 6 RATES MATTERS	7
ITEM 6/1 VARIOUS WATER CONSUMPTION ACCOUNTS	7
ITEM 6/2 REQUEST FOR LOST DISCOUNT ON RATES - VARIOUS.....	7
SECTION 7: FINANCIAL REPORTING	8
ITEM 7/1 FINANCIAL SUMMARY REPORT – FUND BALANCE AND INVESTMENT REPORT AS AT 31 DECEMBER 2009 AND RATE COLLECTION AS AT 31 DECEMBER 2009.....	8
SECTION 8: FINANCIAL ASSISTANCE REQUESTS	10
ITEM 8/1 VARIOUS GROUPS THANKING COUNCIL	10
ITEM 8/2 2010 GYMPIE CARCASS CLASSIC.....	11
ITEM 8/3 REQUEST FOR LOAN	12
ITEM 8/4 PAYROLL DEDUCTION SCHEME – AGL ACTION RESCUE HELICOPTER.....	13
ITEM 8/5 2010 YEAR OF WOMEN IN LOCAL GOVERNMENT	15
SECTION 9: STAFF MATTERS.....	17
ITEM 9/1 WORKPLACE HEALTH AND SAFETY REPORT – DECEMBER 2009	17
ITEM 9/2 TRAINING REPORT FOR NOVEMBER & DECEMBER 2009.....	18
ITEM 9/3 STAFF NUMBERS AS AT 31 DECEMBER 2009.....	21
ITEM 9/4 REQUEST FOR PURCHASING AUTHORITY – CORPORATE SERVICES	23
SECTION 10: MISCELLANEOUS ITEMS	24
ITEM 10/1 AVAILABILITY OF DIGITAL TELEVISION SIGNALS.....	24

ITEM 10/2	FUNDING TO REPLACE FLEET VEHICLE.....	27
ITEM 10/3	CORPORATE SPORTS MARKETING (CSM) – REGIONAL SPORTS DECENTRALISED PROGRAM PROPOSAL	29
ITEM 10/4	REGIONAL BUSINESS CONFIDENCE SURVEY	32
ITEM 10/5	MONTHLY “REGIONAL ROUNDUP” PAGE IN THE GYMPIE TIMES.....	35
ITEM 10/6	REGIONAL TOURISM BUDGET	40
IN COMMITTEE ITEMS	44
IN COMMITTEE ITEM 1	OUTSTANDING ACCOUNTS 3 MONTHS AND OVER SUNDRY DEBTORS – AS AT 31 DECEMBER 2009	44
IN COMMITTEE ITEM 2	ARREARS OF RATES.....	44
IN COMMITTEE ITEM 3	STANDING OFFER 2009/10 T116 WATER METERS, BOXES AND VALVE ENCLOSURES	45

The meeting opened at 10.14 am.

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

Also in attendance were Acting Director of Financial Services (Miss C Savage), Chief Executive Officer (Mr K Mason) and Minutes Secretary (Miss S Bull).

Cr L.J. Friske was not present at the commencement of the meeting.

DECLARATION OF INTERESTS BY COUNCILLORS

F10/01/10 - Cr G.L. Engeman & Cr A.J. Perrett - Conflict of Interest

F11/01/10 - Cr G.L. Engeman - Conflict of Interest

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

F01/01/10 **Moved: Cr R.A. Gâté**

Seconded: Cr R.J. Dyne

That the Minutes of the Corporate Governance and Finance Committee Meeting held on 25 November 2009 be taken as read and confirmed.

Carried

SECTION 2: VOUCHERS FOR PAYMENT AND CONFIRMATION AND STAFF ACTION ENDORSED

Item 2/1a	Vouchers for Payment and Confirmation And Staff Action endorsed as at 31 October 2009
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Re: **MINUTE F02/01/10** Vouchers for Payment and Confirmation And Staff Action endorsed as at 31 October 2009

From: Creditors Systems Officer – Kerri Sutton

File: 5/3/06/0005

Date: 14 December 2009

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

VOUCHERS TO BE CONFIRMED FOR PAYMENT

Operating Fund:- Vrs 92749 - 92756	\$15,231.42
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VOUCHERS TO BE CONFIRMED

Operating Fund:- Vrs 92616 - 92739	\$313,489.71
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EFT:-	Batch 1628-1647, 1648	\$4,152,643.18
EFT Total Salaries and Wages:		\$1,327,106.67

F02/01/10 Moved: Cr R.A. Gâté Seconded: Cr J. Watt

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

Carried

Item 2/1b	Vouchers for Payment and Confirmation And Staff Action endorsed as at 30 November 2009
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Re: **MINUTE F03/01/10** Vouchers for Payment and Confirmation And Staff Action endorsed as at 30 November 2009

From: Creditors Systems Officer – Kerri Sutton

File: 5/3/06/0005

Date: 14 December 2009

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

VOUCHERS TO BE CONFIRMED FOR PAYMENT

Operating Fund:- Vrs 92810 - 92815	\$15,231.42
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VOUCHERS TO BE CONFIRMED

Operating Fund:- Vrs 92757-92809,92816-92823	\$96,484.90
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EFT:-	Batch 1647, 1649 - 1668	\$4,949,397.82
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EFT Total Salaries and Wages:	\$1,326,380.82
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F03/01/10 Moved: Cr J.A. Walker Seconded: Cr R.J. Dyne

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

Carried

Cr J. Watt left the meeting at 10.17 am.

Item 2/1c Vouchers for Confirmation and Staff Action endorsed as at
31 December 2009

Re: **MINUTE F04/01/10** Vouchers for Confirmation and Staff Action
endorsed as at 31 December 2009
From: Accounts Systems Officer – Kerri Sutton
File: FG94/00042
Date: 18 January 2010

Report: (Accounts Systems Officer – Kerri Sutton)

VOUCHERS TO BE CONFIRMED

Operating Fund:-	Vrs 92824-92920	\$296,761.70
EFT:-	Batch 1669-1688	\$7,849,365.24
EFT Total Salaries and Wages:		\$1,314,756.33

F04/01/10 **Moved: Cr R.A. Gâté** **Seconded: Cr A.J. Perrett**

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

Carried

SECTION 3: SUNDRY DEBTORS MATTERS
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NIL

SECTION 4: INSURANCE AND LEGAL MATTERS

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

Re: **MINUTE F05/01/10** Reports on Theft/Suspected Theft or Damaged Items
 From: Director of Financial Services – Yvonne Oliver
 File: 5/6/12/0001
 Date: 20 January 2010

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

Stolen/Suspected Theft	Damaged/Missing Items	Brief Outline Circumstances	<u>Approx Value</u>	<u>Date Police Notified</u>
	UHF Radio GME TX3100	UHF radio removed from Plant No 16 and placed in carton with other items, believed to have been misplaced between transport on rear of vehicle and storage of carton above workshop office.	\$250.00	N/A
25 Traffic Cones & 10 Flashing Lights		Cones stolen overnight during drainage works at Rainbow Beach, lights smashed and batteries stolen.	\$370.00	N/A
	Kilkivan Health Car Unit 79	On servicing, dents and scratches discovered on vehicle – cause unknown. Repairs to be carried out when vehicle is due for replacement as it is still roadworthy.	Approx \$400	N/A
	Unit 207 Grader	Grader parked overnight, right hand cab door smashed by rock, no items stolen.	\$650	17/12/09

F05/01/10 Moved: Cr A.J. Perrett**Seconded: Cr R.J. Dyne****Recommend that the information be received and lost or stolen items written off.****Carried**

SECTION 5: COUNCIL PROPERTY

NIL

SECTION 6 RATES MATTERS

Item 6/1	Various Water Consumption Accounts
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Re: **MINUTE F06/01/10** Various Water Consumption Accounts
 From: Principal Finance Officer – Revenue – Russell Watson
 File: 5/7/07/0001
 Date: 20 January 2010

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

Assess No	Amount	Reason	Recommended Action
2242	1 st Tier – 80 2 nd Tier ---	Undetected leak	Write off \$26.60
6051	1 st Tier --- 2 nd Tier – 2586	Undetected leak	Write off \$1,842.50
6441	1 st Tier – 124 2 nd Tier ---	Undetected leak	Write off \$41.25
8770	1 st Tier – 154 2 nd Tier ---	Undetected leak	Write off \$51.20

F06/01/10 Moved: Cr J.A. Walker

Seconded: Cr R.A. Gâté

Recommend that Council endorse staff action.

Carried

Item 6/2	Request for Lost Discount on Rates - Various
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Re: **MINUTE F07/01/10** Request for Lost Discount on Rates - Various
 From: Principal Finance Officer – Revenue – Russell Watson
 File: 5/7/05/0007
 Date: 20 January 2010

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

Assess No	Amount	Reason	Recommended Action
4947	\$57.55	Too busy with work	Disallow Discount
6128	\$54.20	On holidays	Disallow Discount

F07/01/10 Moved: Cr J.A. Walker Seconded: Cr R.A. Gâté

Recommend that Council endorse staff action.

Carried

Cr J. Watt returned to the meeting at 10.21 am.

SECTION 7: FINANCIAL REPORTING

Item 7/1 Financial Summary Report – Fund Balance and Investment Report as at 31 December 2009 and Rate Collection as at 31 December 2009
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Re: **MINUTE F08/01/10** Financial Summary Report – Fund
Balance and Investment Report as at 31 December 2009 and
Rate Collection as at 31 December 2009

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

File: 5/1/09/0003

Date: 19 January 2010

Executive Summary: Councils funds as at 31 December 2009, which
includes the year to date interest received on Councils Investments.

Previous Council Considerations: N/A

Report: (Management Accountant – Cindy Savage)

FUND BALANCE
GYMPIE REGIONAL COUNCIL
as at 31 December 2009

Operating Fund	\$853,097.81
Trust Fund	\$154,831.95

INVESTMENT REPORT
GYMPIE REGIONAL COUNCIL
as at 31 December 2009

Invested Balance	YTD Interest Yield	Budget Est.	% of Budget Est
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Consolidated Operating Fund	\$69,558,884.70	\$1,435,604.09	\$1,500,000	95.7%
Trust Fund	\$2,161,634.00	N/A		
Indicative Interest Rate	4.30%			

Strategic Implications:

Corporate Plan: Outcome 4.1 – Council is maintaining responsible financial management.

Operational Plan: Outcome 1.3 – Financial Services

Budget Implications: Financial institution deposits at call and term deposits maturing in less than 12 months, which can be immediately accessed without penalty, are treated as cash equivalents.

Budget Reference: N/A

Legal/Statutory: Statutory Bodies Financial Arrangements Act (SBFA) 1982 9 as amended) Part 6, Division 3 (Duties of Statutory Body when investing Council Funds); SBFA Regulation 2007; Local Government Act 1993

Risks: Low.

Consultation:

Director of Financial Services
Finance Officer (Accounting)

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

RATE COLLECTION

Arrears 1 July 2009	\$2,714,626.33
Levy Raised 2009/2010 Financial Year	\$25,479,904.07
Interest Raised	\$180,359.77
Receipts	\$23,749,396.90
Discount Applied	\$983,404.39
Pensioner Rebate (Government)	\$431,503.09
Pensioner Rebate (Council)	\$249,917.11
Balance Outstanding	\$2,960,668.68
Credit Balance	\$510,821.17

Balance Outstanding 31 December 2009 \$3,471,489.85

Balance Outstanding 31 December 2008 \$2,960,520.49

F08/01/10 Moved: Cr I.T. Petersen Seconded: Cr A.J. Perrett

Recommend that the report be received.

Carried

SECTION 8: FINANCIAL ASSISTANCE REQUESTS

Item 8/1 Various Groups Thanking Council

Re: **MINUTE F09/01/10** Various Groups Thanking Council
 From: Director of Financial Services – Yvonne Oliver
 File: 3/2/07/0001
 Date: 20 January 2010

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

The following club has forwarded correspondence thanking Council for financial assistance/sponsorship.

Organisation/Group/ Individual	Event/Purpose	Amount	Date of Event
Kilkivan Lions Club	Kilkivan 2010 Australia Day Celebrations	\$100.00	26/01/2010

F09/01/10 Moved: Cr A.J. Perrett Seconded: Cr R.J. Dyne

Recommend that the information be received.

Carried

Cr G.L. Engeman and Cr A.J. Perrett declared a Conflict of Interest in the next matter due to being a member of the Beef Liaison Committee and abstained from voting.

Item 8/2	2010 Gympie Carcass Classic
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Re: **MINUTE F10/01/10** 2010 Gympie Carcass Classic
From: Jim Viner, Gympie Carcass Classic Co-ordinator,
jhviner@bordnet.com.au
File: 5/3/15/0001
Date: 23 November 2009

“We are currently organising the 2010 Gympie Carcass Classic.

I have attached the Introduction flyer out lining next year’s event as well as our sponsorship opportunities package. After the success of last year’s event we are planning on the 2010 competition on being bigger and are looking for the support of Gympie Regional Council once again.

Please take the opportunity to look at the package and contact me for any information. We are hoping to have all the sponsors logo’s to go on the letters out with the first correspondence to exhibitors in January.”

Refer to “Attachment 1”.

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

Council assisted this event in 2009 outside of the Financial Assistance Grants Program by way of sponsorship of \$660.00 (incl GST).

This years request should be addressed through the Financial Assistance Grants Program which is currently being advertised.

Cr L.J. Friske entered the meeting at 10.28 am.

F10/01/10 **Moved: Cr R.J. Dyne** **Seconded: Cr R.A. Gâté**

Recommend that Council provide Silver sponsorship (\$1,200) to the Gympie Carcass Classic for 2010.

Carried

Cr G.L. Engeman declared a Conflict of Interest in the next matter due to being the President of the Gympie & District Show Society and abstained from voting.

Item 8/3	Request for Loan
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Re: **MINUTE F11/01/10** Request for Loan
 From: Narelle Towner, Racecourse & Showground Administration
 Committee, P O Box 1427, GYMPIE QLD 4570
 File: 5/3/11/0001
 Date: 16 December 2009

“The Racecourse and Showground Administration Committee seeks to apply for a loan over 10 years for \$50,000 for capital works to erect a building at the Racecourse and Showgrounds.

The Committee was donated a very large enclosed steel building, approximately 20 metres by 20 metres with an 8 metre skillion and 7 metres high in as new condition by the Main Roads Department from the Skyring Creek Road area due to the Bruce Highway upgrade. The building has been dismantled and removed to the Racecourse and Showgrounds and a site prepared for its erection. To date this large shed of 560 square metres has cost \$24,515.20 which the Committee has paid. The loan from Council will assist the Gympie Turf Club and Gympie District Show Society in paying for the erection of the building for which we have a quote of \$53,000 from Stuart Homes and Renovations. We have also been quoted \$37,000 for the concrete floor under roof and approximately \$50,000 for steel fabrication for stalls.

This shed will provide additional stabling through the year for both the on course trainers as well as during the Gympie Show. Our stable numbers have been in such demand during recent years that we have had to erect temporary stalls in the Beef Pavilion.

Your support would allow the completion of a large colour bond steel shed which, under the terms of our lease, becomes the property of and an asset to the Gympie Regional Council. It would replace a set of dilapidated timber stalls which have been removed.”

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

This is a suitable request to be considered through Council’s Financial Assistance Grants program

F11/01/10

Moved: Cr R.A. Gâté

Seconded: Cr J. Watt

Recommend that the Racecourse & Showground Administration Committee be requested to submit an application for Financial Assistance (loan) through Council’s current Financial Assistance Grants Program.

Carried

Item 8/4 Payroll Deduction Scheme – AGL Action Rescue Helicopter

Re: MINUTE F12/01/10 Payroll Deduction Scheme – AGL Action Rescue Helicopter
From: Director of Financial Services – Yvonne Oliver
File: (relevant file number if applicable)
Date: 20 January 2010
Reference: CS05/12/09

Executive Summary: This report is in response to Council resolution CS05/12/09 that requested an investigation into a payroll deduction scheme for payments to the AGL Action Rescue Helicopter.

Previous Council considerations:

CS05/12/09

Recommend that the request for funding made by the AGL Rescue Helicopter be referred to the 2010/11 draft budget meeting for further consideration.

Further that Financial Services investigate the payroll deduction scheme to AGL Rescue Helicopter and report back to a future meeting.

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

The AGL Rescue Helicopter is a non-profit organisation that has provided life saving rescues, run medical and search missions and saved lives in south-east Queensland for over 30 years.

The organisation relies on donations to fund their operations and the question has been asked as to whether council can offer the option for staff to make voluntary donations to AGL Rescue Helicopters from their fortnightly wages. This is possible in terms of council's payroll system and there are currently several charities for which staff can make voluntary donations from their wages. It must be pointed out at this time that the total amount of donations for these charities each fortnight is extremely minimal.

AGL currently provides a number of other options for the public to make contributions, including:

1. Donations through AGL accounts
2. Donations using AGL's secure online payment facility
3. Completing an donation form and faxing it to AGL Rescue Helicopters
4. Direct deposit to AGL Rescue Helicopters
5. Mail a cheque to AGL Rescue Helicopters

And unlike other non-profit organisations/charities AGL Rescue Helicopters does not have Payroll deduction forms and the administration of such a scheme would be completely dependent on the GRC Human Resource and Payroll staff.

It would be difficult to quantify the costs to council to administer such a scheme but significant time would be required to compile a suitable questionnaire for staff to complete with regard to their willingness to participate and the level of contribution that they would be prepared to contribute. There would then need to be ongoing maintenance of the contributions for each staff member each fortnight.

On a regular basis the amounts withheld from staff's fortnightly pay would need to be forwarded to AGL Rescue Helicopters, necessitating the exchange of tax invoices to comply with council's financial standards.

The contributions made by employees would need to be held separately from other council funds and the trust account in which the employees' contributions are held would need to be reconciled to ensure that audit requirements are met.

Current staffing and work levels would be increased as a result of implementing this request.

Strategic Implications:

- Corporate Plan: Outcome 4.1
Council is maintaining responsible financial management.
Outcome 4.6
The Council maintains a strong customer focus.
- Operational Plan: 1.3 Financial Services
To achieve effective and efficient management of Council's financial assets and economic resources.

Budget: Staff levels determined at Budget time.

Budget reference: N/A

Legal/Statutory: N/A

Risks: Low

Consultation:

Financial Accountant

Checklist:

- Financial Services Directorate
- Corporate Services Directorate

- Community Services Directorate
- Engineering Services Directorate
- Planning & Development Directorate
- Office of the Chief Executive Officer

F12/01/10 **Moved: Cr G.L. Engeman** **Seconded: Cr R.A. Gâté**

Recommend that Council not embark on the proposal of the payroll deduction scheme at this stage.

Carried

Item 8/5 2010 Year of Women in Local Government
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Re: **MINUTE F13/01/10** 2010 Year of Women in Local Government

From: Ray Pincombe, Local Government Managers Australia, P O Box 5175, SOUTH MELBOURNE VIC 3205

File: 1/4/05/0012

Date Received: 6 January 2010

Reference: N/A

“The National Steering Committee for the Year of Women in Local Government 2010, with the assistance of the LGMA National has been working very hard to plan the Year of Women in Local Government.

Initial marketing has been completed, 21 ambassadors appointed and working around the nation, and a website developed and hosted at www.lgwomen2010.org.au. Here you’ll find a calendar of events and programs operating right across Australia, as well as a range of interesting resources and documents. I invite you and your staff to consider contributing to forums and blogs online as they are developed over the next few months.

I now invite you to help ensure the year of Women in Local Government is a huge success as well as make a small investment in your future workforce. Attached is an invitation to come on board as an official partner of the Year of Women in Local Government 2010 by pledging a small contribution to help us meet costs.

There are three levels of contribution to choose from, to allow everyone to be able to participate regardless of their size or resource levels.

Your contribution will assist with the overarching national program, marketing materials and overall promotion. Your state LGA and LGMA may also be

staging a range of events and activities to celebrate the Year of Women and I encourage you to support and participate in these activities as well.

I trust that you will see this exciting program as a worthwhile investment in the future workforce of Local Government. In the meantime please don't hesitate to contact LGMA National on 03 9682 9222 should you need any further information or clarification."

Executive Summary: The National Steering Committee for the Year of Women in Local Government 2010 is requesting sponsorship from Council towards "a range of printed and promotional materials, a calendar of events, and media kits to be circulated nationally" and various other functions.

Sponsorship is listed in 3 levels:

Gold	\$2,000
Silver	\$1,000
Bronze Partner	\$500

Previous Council considerations: N/A

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

There is no allocation in the current budget for this request.

Strategic Implications:

Corporate Plan: Outcome 4.1 Council is maintaining responsible financial management.

Operational Plan: 1.3 (i) Financial Services Directorate Operations
To provide Directorate resources for operational activities
- Ability to meet operational requirements.

Budget: Additional funding required to provide financial assistance.

Budget: Ledger number 2110802 Regional Marketing, Corporate Governance Program

Legal/Statutory: N/A

Risks: Medium – Possible risk inherent in the matter not being included in the original budget. Any proposed budget allocation would need to be assessed through the quarterly budget review process.

Consultation:

Director of Financial Services

Checklist:

Financial Services Directorate

- Corporate Services Directorate
- Community Services Directorate
- Engineering Services Directorate
- Planning & Development Directorate
- Office of the Chief Executive Officer

F13/01/10 **Moved: Cr J.A. Walker** **Seconded: Cr J. Watt**

Recommend that the National Steering Committee for the Year of Women in Local Government 2010 be advised that Gympie Regional Council will be hosting the Australian Local Government Woman's Association Queensland Conference and will be contributing to the celebration of Women in Local Government.

Carried

SECTION 9: STAFF MATTERS

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

Re: **MINUTE F14/01/10** Workplace Health and Safety Report – December 2009
From: Workplace Health & Safety Coordinator – Les Latemore
File: 3/7/19/0001
Date: 19 January 2010
Reference: N/A

Executive Summary: This report summarises all incidents reported including Lost time Injuries, Medical Treatment Injuries, First Aid Only Injuries and incidents where no injury was sustained.

Previous Council considerations: Nil.

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

<i>Codes</i>	<i>Totals for 10/11/09 – 18/01/10</i>
I - Incident (nil injury or damage sustained)	2
A - Accidents (damage to property/environment)	0
FA - First Aid / Medical Treatment injury	0
LTI – Time Lost Injury	1
Total – total days lost for Lost time Injuries reported for this period.	25

Strategic Implications:

Corporate Plan: Key Outcome 4.4 - Provide a safe, healthy and injury free work environment for Council staff.

Operational Plan: 1.2 Corporate Services. Aim 1.2(v) – Human Resources Management and Training. Workplace Health and Safety – Ensure continued compliance with the WH&S Act and Regulations.

Budget: Nil.

Budget: Nil

Legal/Statutory: Workplace Health and Safety Regulation 1997

Risks: Nil, report only.

Consultation: Supervisors.

F14/01/10 Moved: Cr L.J. Friske Seconded: Cr J.A. Walker

Recommend that the report be received.

Carried

Item 9/2	Training Report for November & December 2009
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Re: MINUTE F15/01/10 Training Report for November and December 2009

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

File: 3/7/19/0003

Date: 12 January 2010

Reference:

Executive Summary:

A total of \$88,099.56 spent for the two month period. Main expense being compulsory training and on going costs regarding individuals study.

Previous Council considerations: N/A

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

The main training to occur during November and December was the compulsory Confined Space and Trenching & Excavation training. This is a major expense required by legislation. Refresher training is required each year with complete retraining every 3 years.

Infoxpert training was also undertaken during this period. This allowed for the smooth transition to the new records system which has now been implemented throughout Council.

Training Report November 2009

Directorate	Training Description	Program Cost	Total for Period	Total for Year
Finance				\$ -
Corporate Services				\$1,970
Planning & Development				\$1,540
Community			\$207	\$2,020
	Disaster Management	\$207		
Engineering			\$4,010	\$99,680
	Traffic Control	\$384		
	Civil Construction	\$777		
	Fire Safety	\$560		
	Safety Officer	\$958		
	ACDC Licence	\$49		
	Plant Tickets	\$141		
	Load Master Training	\$1,138		
Individuals			\$1,148	\$20,804
Hecs Payments				
Study Leave		\$4,379	\$4,379	\$6,921
Training Resources		\$1,584	\$1,584	\$2,366
Training Officer - wages		\$8,077	\$8,077	\$33,197
Depreciation & Asset Management				
			Total for period	
			\$19,408	
			Total Year to date	\$168,501

**Training Report
December 2009**

Directorate	Training Description	Program Cost	Total for Period	Total for Year
Finance			\$0.00	\$0.00
Corporate Services			\$55	\$2,026
	Safety Officer	\$55		
Planning & Development			\$0.00	\$1,540
Community			\$3,040	\$5,061
	Disaster Management	\$40		
	Info Xpert	\$3,000		
Engineering			\$39,041	\$138,722
	Confined Space	\$22,206		
	Supervisor Training	\$394		
	First Aid	\$109		
	Play ground maintenance	\$1,900		
	Trenching & Excavation	\$10,507		
	Grader Training	\$2,045		
	Asbestos	\$1,518		
	Plant Tickets	\$359		
Individuals			\$17,930	\$38,735
Hecs Payments			\$0.00	\$0.00
Study Leave			\$0.00	\$6,921
Training Resources		\$1,667	\$1,667	\$4,033
Training Officer - wages		\$6,955	\$6,955	\$40,153
Depreciation & Asset Management			\$0.00	\$0.00
		Total for period	<u>\$68,691</u>	
			Total Year to Date	<u><u>\$237,193</u></u>

Strategic Implications:

Corporate Plan: Complies with Outcome 4.4

Operational Plan: Sub Program 1.2 Corporate Services 1.2(v)

Budget: Spending remains within budget forecast.

Budget: Corporate Services – HR – Training, WH&S, General.

Legal/Statutory: Training provided is largely a result of compulsory training required to meet WH&S legislative requirements.

Risks: Report Only.

Consultation:

Director of Corporate Services.
Manager Human Resources.

F15/01/10 Moved: Cr R.A. Gâté Seconded: Cr I.T. Petersen

Recommend that the information be received.

Carried

Item 9/3	Staff Numbers as at 31 December 2009
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Re: **MINUTE F16/01/10** Staff Numbers as at 31 December 2009
From: Financial Accountant, Debra Hatherell
File: 3/7/19/0002
Date: 6 January 2010

Report: (Financial Accountant – Debra Hatherell)

STAFF NUMBERS					
DEPARTMENT		Dec-08	Jun-09	Sep-09	Dec-09
Permanent					
Office of CEO	<i>Office of CEO</i>	9	8	9	9
Finance	<i>Finance</i>	27	26	28	27
Corporate Services	<i>Corporate Services</i>	25	28	23	24
Design	<i>Design</i>	15	19	19	19
Community Services	<i>Health/Community Services</i>	16	19	24	26
	<i>Library/Gallery</i>	12	11	11	11
Engineering	<i>Health</i>	5	5	0	0
	<i>Supervisory/Support</i>	18	20	20	21
	<i>John Street - Operators</i>	16	16	16	15
	<i>John Street - Truck Drivers</i>	12	11	11	11
	<i>John Street - Labourers</i>	55	54	53	52
	<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	40	40	44
Planning	<i>Planning</i>	25	26	31	30
TOTAL PERMANENT		309	316	318	322
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

STAFF NUMBERS					
DEPARTMENT		Dec-08	Jun-09	Sep-09	Dec-09
Corporate Services	<i>Corporate Services</i>	3	2	4	3
Design	<i>Design</i>	0	0	0	0
Community Services	<i>Health/Community Services</i>	3	2	2	2
	<i>Library/Gallery</i>	2	1	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	1	1
	<i>John Street - Truck Drivers</i>	0	0	0	0
	<i>John Street - Labourers</i>	2	0	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	0	1	0
	<i>Noxious Weeds</i>	0	0	0	0
Water & Sewerage	<i>Water & Sewerage</i>	0	0	0	0
Planning	<i>Planning</i>	4	4	5	5
TOTAL PART-TIME		16	11	16	14
Casuals/Term Contracts - in Payroll System					
Office of CEO	<i>Office of CEO</i>	1	1	1	1
Finance	<i>Finance</i>	2	2	1	3
Corporate Services	<i>Corporate Services</i>	4	5	6	7
Design	<i>Design</i>	3	5	4	5
Community Services	<i>Health/Community Services</i>	5	4	5	6
	<i>Library/Gallery</i>	19	22	22	20
Engineering	<i>Health</i>	0	0	0	0
	<i>Supervisory/Support</i>	1	1	0	0
	<i>John Street - Operators</i>	0	0	10	10
	<i>John Street - Truck Drivers</i>	0	0	0	0
	<i>John Street - Labourers</i>	8	7	6	6
	<i>Tin Can Bay</i>	1	1	1	1
	<i>Workshop</i>	11	10	0	0
	<i>Signs</i>	0	0	0	0
	<i>Parks</i>	0	2	1	2
	<i>Noxious Weeds</i>	1	1	1	1
Water & Sewerage	<i>Water & Sewerage</i>	4	5	4	1
Planning	<i>Planning</i>	7	8	2	4
TOTAL CASUAL		67	74	64	67
Kilkivan Branch Staff					
	<i>Internal Full-time</i>	19	20	17	17
	<i>Internal Part-time</i>	1	1	3	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	30	29
	<i>External Casual/Fixed Term</i>	7	8	9	8
TOTAL KILKIVAN BRANCH		60	66	63	61

STAFF NUMBERS					
DEPARTMENT		Dec-08	Jun-09	Sep-09	Dec-09
Contract Employees					
(Widebay Group Trainees)	<i>Works</i>	1	1	1	1
	<i>Workshop</i>	7	7	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	12	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	480	474	477

F16/01/10 Moved: Cr J. Watt

Seconded: Cr J.A. Walker

Recommend that the report be received.

Carried

Item 9/4 Request for Purchasing Authority – Corporate Services
--

Re: **MINUTE F17/01/10** Request for Purchasing Authority –
Corporate ServicesFrom: Manager Information Systems and Change Management, Brian
Hayes

File: 5/3/03/0001

Date: 4 January 2010

Gympie Regional Council

Report: (Manager Information Systems and Change Management – B Hayes)

With reference to the above matter, I hereby request that Mr Peter James Bailey be included on the list of persons with a Purchasing Authority to the value of \$16,500 (incl. GST).

Position	Level	Current
Information Technology Manager	\$16,500 (GST inc)	Existing position

F17/01/10 **Moved: Cr G.L. Engeman** **Seconded: Cr J.A. Walker**

Recommend that Council approve Purchasing Authority for Mr Peter James Bailey in his role as Information Technology Manager to the value of \$16,500 (inclusive of GST).

Carried

SECTION 10: MISCELLANEOUS ITEMS
--

Item 10/1 Availability of Digital Television Signals
--

Re: **MINUTE F18/01/10** Availability of Digital Television Signals
From: Warren Truss MP, Federal Member for Wide Bay, P O Box 283,
 MARYBOROUGH QLD 4650
File: 3/2/08/0001
Date: 6 January 2010
Reference: F08/07/08 & F17/09/08 & F18/06/09

“I am writing again following our earlier correspondence regarding the availability of digital television signals in your area.

You will be aware that the Federal Government plans to cease analogue television transmissions in the Wide Bay area in the second half of next year.

There have been particular concerns that some viewers may not be able to receive adequate digital transmissions and others who are dependent upon “self-help” blackspot transmission facilities (such as the one at Cooloola Cove) may be left without any television reception at all.

I have now been informed that an agreement has been reached under which television broadcasters across Australia will upgrade one hundred of the existing regional analogue blackspot transmission facilities to operate in digital before the analogue transmissions are turned off. The Government will

announce later this year which of the six hundred 'blackspot' transmitters around Australia will be converted.

The Federal Government also plans to build a new digital satellite broadcasting service for regional viewers who are unable to receive digital television. The satellite system will carry all free-to-air services and will also offer a new local news channel which will broadcast all regional news services in rotation.

It is not clear whether the satellite services will include local advertising, community services information or other local special interest programming. Regional households not able to receive digital television from the upgraded 'blackspot' sites may be eligible for a \$300 subsidy to install the required satellite dish (estimated to cost \$600). There has also been indication that the Government may be prepared to assist pensioners to acquire set-top boxes to enable them to receive digital transmissions on their existing analogue television sets.

The Government expects to receive billions of dollars from the sale of the spectrum currently used by the analogue television network and I am disappointed that the Government is not willing to use some of that money to guarantee that all blackspot transmitters are converted to digital and that no viewers are worse off.

I will continue to press the Government, therefore, to ensure that viewers in regional areas are not disadvantaged as a result of the decision to close analogue television broadcasts.

I hope this information is of interest to you."

Executive Summary:

Due to the Federal Government's decision to cease analogue television transmission, Council is required to make a decision with respect to upgrading the Cooloola Cove Tower by July 2011. Further advice now indicates that the television broadcasters across Australia will upgrade 100 of the existing 600 blackspot transmission facilities, with the list being finalised later in the year.

Previous Council considerations:

That the letters be received for Council's information and when further information comes to hand it will be reported to Council.

Report: (Manager Corporate Administration – Debbie Jenkins)

Council has made many requests to State and Federal Representatives with respect to proposed funding that could be made available to financially assist Council with the necessary upgrade of the Cooloola Cove transmission tower due to the proposed transfer from analogue to digital transmission expected to occur in the Gympie Region between July and December 2011.

Further information provided by the Federal Government now indicates that plans are being made to build a new digital satellite service for those who are

unable to receive digital television and offer a subsidy to eligible households currently served by the ‘self-help’ transmission sites which are not upgraded to digital by the broadcasters with a further subsidy being offered to pensioners to acquire set-top boxes.

Any regional households not able to receive digital television from the upgraded ‘self-help’ sites will be served by the new satellite, which will also carry the full suite of digital channels. In order to access the new satellite service, these households will need to install a satellite dish.

An agreement has been reached under which television broadcasters across Australia will upgrade 100 of the existing 600 blackspot facilities, which locations will not be notified until later in the year.

In regards to the current location of the tower, this land has recently been designated as National Park and subsequently the permit to occupy previously issued to Council has not been renewed and is currently being reviewed.

Strategic Implications:

Corporate Plan: Outcome 1.5

Lobby the State and Commonwealth governments to improve television, broadband and mobile phone coverage to all areas of the region.

Operational Plan: Outcome 1.19(V) Community/Regional Engagement

To promote Regional economic and development initiatives.

Budget: Currently no allocation has been made within the 2009/10 budget.

Budget reference: Corporate Services

Legal/Statutory: Nil

Consultation:

Mr Craig Manson – Director Corporate Services

Mrs Yvonne Oliver – Director Finance

Checklist:

- Financial Services Directorate
- Corporate Services Directorate
- Community Services Directorate
- Engineering Services Directorate
- Planning & Development Directorate
- Office of the Chief Executive Officer

Cr I.T. Petersen & Cr J.A. Walker left the meeting at 10.50 am.

Cr J.A. Walker & Cr I.T. Petersen returned to the meeting at 10.51 am.

F18/01/10 **Moved: Cr R.J. Dyne** **Seconded: Cr G.L. Engeman**

Recommend that Council notes the attached information and the matter be further included in Draft Budget discussions awaiting the announcement of the sites to be included in the proposed funding.

Further that contact be made with the relevant Federal and State Representatives to clarify outstanding questions associated with the future upgrade.

Further that Council write to the Free to Air television stations requesting that the Cooloola Cover tower be converted to digital transmission.

Carried

Item 10/2 Funding to Replace Fleet Vehicle
--

Re: **MINUTE F19/01/10** Funding to Replace Fleet Vehicle
From: Peter Stevenson Fleet Manager
File: 4/7/01/0005
Date: 8 January 2010
Reference: Nil

Executive Summary: Council fleet vehicle Unit 118 Mitsubishi FE64 Gang truck was involved in an accident, this machine has since been assessed by Council's insurance broker and is 'written off'. This report is a request for special funding to replace this vehicle.

Previous Council considerations: Nil

Report: (Fleet Manager - Peter Stevenson)

Council's Unit 118 (gang truck) was involved in a road accident 09/12/2009, the vehicle has subsequently been assessed by Council's insurance company and 'written off'. The replacement of this vehicle is not included in this financial years' plant replacement program or budget.

The 'write off' value of this vehicle is \$20,000 exc GST (\$22,000 inc GST), Council is liable for a \$909.09 exc GST (\$1,000.00 inc GST) 'Excess' fee.

Total insurance payout due to Council is; \$19,090.91 exc GST (\$21,000 inc GST).

Quotations for a suitable replacement have been called and assessed. The new vehicle full price is \$98,591.10 exc GST (\$108,450.20 inc GST).

The short fall of \$79,500.19 exc GST (\$87,450.21 inc GST) is required to complete the replacement of this machine.

Strategic Implications:

Corporate Plan: Outcome 4.1 Council is maintaining responsible financial management.

Operational Plan: 1.3 (i) Financial Services Directorate Operations
To provide Directorate resources for operational activities
- Ability to meet operational requirements.

Budget Implications: Additional funding required to replace the vehicle.

Budget Reference: Plant replacement programme

Legal/Statutory: Nil

Risks: Risk Nil – pre-purchase safety risk assessments completed with operational risk assessment scheduled to be completed on machine delivery

Supplier	Make	Model	Body Type	Crane type	Purchase Price exc GST
Madill's Isuzu	Isuzu	NQR450 Crew	Trac-Well	PM 3522	\$111,490.95
Madill's Isuzu	Isuzu	NQR450 Crew	Paulger Engineering	Fassi 28B.21	\$102,878.00
Hi Way 1	Hino	816 Crew	Trac-Well	PM 3522	\$105,560.05
Hi Way 1	Hino	816 Crew	Paulger Engineering	Fassi 28B.21	\$ 96,497.10
Ray Grace Truck Centre	Fuso	Canter FE85	Trac-Well	PM 3522	\$106,579.09
Ray Grace Truck Centre	Fuso	Canter FE85	Paulger Engineering	Fassi 28B.21	\$ 98,591.09

Consultation:

General Manager East
Manager Construction and Maintenance
Operation staff field and mechanical

Checklist:

- Financial Services Directorate
- Corporate Services Directorate
- Community Services Directorate
- Engineering Services Directorate
- Planning & Development Directorate

Office of the Chief Executive Officer

F19/01/10 Moved: Cr R.A. Gâté Seconded: Cr R.J. Dyne

Recommend that:

- 1. Council authorise special funding of \$79,500.19 exc GST (\$87,450.21 inc GST) for the purchase of the replacement vehicle.**
- 2. Council purchases a Mitsubishi Fuso Canter FE 85CR from Ray Grace Truck Centre for \$98,591.10 exc GST (\$108,450.20 inc GST).**

Carried

Economic Development/Public Relations Officer Lynne Wilbraham entered the meeting at 10.57 am.

Item 10/3 Corporate Sports Marketing (CSM) – Regional Sports Decentralised Program Proposal
--

Re: MINUTE F20/01/10 Corporate Sports Marketing (CSM) –
Regional Sports Decentralised Program Proposal
From: Economic Development/Public Relations Officer –
Mrs L Wilbraham

File:
Date: 19 January 2010

Reference:

Executive Summary:

This report provides further information in relation to the Corporate Sports Marketing (CSM) – Regional Sports Decentralised Program Proposal

Previous Council considerations:

F29/10/09 Recommend that Council approve in principle the proposal and that opportunities for funding be investigated.

Carried

F29/11/09 Recommend that the matter be held over to a future Corporate Governance and Finance meeting following further staff investigation, including Cr J. Watts' suggestions, into the Regional Corporate Sports Marketing (CSM) – Regional Sports Decentralised Program project.

Carried

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

Further investigations have been undertaken into the proposal and opportunities for funding investigated. These investigations have proved to be positive and have reinforced the potential outcomes for the Gympie Region in participating in this program.

For example - Complete Sports have provided information about sporting events that have the potential to be held in Gympie during the coming year. These events include –

- 14 Years Cricket Championships (13, 14 year olds)
- Potential to attract in the vicinity of 346 people to the region
- Average spend per day 144 per person – total spend of \$199,296
- “Hosting Fee” - \$3,000

- 19 Years Girls Football (Soccer)
- Potential to attract in the vicinity of 384 people to the region
- Average spend \$144 per person per day – total spend of \$221,184
- “Hosting Fee” - \$3,000

The program will also provide the opportunity to identify strategies which can be implemented to strengthen the management capacity and capability of sporting clubs and organisations in the region. This will in turn contribute to the financial and membership growth of the organisations.

Strategic Implications:

Corporate Plan: A Vibrant Community

Outcome 1.5 Maintain major community facilities in the Region and encourage their multi-use.

Operational Plan: 1.1 Corporate Governance and Executive Management

1.1 (vi) Economic Development

Aims

- To foster continuing economic growth in the Region

3.3 Community Services

3.3 (iv) Regional Sporting Facilities

3.3 (xiii) Community Development

Aims

To assist sport and recreation development through the use of Council controlled land and funding assistance.
To ensure a range of well planned sports and recreation facilities and programs is available in the Region.

Budget Implications: Nil.

The cost to Council to implement this Program is – \$30,250 (inc GST) - Reasonable travel (ex Sydney) and accommodation expenses

There will be additional costs due to CSM when events are secured in the region, subject to the number of participants. These costs can be met through sponsorship funding or through Council funds.

Budget Reference: Funding is available through Budget Item 2110901.6005 Economic Development Industry and Tourism - Contribution to Economic Development Program. The budget for this Item is \$55,000.

Legal/Statutory: N/A

Risks: a) Inability to attract sporting events to the Region

Risk Analysis:

- a) This risk has been assessed as “Low” due to the following –
- Independent research carried out in the assessment of this proposal provided information that CSM has a proven track record and extensive experience in sourcing and securing regional sporting events
 - The company is well respected and well regarded by national and regional sporting associations

Consultation:

Chief Executive Officer
Corporate Services
Ms Kerry Rolfe - Planning and Development

Checklist:

- Financial Services Directorate
- Corporate Services Directorate
- Community Services Directorate
- Engineering Services Directorate
- Planning & Development Directorate
- Office of the Chief Executive Officer

F20/01/10

Moved: Cr R.A. Gâté

Seconded: Cr J. Watt

Recommend that the proposal from Complete Sports Marketing be accepted and the program be implemented in the Gympie Region.

Carried

Item 10/4 Regional Business Confidence Survey

Re: MINUTE F21/01/10 Regional Business Confidence Survey
From: Economic Development/Public Relations Officer –
Mrs L Wilbraham

File:

Date: 19 January 2010

Reference:

Executive Summary: This report provides further information in relation to the Regional Business Confidence Survey proposed to be delivered half yearly by Callister & Lawrence Media in the Gympie Region.

Previous Council considerations:

CS09/10/09

Recommend that the survey activity be investigated further and consultation with the business community be undertaken by the Economic Development Officer.

Further that the report from the Economic Development Officer for the month of September 2009 be received.

Carried

F28/11/09

Recommended that the matter of a Regional Business Confidence Survey lay on the table pending further investigation.

Carried

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

As noted previously, the information provided in this Survey will greatly assist in the development of the Region's Economic Development Strategy as it will help inform Council's strategic planning activities and provide Council and the business community with lead economic indicators for business conditions.

The option was discussed of awaiting the completion of the Economic Development Strategy prior to undertaking the Survey. However, the timing of the first survey can be such that it is delivered during the first half of the calendar year and so provide Council with valuable information to help inform the Strategy's development.

The Survey questions are able to be specifically targeted to identify business and industry related issues about which Council may be seeking further information.

The Survey will also help provide information in response to business development and investment enquiries and also media enquiries regarding the business climate in the Gympie Region.

Strategic Implications:

Corporate Plan: A Sustainable Economy

Outcome 2.2: Supporting the ongoing development of our existing businesses

Outcome 2.3: Attracting new businesses to the Region

Operational Plan: 1.1 Corporate Governance and Executive Management

1.1 (vi) Economic Development

Aims

- *To foster continuing economic growth in the Region.*
- *To maximise Gympie as the major commercial and industrial centre for the economic Region.*

Budget Implications:

Any budget implications in relation to the report: Nil.

The cost to Council from Callister Lawrence Media, to design, implement, analyse the Survey and provide results back to Council is \$8,500 (include GST) per survey.

Budget Reference:

Funding is available through Budget Item 2110901.6005 Economic Development Industry and Tourism – Contribution to Economic Development Program.

Legal/Statutory: N/A

- Risks:**
- a) Low uptake of survey in the business community
 - b) Maintaining confidentiality of responses

Risk Analysis:

- a) This risk has been assessed as “Low” due to the following actions being carried out -

- active engagement being undertaken with the business community to promote the benefits to business and the region through their involvement;
 - business response will be easy through online delivery of survey;
 - keeping the survey questions relevant and the survey short – generally maximum of 8 questions;
 - reinforcing that it is important to collect business responses to current economic conditions on a regular basis to help understand implications of economic and other impact;
 - reinforcing that the information provided will help provide Council and other decision makers with information about business and industry expectations ;
- b) This risk has again been assessed as “Low” due to -
- survey being delivered online through a secure server
 - entry of business contact details and data is completely optional
 - survey responses are aggregated and individual businesses not identified even where contact details are provided
 - the survey has been delivered quarterly on the Sunshine Coast by the proponents for the past two years. There have been no issues with breaches in confidentiality during that time.

Consultation:

Chief Executive Officer
Corporate Services

Checklist:

- Financial Services Directorate
- Corporate Services Directorate
- Community Services Directorate
- Engineering Services Directorate
- Planning & Development Directorate
- Office of the Chief Executive Officer

Cr J.A. Walker left the meeting at 11.01 am.

F21/01/10

Moved: Cr R.A. Gâté

Seconded: Cr G.L. Engeman

Recommend that the Regional Business Confidence Survey be delivered twice yearly in the Gympie Region with the first survey to be undertaken prior to June 2010.

Carried

Item 10/5 Monthly “Regional Roundup” Page in The Gympie Times

Re: MINUTE F22/01/10 Monthly “Regional Roundup” Page in The Gympie Times
From: Economic Development/Public Relations Officer – Mrs L Wilbraham
File:
Date: 19 January 2010
Reference:

Executive Summary:

This Report provides information regarding the publishing and promotion of a “*Regional Roundup*” page in the Gympie Times on the last Saturday of every month.

This page is aimed at communicating a strong message about the work the Council is doing throughout the entire Council Region, in particular delivering a positive message in regard to Council projects, services and events.

Previous Council considerations:

F60/10/08 Moved: Cr J. Watt Seconded: Cr R J Dyne

Recommend that Council change the current feature from ½ page black and white to alternate between ½ page and full colour monthly.

Carried

At the General Meeting of Council held on 12 November 2008, it was resolved vide Minute G09/11/08 that:

That Recommendation F60/10/08 of the Recommendations of the Corporate Governance & Finance Committee Meeting held on 22 October 2008 be deleted and referred to a future Corporate Governance & Finance Committee meeting for further consideration.

F48/11/08 Moved: Cr G.L Engeman Seconded: Cr I.T. Petersen

Recommend that Council advises the Gympie Times that Council will retain the current arrangement, which is half page black and white advertisement per month.

Lengthy discussion ensued.

F49/11/08 Moved: Cr A.J. Perrett Seconded:

Recommend that the motion be PUT.

Carried

The MOTION (F48/11/08) was put and Carried.

F50/11/08 Moved: Cr I.T. Petersen Seconded: Cr G.L Engeman

Recommend that a community newsletter be sent out with each six monthly rates notice.

Carried

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

Discussions have been held with Mr Andrew Smith, General Manager, *The Gympie Times*, into the development of effective strategies to inform the regional community about Gympie Regional Council's projects, services and events.

The information will not replace the current half page Council information insertion, however, it will give Council the opportunity to provide a different level and focus in the information provided.

Previous promotional proposals have been considered by Council as per above Council Considerations. However, the revised attached proposal from The Gympie Times provides a very cost effective and professional opportunity for Council to achieve positive outcomes in communicating information as above.

Project advantages include –

- Streamlined distribution of Council information –
 - It is proposed to distribute the information as follows –
 - The “*Regional Roundup*” page will be uploaded onto Council's Website
 - The page will be available in hard copy at Council offices, libraries, the Gallery, community facilities and regional information centres to provide residents, visitors, the business community and other interested parties with relevant information about Council's activities.
- The information will also provide the opportunity to showcase regional areas and help develop a cohesive Council image
- The page will provide an opportunity to inform the community about regional business and industry development initiatives and opportunities
- The opportunity to inform the community about the activities of all Council's Committees – Works and Services; Corporate Governance and Finance; Planning and Development and Community and Economic Development.
- The provision of the opportunities for regional business organisations including Chambers of Commerce to provide information about business

happenings in their particular areas and so engage more closely with Council

A quotation has been prepared by The Gympie Times, refer attachment overleaf. This proposal includes a quotation for publishing in the Cooloola Advertiser. This option is not proposed at this stage.

The Gympie Times

Nobody knows Gympie Region better

Friday, 8 January 2010

QUOTATION

Attention
Lynne Wilbraham
Gympie Regional Council

RE: Monthly "Regional Roundup" page in The Gympie Times & Cooloola Advertiser

Dear Lynne

Thank you for the opportunity to quote on the publishing of the proposed Gympie "Regional Roundup" page. This page is aimed at communicating a strong message about the work the Council is doing throughout the entire Council Region, in particular delivering a positive message in regard to Council projects, services and events. We will produce this page in conjunction with Gympie Regional Council and will assist in the provision of photo's and news content where required. This page will also be the ideal vehicle to educate the community on the data in the new Gympie Regional Prospectus and the positive aspects of living in the Gympie Region.

TIMING: It is proposed that the page will run in the Gympie Times on the last Saturday of the month and repeat into the Cooloola Advertiser (delivered to 11,500 homes including Tin Can Bay and Rainbow Beach) the following Tuesday on the first Tuesday of the month. Total distribution will be over \$22,000 copies.

TRIAL PERIOD: It is proposed that the page runs initially for a trial period of 3 months commencing in the January 2010 with an evaluation at the end of that 3 month period and the option to continuing running it for a full year at the quoted price below.

PRODUCTION: All information and content would be required on the Monday prior to publication. A proof will be provided to Council prior to publication. A PDF copy of the page will be provided each month to Council for use on the Council website etc.

COST: We will publish this special information page in the Gympie Times at the special price of \$1,500.00 plus GST along with the Cooloola Advertiser at the special price of \$450.00 plus GST per insertion.

Lynne, I hope this quotation meets with your expectations. I look forward to working with you to promote the Gympie region and in particular the Gympie Regional Council.

Kindest Regards

THE GYMPIE TIMES PTY LTD



Andrew Smith
General Manager

Strategic Implications:

- Corporate Plan:
- 1. A Vibrant Community
Outcome 1.1 Market our Region to retain and attract families so we have an improved demographic balance.
 - 4. Strong Council Leadership
Outcome 4.6 Council maintains a strong customer focus – Council continues to keep the community informed about its activities

Operational Plan: 1.1 (v) Community / Regional Engagement

1.1 (vi) Economic Development

Aims

To foster continuing economic growth in the Region.
To maximise Gympie as the major commercial and industrial centre for the economic Region.
Formulate and develop strategies to market the Gympie Region.

Budget Implications:

Any budget implications in relation to the report: Nil.

The cost to Council to implement this promotional strategy is \$1,500 per page plus GST for each insertion.

Budget Reference: Funding is available through Budget Item 2110901.6004 Economic Development Industry and Tourism – Strategic Promotions and Marketing.

Legal/Statutory: N/A

- Risks:
- a) Inappropriate or excluded content
 - b) Ineffective distribution strategies

- Risk Analysis:
- a) The likelihood of this risk is “Low” as information and content will be sought from all areas of council including the Mayor and Councillors. Final copy will be approved by the CEO for appropriate content.
 - b) The likelihood of this risk is “Low”. The effectiveness of distribution will be maintained through regular review of the product distribution and uptake by the community. Feedback will be sought from Council and the community regarding the appropriateness and effectiveness of the information’s distribution.

Consultation:

Chief Executive Officer
Director of Corporate Services

Checklist:

- Financial Services Directorate
- Corporate Services Directorate
- Community Services Directorate
- Engineering Services Directorate
- Planning & Development Directorate
- Office of the Chief Executive Officer

Cr J.A. Walker returned to the meeting at 11.05 am.

F22/01/10 Moved: Cr A.J. Perrett Seconded: Cr R.A. Gâté

Recommend that the “Regional Roundup” page project be commenced in February 2010 to run for a trial period of 3 months, with an evaluation at the end of that 3 month period.

Carried

Economic Development/Public Relations Officer Lynne Wilbraham left the meeting at 11.09 am.

Item 10/6 Regional Tourism Budget

Re: **MINUTE F23/01/10** Regional Tourism Budget
From: Amanda LePeilbet, Gympie Cooloola Tourism, P O Box 415,
 GYMPIE QLD 4570
File:
Date: 19 January 2010

“Gympie Cooloola Tourism Board has resolved to request funding from the Gympie Regional Council’s regional promotion /tourism budget, which to our understanding has not been fully allocated for this financial year. We understand that GRC has resolved to withdraw from Tourism Sunshine Coast and recognise that this has resulted in a reduced level of regional promotion for our area.

GCT has identified several projects that, for a minimal outlay this financial year, would significantly lift our region’s profile within key target markets. The

accompanying document includes the details of the projects that funding is being sought for.

If further information is needed please do not hesitate to contact me on 0403 644 384.

Thank you for your time and consideration and we look forward to your reply.”



Gympie Cooloola Tourism

Gympie Cooloola Tourism
 ABN 73 155 357 148
 Email: info@cooloola.org.au
 Ph: 07 5482 5444 Fax: 07 5482 8205
 24 Bruce Highway / PO Box 415 Gympie QLD 4570

Application for Funding from GRC for Regional Tourism Promotion Initiatives with GCT

1. Consumer Show Promotion \$6,920

Brisbane Caravan and Camping Show June 9-15, 2010	\$5,170
Marquee furnishings (brochure stands, table, banners)	\$1,750

As the Ekka has demonstrated, consumer shows are a cost effective way to reach our key target markets. The ability to communicate one on one with thousands of prospective visitors is an ideal marketing opportunity. To ensure a professional presentation and to complement our existing branded furnishings for all future consumer and trade shows, new display stands and associated furnishings are needed.

2. Regional Research Program with TSC \$10,000

Historically Tourism Sunshine Coast (TSC) has received funding to conduct research on behalf of our region. With the ensuing tourism restructure on the Sunshine Coast, GRC decided not to provide funding to TSC for 2009/10, however, TSC has continued to deliver the valuable regional research program to our region and industry. Research is critical when it comes to developing and driving marketing strategies, hence providing substantial benefits to both GCT and the industry.

3. TV advertising campaign across regional Queensland \$ 6,900

GCT is proposing a unique TV advertising campaign on the new digital channel 7 Two. The campaign would run for two weeks in February, March and April, and will cover seven regions along the coast from Cairns down to Toowoomba. As a valued client of Channel 7 GCT has received a special introductory offer of 50% discount on advertising on the new station (\$4,600 will buy 280 spots across the four week period). GCT will measure the success of individual markets through hits to the website and calls to the 1800 number.

Total funding request	\$23,820
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www.cooloola.org.au

F23/01/10 **Moved: Cr G.L. Engeman** **Seconded: Cr J. Watt**

Recommend that Council fund the application of Gympie Cooloola Tourism to the amount of \$23,820.00 for:

- 1. Consumer Show Promotion**
- 2. Regional Research Program**
- 3. TV advertising campaign across regional Queensland**

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 December 2009
2. Arrears of Rates
3. Standing Offer 2009/10 T116 Water Meters, Boxes and Valve Enclosures

F24/01/10 **Moved: Cr R.A. Gâté** **Seconded: Cr L.J. Friske**

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 December 2009**
- 2. Arrears of Rates**
- 3. Standing Offer 2009/10 T116 Water Meters, Boxes and Valve Enclosures**

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

F25/01/10 Moved: Cr I.T. Petersen Seconded: Cr R.A. Gâté

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 December 2009

Re: **MINUTE F26/01/10** Outstanding Accounts 3 Months and Over Sundry Debtors – as at 31 December 2009
File: 5/3/08/0003
Date: 14 January 2009

F26/01/10 Moved: Cr L.J. Friske Seconded: Cr J.A. Walker

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 F27/01/10** Arrears of Rates
File: 5/7/01/0001
Date: 18 January 2010

F27/01/10 Moved: Cr R.A. Gâté Seconded: Cr L.J. Friske

Recommend that the information be received.

Carried

In Committee Item 3 Standing Offer 2009/10 T116 Water Meters, Boxes and Valve Enclosures

Re: **MINUTE F28/01/10** Standing Offer 2009/10 T116 Water Meters, Boxes and Valve Enclosures
File: 5/6/14/0003
Date: 18 January 2010

F28/01/10 Moved: Cr J.A. Walker Seconded: Cr R.J. Dyne

Recommend that the following lines should be accepted in Standing Offer Arrangement 2009/10-T116:

Elster: 1700, 16420, 16440, 16460, 16520, 16540, 16780.

Allmain: 16420, 16440, 16460, 16480, 16520, 16740, 16760, 17980, 18000.

Also included should be: Allmain's variation to 16440 (manifold top assembly).

Both Elster's and Allmain's RF metering units, at their various price points, should also be accepted.

Carried

There being no further business the meeting closed at 11.30 am.

Confirmed this TENTH day of FEBRUARY 2010.

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