



## **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 24 March 2010  
at 10.12am  
For Adoption at the General Meeting to be held on  
14 April 2010**

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

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*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.**

Leave of Absence: Mayor R.J. Dyne had a leave of absence from this meeting. Minute G23/02/10 refers.  
Apology Cr L.J. Friske had a leave of absence from this meeting. Minute G25/03/10 refers.

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The meeting opened at 10.12am.

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

Also in attendance were Director of Financial Services (Mrs Y Oliver), Acting Chief Executive Officer (Mr C. Manson) and Minutes Secretary (Mrs F Baker).

## LEAVE OF ABSENCE

G23/02/10 - Mayor Cr R.J. Dyne

## APOLOGY

G25/03/10 - Cr L.J. Friske

## DECLARATIONS OF INTEREST BY COUNCILLORS

**F02/03/10 Cr J.A. Walker - conflict of interest**

**F01/03/10 Moved: Cr A.J. Perrett Seconded: Cr G.L Engeman**

**Recommend that Council suspend standing orders to deal with Item 8/6.**

**Carried**

## SECTION 8: FINANCIAL ASSISTANCE REQUESTS

Cr J.A. Walker declared a Conflict of Interest in Item 8/6 as she is Vice President of the Gympie & District Hockey Association, remained in the meeting and abstained from voting.

### Item 8/6 Replacement Artificial Playing Surface Project

**Re:** **MINUTE F02/03/10** Replacement Artificial Playing Surface Project  
**From:** Lesley Wenzel, Gympie & District Hockey Association, P O Box 124, GYMPIE QLD 4570  
**File:** 5-3-11-0005  
**Date:** 12 March 2010  
**Reference:** N/A

*“The Gympie & District Hockey Association is currently engaged in a Project to replace the present Artificial playing surface of the main field with a new, hybrid synthetic grass surface, as a major strategy in further enhancing the Association’s facilities. The present surface has deteriorated and a replacement surface, along with the existing high standard facilities, will provide the Association and Gympie with a world class sporting facility.*

*As an integral component of the financing of this project, the ANZ Bank (Gympie Branch) has offered our Association a Loan facility of \$160,000.00, dependent on Security for this facility being a Corporate Guarantee and Indemnity provided by Gympie Regional Council.*

*The ANZ Bank has examined our financial position and is satisfied that we have the capacity to service this Loan facility. The support of Gympie Regional Council in acting as Guarantor for this Bank Loan is essential for the acceptance of this Loan facility.*

*We request that Gympie Regional Council act as Guarantor for this Loan facility, as outlined in the accompanying documentation.*

*Please find attached all necessary information and documentation necessary for Gympie Regional Council to make a fully considered decision in regard to this request.*

*Our Association has been working extremely hard to enable this project to come to fruition. Our capacity to have a Bank loan to draw down on, if necessary, to assist in financing the project is an extremely important factor , particularly in our endeavours in obtaining funding through other sources, particularly Grants, that we have / will be applying for. The lack of guaranteed supplementary funding to match Grant funds impacted negatively on a previous Sport & Recreation funding application.*

*At the opening of the present field, 25 years ago, the President of Hockey Australia described the Gympie Facility as the ‘best Hockey facility on the East coast of Australia’.*

*Our aim is to once again make Gympie Hockey facilities something that our Association and the Community can be justifiably proud.*

*We look forward to Gympie Regional Council’s favourable response to this request and ‘partnering’ our Association in our endeavours in the realisation of this project.”*

**Executive Summary:** The Gympie & District Hockey Association are requesting Council to act as Guarantor for a loan from the ANZ bank for replacement of synthetic turf at the Gympie hockey grounds.

**Previous Council considerations:** N/A

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

The project put forward by the Association is no doubt very necessary and will benefit the community greatly.

As with all requests of this nature, I would caution Council in considering this matter, as in these instances Council is being requested to act as a banker. Acting in this capacity is not part of the core business of Council.

Further, in acceding to these requests Council is setting a precedent for other organisations to expect similar treatment.

**Strategic Implications:**

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

Operational Plan: 1.3 (i) Financial Services Directorate Operations - Ability to meet operational requirements.

Budget Implications: No budget allocation available if the Hockey Association default on the loan.

Budget Reference: N/A

Legal/Statutory: Local Government Act 1993

Risks: High – if the Gympie Hockey Association default on the loan Council is therefore responsible for the debt.

**Consultation:**

Director of Financial Services – Yvonne Oliver

**Checklist:**

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

**F02/03/10 Moved: Cr G.L Engeman Seconded: Cr R.A. Gâté**

**Recommend that the Gympie & District Hockey Association be advised that Council will act as guarantor for a loan from the ANZ Bank to the maximum value of \$160,000.00 provided that the loan is approved and drawn within the next 12 months and for the term of the proposed loan for 10 years.**

**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**

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

**F03/03/10 Moved: Cr A.J. Perrett Seconded: Cr R.A. Gâté**

**That the Minutes of the Corporate Governance and Finance Committee Meeting held on 24 February 2010 be taken as read and confirmed.**

**Carried**

**SECTION 2: VOUCHERS FOR PAYMENT AND CONFIRMATION AND STAFF ACTION ENDORSED AS AT 28 FEBRUARY 2010**

**Item 2/1 Vouchers for Payment and Confirmation And Staff Action endorsed as at 28 February 2010**

**Re: MINUTE F04/03/10 Vouchers for Payment and Confirmation And Staff Action endorsed as at 28 February 2010**  
**From: Acting Creditors Systems Officer – Kerri Sutton**  
**File: 5/3/06/0005**  
**Date: 16 March 2010**  
**Reference: N/A**

**Executive Summary:**

Payments made by Council's Creditors section by EFT or cheque presented for payment and confirmation.

**Previous Council considerations:** N/A

**Report:** (Acting Creditors Systems Officer – Kerri Sutton)

## VOUCHERS FOR PAYMENT AND CONFIRMATION

Operating Fund:-	Vrs 92994-93059	\$104,880.83
EFT:-	Batch 1704 - 1716	3,577,217.43
EFT Total Salaries and Wages:		\$1,298,864.21

**Strategic Implications:**

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

**Operational Plan:** 1.3(ii) Financial Accounting

Creditors – manage an efficient processing of creditor payments owed by Council to meet credit line facilities.

**Budget Implications:** To enable Council's departments to reconcile monthly budgets and to ensure transparency of payments.

**Budget Reference:** All programs within Budget.

**Legal/Statutory:** Local Government Act 1993, Local Government Finance Standard 2005

**Risks:** Nil, report only.

**Consultation:**

All Directors and staff authorised to requisition (FS-F-321 List of Officers Authorised to Purchase).

F04/03/10

**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**



<b>SECTION 3: SUNDRY DEBTORS MATTERS</b>
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NIL

<b>SECTION 4: INSURANCE AND LEGAL MATTERS</b>
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<b>Item 4/1 Reports on Theft/Suspected Theft or Damaged Items</b>
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**Re:** **MINUTE F05/03/10** Reports on Theft/Suspected Theft or Damaged Items  
**From:** Director of Financial Services – Yvonne Oliver  
**File:** 5/6/12/0001  
**Date:** 16 March 2010  
**Reference:** N/A

**Executive Summary:**

Council assets that are to be written off due to suspected theft or damage.

**Previous Council considerations:** N/A

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

<b>Damaged/ Missing Items</b>	<b>Brief Outline Circumstances</b>	<b>Approx Value</b>	<b>Date Police Notified</b>
Welding Helmet	Helmet fallen from back of utility en route to job site. Employee instructed to store in secure box in future	\$400	N/A
Portable Emergency Flashlight	Noted missing on 3/3/10 from vehicle, last used approx early February	\$50	N/A

**Strategic Implications:**

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

Key strategy – Council continues responsible budgeting and living within its means having regard to the current economic climate.

**Operational Plan:** Asset Registers  
- Develop and maintain property, plant and equipment registers in accordance with finance regulations and professional accounting standards.

**Budget Implications:** Cost of replacement of items not included in current budget.

**Budget Reference:** All programs within Budget.

**Legal/Statutory:** N/A

**Risks:** Low, report only.

**F05/03/10**      **Moved: Cr R.A. Gâté**                      **Seconded: Cr A.J. Perrett**

**Recommend that the information be received and the missing items written off.**

**Carried**

<b>SECTION 5: COUNCIL PROPERTY</b>
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<b>Item 5/1</b> <b>Repairs to Floor of Traveston Soldiers Memorial Hall</b>
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**Re:**              **MINUTE F06/03/10** Repairs to Floor of Traveston Soldiers Memorial Hall  
**From:**          Heather Kelly - Community Facilities and Services Co-ordinator  
**File:**              5/3/15/0001 Doc Id 1417547  
**Date:**              15 March 2010  
**Reference:**      N/A

*“I write on behalf of the Traveston Progress Association Inc, caretakers of the Traveston Soldiers Memorial Hall, requesting that Council consider financial assistance with much needed and extensive repairs to the floor of the Traveston Soldiers Memorial Hall.*

*Structural problems have been identified by Council’s Maintenance Officer, requiring removal of the existing floor boards, necessary repairs to the floor joists and the total replacement of floor boards as a minimum. More recently, termite activity has also been identified by Austwide Pest and Termite Management.*

*Traveston Progress Association Inc is a not for profit committee of volunteers, who carry out fundraising efforts to maintain the hall, and we are currently in a position to contribute \$8,000 towards the cost of repairs. Council will see that two estimations have been provided, both of which explain the extent of works required.*

*Traveston Progress Association Inc is seeking financial support and assistance from Council for the balance of costs to carry out this work to repair the floor of the Traveston Soldiers Memorial Hall for the benefit of the Community, and to preserve this unique part of local history.”*

**Executive Summary:**

The Traveston Progress Association has requested Council contribute to the extensive repairs of the Traveston Hall Floor.

**Previous Council considerations:** N/A

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

The Secretary for the Traveston Progress Association has written to Council requesting financial support to repair the floor of the hall.

An internal and external price has been obtained for the works.

The floor was rated as satisfactory in the halls inspection report 2008 however has deteriorated since this time with a further inspection revealing a need to replace the current flooring.

The Traveston Progress Association have indicated they are able to contribute \$8000 towards the project.

The two quotes are as follows:

	<b>Option 1</b>	<b>Option 2</b>
Sutton Building Solutions - External	\$48,372.50 (timber)	\$43,769.00 (timber on concrete)
Dennis Parker - Council	\$25,935 (select grade flooring)	

Mr Parker has not allowed for floor sanding in his estimate. As the two quotes are quite varied Mr Parker is reviewing the scope of works to ensure the best possible outcome for the Progress Association and Council.

There is currently no allocation in the budget for this expense.

**Strategic Implications:**

Corporate Plan: Outcome 1.3 and 1.4

Operational Plan: 3.3(ii)

Budget Reference: 2510205

Budget Implications: An allowance would be required in budget to meet this expense. As this is not allocated for the current year this could leave a shortfall in the current budget.

Risks: There is a medium level risk of adversely affecting the budget which would be reduced to low should the works be held over until the next financial year and considered in the 2010/2011 budget.

There is a low level of risk associated with delaying potential works to allow for budget consideration.

**Consultation:**

Mr Dennis Parker – Maintenance

**F06/03/10 Moved: Cr J. Watt Seconded: Cr R.A. Gâté**

**Recommend that Council staff obtain a further quote and that the repairs to the floor of the Traveston Soldiers Memorial Hall be referred to the 2010/11 Draft Budget for consideration.**

**Carried**

Item 5/2	Lease of Reserve for Agistment Purposes
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**Re:** MINUTE F07/03/10 Lease of Reserve for Agistment Purposes

**From:** Manager Corporate Administration, Debbie Jenkins

**File:** 3/3/03/0119

**Date:** 3 March 2010

**Reference:** F06/11/05 and F08/07/06

**Executive Summary:**

Current agistee, Mr L Rayner and Ms D Williams, have an Agistment Licence Agreement over the property for agistment purposes, which will expire on 30<sup>th</sup> April 2010.

**Previous Council considerations:**

Previous Minute (No. F06/11/05) approved the calling of tenders by Council for expressions of interest in agisting the land for 3 years.

**Report: (Corporate Administration Manager - Debbie Jenkins)**

Expressions of Interest were sought in 2006 for the agistment of Lot 7 and Leslie Rayner and Deborah Williams were the successful tenderers. Their licence agreement is due to expire on 30<sup>th</sup> April 2010.

Due to the impending expiration of the current agreement it is necessary under the Local Government Act 1993 for Council to call tenders for to the future use of this land.

It is intended to utilise a Standard Agistment lease which is nearing finalisation.

The Manager Parks & Gardens, Ed French has advised that there are no future parks and gardens requirements noted at this time and in view of the previous arrangement, would suggest that a longer term in this instance would be appropriate.

**Property Address:**

Lot 7 on Crown Plan LX 2607, Whelan Road, Imbil containing an area of 4.858 ha.

**Tenure:**

This property is Reserve (No. 704) for Park and Recreation where Cooloola Shire Council is the registered trustee.

**Environmental Management and Contaminated Land issues:**

This property is not included on either the Environmental Management or Contaminated Lands Registers.

Locality Plan:**Strategic Implications:**

Corporate Plan: Outcome 4.3 – *Council is managing community assets through integrated asset management practices.*

Operational Plan: Outcome 1.2(iv) *Property Management – To manage and maintain Council owned and controlled administrative and public properties.*

Budget: Budget allocations have been made

Budget: Corporate Services

Legal/Statutory: Local Government Act 1993  
Land Act 1994

Risks: Low

**Consultation:**

Manager Parks & Gardens – Mr Ed French

**Checklist:**

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

**F07/03/10 Moved: Cr R.A. Gâté Seconded: Cr J.A. Walker**

**Recommend that Council call tenders for a Standard Trustee agistment lease over Lot 7 on LX2607, Whelan Road, Imbil, subject to all Planning, Building, Design and Health matters being satisfactorily resolved, to include the following terms and conditions:**

- (a) **Term of Lease – 5 years;**
- (b) **Rental – Highest tender pa + GST + CPI;**
- (c) **Use – Agistment;**
- (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.**

**Carried**

Cr I.T. Petersen advised the meeting that he is Council's delegate to the Gympie Recreation Association Inc in relation to Item 5/3.

<b>Item 5/3 Proposed Lease of Reserve</b>
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**Re:** MINUTE F08/03/10 Proposed Lease of Reserve  
**From:** Gympie Recreation Association Inc, PO Box 196, GYMPIE QLD 4570  
**File:** 3/3/03/0088 and 3/3/03/0093  
**Date:** 14 April 2009  
**Reference:** F14/06/06 and W59/04/06 (outlined below)

*'...At our recent Association meeting, I tabled a letter from Council regarding the imminent expiry of our Lease over Albert Park Reserve and have been asked to write requesting a new Lease Application be prepared between Gympie Regional Council and Gympie Recreation Association Inc.*

*We envisage some adjustments will be required in variance with the existing lease and welcome the opportunity to discuss these with Council representatives prior to a new Lease document being agreed upon.*

*Please liaise with our Executive members, in particular, Mr Ross Chapman (President) to arrange a meeting to discuss our and Council's requirements...'*

**Executive Summary:**

A new lease is being requested over land currently occupied by the Gympie Recreation Association Inc. known as "Albert Park".

**Previous Council considerations:**

Council Minute (P28/07/09) resolved that the boundaries of all lots concerned be amended in accordance with the location of the current infrastructure.

Council Minute (F14/09/06) resolved that Council bear the cost of surrender of existing leases to the Gympie Recreation Association Inc. and preparation of a new lease over the new Reserve incorporating the whole of Albert Park to the Gympie Recreation Association Inc.

Previous Council Minute (W59/04/06) resolved that a meeting be held with the Gympie Recreation Association Inc and the Gympie Junior Sports Association to further discuss the ongoing maintenance and respective responsibilities of the grounds.

**Report: (Manager Corporate Administration – Debbie Jenkins)**

As per Council's resolution, records indicate that the lease was not surrendered and no further action taken to resolve the issues identified. The current lease has now expired on 20<sup>th</sup> August 2009.

In reviewing the total area being utilised by the Gympie Recreation Association Inc it is noted that infrastructure of the Gympie Gem Club encroaches part of the Lot 110 on Crown Plan MCH4241, which also spans on both sides of the Bruce Highway and incorporates the area known as Nelson Reserve and the Gympie Memorial Swimming Pool.

In order to rectify the anomalies between the Gympie Gem Club land, the Gympie Recreation Association Inc land it is necessary to undertake a resurvey of all lots including the encroachments on the Esplanade along the River.

Discussions have been held with the representatives of the Gympie Recreation Association in regards to the renewal of the lease, in particular the infrastructure not being contained within the current lease area and the current lease document being used by Council. It was requested by the Association that the matter be further reviewed upon Council adopting its new Standard Lease document.

Once the new survey plan has been finalised, Council will then be in a position to proceed with the lease to the Gympie Recreation Association.

**Property Details**

Lot 131 on Crown Plan MCH 3243 and part of Lot 110 on Crown Plan MCH4241, Bruce Highway (River Road), Gympie.



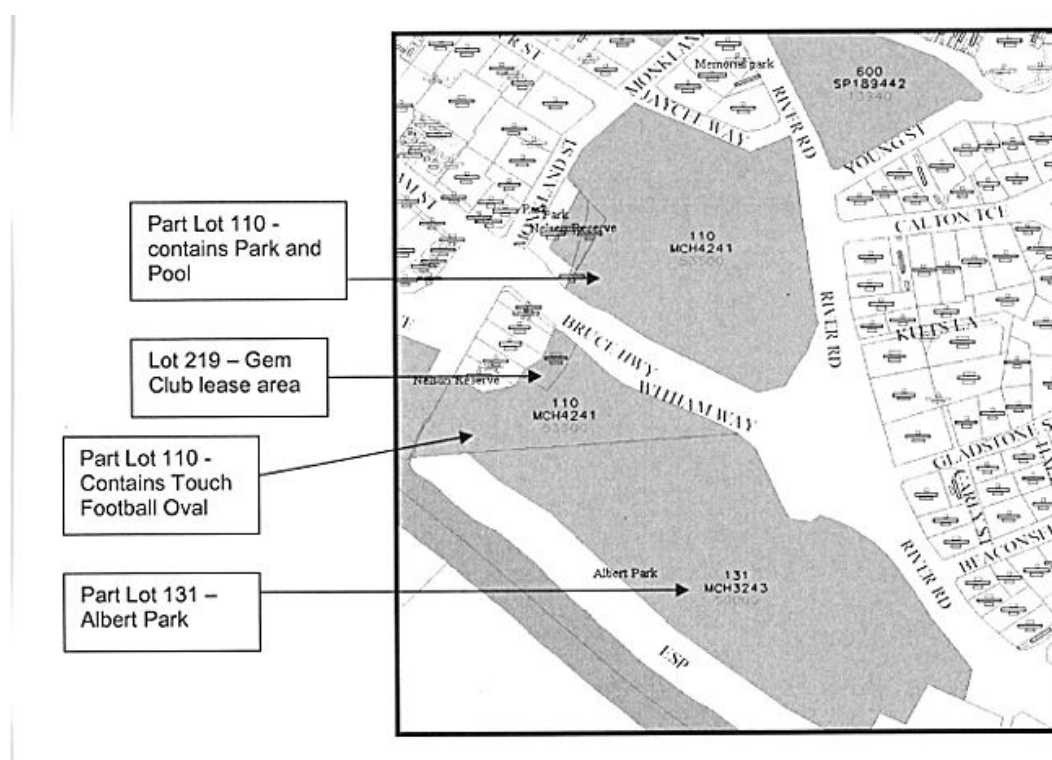
Tenure:

Lot 110 on Crown Plan MCH 4241 is a Reserve for Park and Recreation and Lot 131 on MCH 3243 is a Reserve for Recreation. Both are located on the Bruce Highway (River Road) and Council is trustees.

Environmental Management and Contaminated Land issues:

Lot 131 on MCH 3243 is not listed on either the Environmental Management or Contaminated Lands Register and whilst Lot 110 on MCH 4241 is not listed on the Contaminated Lands Register, it is listed on the Environmental Management Register for ‘Landfill – Disposing of Waste (excluding inert construction and demolition waste)’.

Locality Plan:



**Strategic Implications:**

Corporate Plan: Outcome 4.3 – *Council is managing community assets through integrated asset management practices.*

Operational Plan: Outcome 1.2(iv) *Property Management – To manage and maintain Council owned and controlled administrative and public properties.*

Budget: Budget allocations have been made

Budget: Corporate Services

Legal/Statutory: Local Government Act 1993  
Land Act 1994

Risks: Low

**Consultation:**

Manager Parks & Gardens – Mr Ed French  
Manager Strategic Planning – Mrs Kerry Rolfe  
Design Manager – Mr Glenn Alexander  
Environmental Health Officer – Mr John MacPherson

**Checklist:**

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

**F08/03/10 Moved: Cr A.J. Perrett Seconded: Cr G.L Engeman**

**Recommend that Council offer a lease to the Gympie Recreation Association Inc. over the newly created amalgamated reserve, 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 – Sport & Recreation Facilities**
- (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) Any maintenance agreement required must be developed between the Lessee and Council’s Parks Manager and referred to in the proposed Lease; and**
- (f) All costs associated with the preparation, stamping and registration of the Lease be borne by the Lessee.**

**Carried**

Infrastructure Planning Manager, Antal Laszlo, entered the meeting at 10.44am.

**F09/03/10 Moved: Cr A.J. Perrett Seconded: Cr R.A. Gâté**

**Recommend that Council suspend standing orders to deal with Item 10/4.**

**Carried**

## SECTION 10: MISCELLANEOUS ITEMS

### Item 10/4 Asset Management Program – Progress Report No. 2

**Re:** MINUTE F10/03/10 Asset Management Program – Progress Report No. 2  
**From:** Infrastructure Planning Manager – Antal Laszlo  
**File:**  
**Date:** 17 March 2010  
**Reference:** SOF11/12/09

**Report: (Infrastructure Planning Manager – Antal Laszlo)**

This report is the second of regular reports to Council to provide a summary of Council's progress on Asset Management throughout the organisation.

From Progress Report No.1 the following was recommended and carried.

*SOF11/12/09 Recommend:*

*(a) That all directorates and divisions nominate one officer to be committed to delivering the AMAP program in the asset classes they are responsible for. One dedicated officer is ultimately required for each asset class. The CEO is to nominate the officer for Council buildings*

*(b) The nominated person or representative will be required to attend regular asset meetings on a fortnightly basis. The officer will be provided with actions derived from the AMAP and will need to report to the asset management group on progress.*

*(c) That the position descriptions indicate the nominated officer(s) for each directorate and division.*

*(d) That the Corporate Structure/Directorate Responsibilities (form CSI-030) be amended to incorporate asset management responsibilities throughout all Directorates including the Chief Executive Officer. A draft is to be provided with the next progress report for endorsement by Council.*

*(e) That the draft Asset Management Policy be endorsed.*

Carried

**Progress to date**

Officers from all directorates and divisions have been nominated. Please see Appendix A listing the dedicated officers including the asset class they are responsible for.

The nominated representatives have been attending the regular asset meetings on a fortnightly basis. We have had three meetings so far.

We have discussed in detail the asset management plan template to be used and currently working on the key inputs including listing legislative documents and collecting asset data relative to each asset class. Finance is also heavily involved with providing asset data lists and financial information.

A draft Asset Hierarchy has been developed to provide a suitable corporate wide framework to structure all of Council's asset data. Please see attached Appendix B (this document is in draft form and is currently being reviewed by the asset group)

At this stage the position descriptions have not been reviewed, however they will be reviewed later in the program.

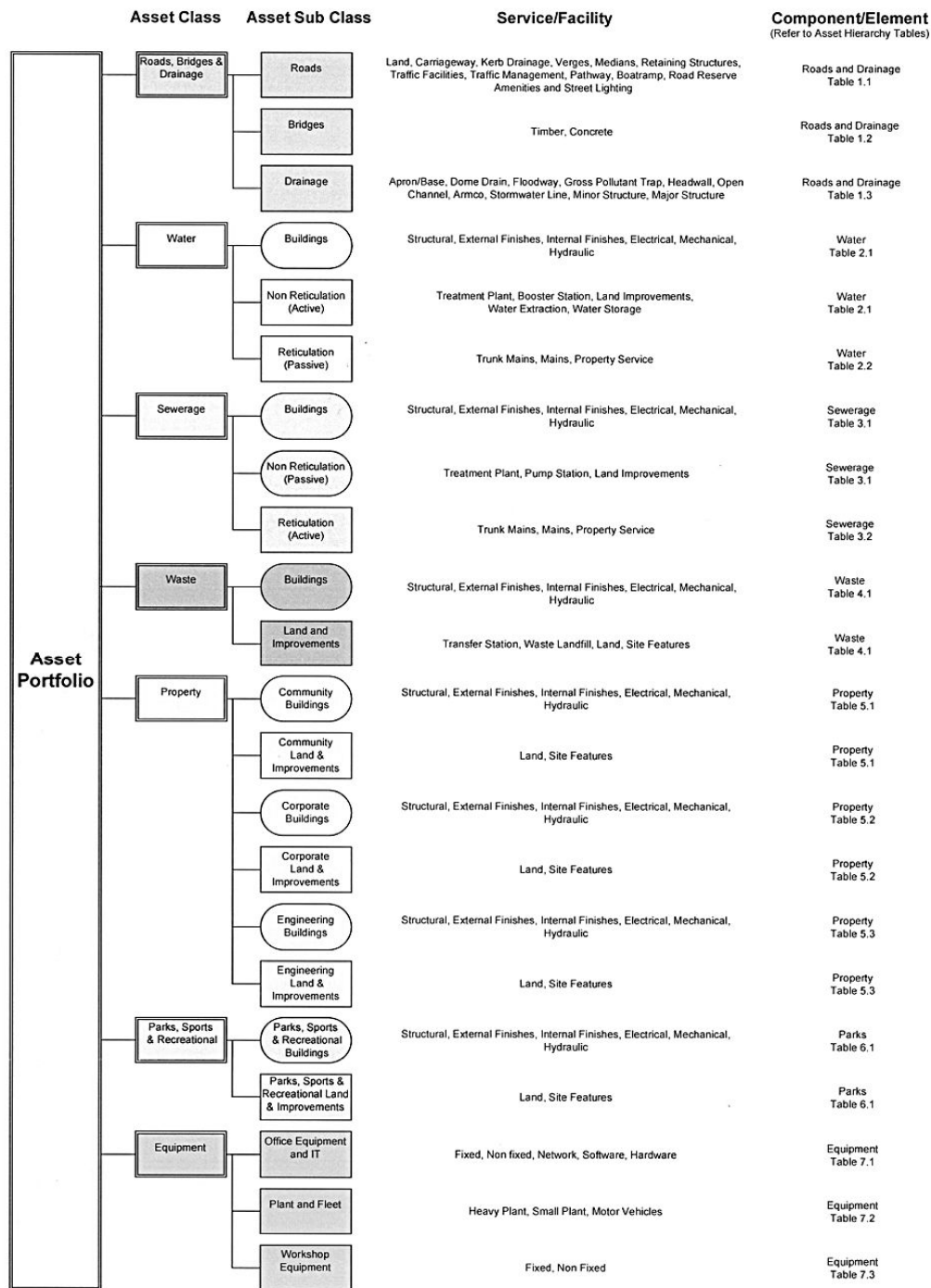
The Corporate Structure/Directorate Responsibilities (form CS-I-030) is still being reviewed and will be available once the draft has been completed.

The asset group is currently evaluating and migrating existing data registers Corporate wide to produce one common data set as per draft Asset Hierarchy framework shown in Appendix B.

The next major task will be to establish Councils service levels for each asset class.



## “DRAFT” APPENDIX B Gympie Regional Council – Asset Hierarchy



**F10/03/10 Moved: Cr A.J. Perrett Seconded: Cr R.A. Gâté**

**Recommend that the Asset Management Program Progress Report No.2 be received.**

**Carried**

Infrastructure Planning Manager – Antal Laszlo left the meeting at 10.56am.

## SECTION 6 RATES MATTERS

### Item 6/1 Various Water Consumption Accounts

Re: **MINUTE F11/03/10** Various Water Consumption Accounts  
 From: Principal Finance Officer – Revenue – Russell Watson  
 File: 5/7/07/0001  
 Date: 16 March 2010

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

Assess No	Amount	Reason	Recommended Action
4596	1 <sup>st</sup> Tier – 46 2 <sup>nd</sup> Tier ---	Undetected leak	Write off \$26.20
4778	1 <sup>st</sup> Tier – 171 2 <sup>nd</sup> Tier – 45	Undetected leak	Write off \$88.90
4946	1 <sup>st</sup> Tier – 721 2 <sup>nd</sup> Tier – 1495	Undetected leak	Write off \$1,271.70
5089	1 <sup>st</sup> Tier – 181 2 <sup>nd</sup> Tier – 279	Undetected leak	Write off \$259.35
5531	1 <sup>st</sup> Tier – 14 2 <sup>nd</sup> Tier ---	Undetected leak	Write off \$4.70
16894	1 <sup>st</sup> Tier – 175 2 <sup>nd</sup> Tier – 44	Undetected leak	Write off \$73.90
21273	1 <sup>st</sup> Tier – 189 2 <sup>nd</sup> Tier – 450	Undetected leak	Write off \$373.75

**F11/03/10 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

Re: **MINUTE F12/03/10** Request For Lost Discount on Rates  
 From: Principal Finance Officer – Revenue – Russell Watson  
 File: 5/7/05/0007  
 Date: 16 March 2010

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

Assess No	Amount	Reason	Recommended Action
117	\$155.61	Postal problems	Disallow Discount

**F12/03/10 Moved: Cr J.A. Walker                      Seconded: Cr R.A. Gâté**

**Recommend that Council endorse staff action.**

**Carried**

**SECTION 7: FINANCIAL REPORTING**

**Item 7/1      Financial Summary Report – Fund Balance and Investment Report as at 28 February 2010 and Rate Collection as at 15 March 2010**

**Re:**                      **MINUTE F13/03/10** Financial Summary Report – Fund Balance and Investment Report as at 28 February 2010 and Rate Collection as at 15 March 2010  
**From:**                Acting Management Accountant, Lindy Bell & Principal Finance Officer Revenue, Mr R Watson  
**File:**                    5/1/09/0003  
**Date:**                   16 March 2010  
**Reference:**          N/A

**Executive Summary:** Councils funds as at 28 February 2010, which includes the year to date interest received on Councils Investments.

**Previous Council Considerations:**                      N/A

**Report: (Acting Management Accountant – Lindy Bell)**

**FUND BALANCE**  
**GYMPIE REGIONAL COUNCIL**  
 as at 28 February 2010

Operating Fund	\$215,591.82
Trust Fund	\$144,807.34



**INVESTMENT REPORT**  
**GYMPIE REGIONAL COUNCIL**

as at 28 February 2010

	<b>Invested Balance</b>	<b>YTD Interest Yield</b>	<b>Budget Est.</b>	<b>% of Budget Est</b>
Consolidated Operating Fund	\$68,408,884.70	\$1,983,614.13	\$1,800,000.00	110.2%
Trust Fund	\$2,161,634.00	N/A		
Indicative Interest Rate	5.18%			

**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)**

Arrears 1 July 2009	\$2,714,626.33
Levy Raised 2009/2010 Financial Year	\$51,466,076.49
Interest Raised	\$243,280.39
Receipts	\$30,359,525.97
Discount Applied	\$1,259,537.86
Pensioner Rebate (Government)	\$862,380.23
Pensioner Rebate (Council)	\$500,500.90
Balance Outstanding	\$21,442,038.25

Credit Balance	\$545,189.68
Balance Outstanding 15 March 2010	\$21,987,227.93
Balance Outstanding 12 March 2009	\$19,968,645.57

**F13/03/10 Moved: Cr J. Watt Seconded: Cr J.A. Walker**

**Recommend that the report be received.**

**Carried**

Cr G.L Engeman left the meeting at 10.59am.

Item 7/2	Summarised Budget Report as at 28 February 2010
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**Re:** MINUTE F14/03/10 F15/03/10 Summarised Budget Report as at 28 February 2010  
**From:** Director of Financial Services – Yvonne Oliver  
**File:** 5/1/09/0003  
**Date:** 16 March 2010  
**Reference:** N/A

**Executive Summary:** Council’s operations for the 2009/10 financial year as at 28 February 2010 are presented in a summarised budget report for Council’s information and consideration.

**Previous Council considerations:** N/A

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

Refer to “Attachment 1”. The report indicates whether the operating revenue and operating expenditure, capital expenditure and debt repayments are in line with Council’s budget estimates. In the case of extraordinary variances, comments are made which point out the reason for such variance.

**Strategic Implications:**

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

Council continues responsible budgeting and living within its means having regard to the current economic climate.

Council continues to undertake long - term financial planning to ensure that it remains financially sustainable.

Operational Plan: 1.3 Financial Services - To achieve effective and efficient management of Council's financial assets and economic resources.

Budget Implications: Budget allocation set at the commencement of the budget year may change as a result of variances occurring throughout the year.

Budget Reference: Budget 2009/10

Legal/Statutory: Local Government Act 1993, Local Government Finance Standard 2005

Risks: Medium - Low

**Checklist:**

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

**Attachment: Refer to "Attachment 1".**

**F14/03/10 Moved: Cr I.T. Petersen Seconded: Cr J. Watt**

**Recommend that Departmental heads be requested to investigate any potential cost saving measures prior to the 2010/11 Draft budget deliberations.**

**Carried**

**F15/03/10 Moved: Cr R.A. Gâté Seconded: Cr A.J. Perrett**

**Recommend that the information be received.**

**Carried**

<b>SECTION 8: FINANCIAL ASSISTANCE REQUESTS (CONTINUED)</b>
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<b>Item 8/1 Various Groups Thanking Council</b>
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Re: **MINUTE F16/03/10** Various Groups Thanking Council  
 From: Director of Financial Services – Yvonne Oliver  
 File: 3/2/07/0001  
 Date: 17 March 2010

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

The following association has forwarded correspondence thanking Council for financial assistance.

Organisation/Group/ Individual	Event/Purpose	Amount	Date of Event
Kilkivan Show & Campdraft Assoc Inc	2009/10 Financial Assistance Grant – used to renew Showgrounds fence	\$3,000	N/A

**F16/03/10 Moved: Cr J.A. Walker Seconded: Cr A.J. Perrett**

**Recommend that the information be received.**

**Carried**

Item 8/2	Rural Doctors Assoc of Qld Annual Conference
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**Re:** **MINUTE F17/03/10** Rural Doctors Assoc of Qld Annual Conference  
**From:** Sheilagh Cronin, Rural Doctors Assoc of Qld, GPO Box 2523, BRISBANE QLD 4001  
**File:** 5/3/15/0001  
**Date:** 9 February 2010  
**Reference:**

*“I am writing to invite the Gympie Regional Council to support and promote medical services in your region by sponsoring a medical student to attend the Rural Doctors Association of Queensland’s annual conference, which will be held at the Mackay Entertainment and Convention Centre from June 11-13, 2010.*

*RDAQ works to support rural doctors employed in both the public and private sector, and the communities in which they live and work. The Association is independent and does not receive any government funding; however, it works closely with all levels of government and with other stakeholders and provides input and comment into both State and Federal government policy relating to rural health issues.*

*One of RDAQ's main activities is its annual conference. This event attracts rural doctors from all over the State, together with a strong contingent of medical students. Other delegates include senior bureaucrats from Queensland Health and the Commonwealth Department of Health and Ageing; State and Federal government politicians; and representatives from workforce agencies and other stakeholder groups.*

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

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

*If you are interested in sponsoring a student, please complete the attached Expression of Interest form and return it to the RDAQ office. We will then contact you to confirm the arrangements. Naturally all support provided will be acknowledged.*

*There are also other sponsorship opportunities available at the conference and I would be happy to provide more information if you are interested.*

*Sponsorship would be a good opportunity to promote lifestyle and employment opportunities in your region to the rural medical workforce.*

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

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

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

**Executive Summary:** The Rural Doctors Association of Queensland is seeking financial assistance from Council for a medical student to attend their annual conference in June 2010.

**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

F17/03/10

**Moved:** Cr R.A. Gâté

**Seconded:** Cr I.T. Petersen

**Recommend that the Rural Doctors Association of Queensland be advised that due to budget constraints no funding is available at this time.**

**Carried**

Item 8/3	Graham House
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**Re:** MINUTE F18/03/10 Graham House  
**From:** Director of Financial Services – Yvonne Oliver  
**File:**  
**Date:** 17 March 2010  
**Reference:** F28/02/10

**Executive Summary:** Options for funding as requested by the Corporate Governance & Finance Committee meeting held on 24 February 2010.

**Previous Council considerations:**

F28/02/10

Recommend that this matter be held over to a future Corporate Governance and Finance Committee meeting pending options for funding from the Director of Financial Services.

Carried

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

There is no current budget allocation for the provision of the garage. If Council wishes to proceed with this project provision will need to be approved through the 9 Monthly Budget Review.

Alternatively, it may be suitable to consider this matter as part of the 2010/11 Draft Budget process with the construction of the shed being undertaken in the new financial year.

**Strategic Implications**

Corporate Plan:	Section 1.4
Operational Plan:	Section 3.3(iii)
Budget Implications:	Additional funds required to construct garage facility.
Budget Reference:	Nil
Legal/Statutory	Nil
Risks:	Nil

**Checklist:**

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

Cr A.J. Perrett reported that the Western Health Services Committee is currently working with Graham House with regards to services provision.

**F18/03/10      Moved: Cr A.J. Perrett                      Seconded: Cr R.A. Gâté**

**Recommend that the matter be referred to the 2010/11 Draft Budget considerations pending further reports from Community Services in relation to Graham House.**

**Further, that the Western Health Services Committee provide a report and recommendation to a future meeting of Council.**

**Carried**

Item 8/4      Gympie State High School Grandstand
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**Re:**                      **MINUTE F19/03/10** Gympie State High School Grandstand  
**From:**                Ross Groundwater, Gympie Junior Rugby League Club Inc, P O Box 520, GYMPIE QLD 4570  
**File:**                    4/6/15/0010  
**Date:**                  8 March 2010  
**Reference:**          N/A

*“I am writing to seek Councils view on the possibility of supporting in principal the removal of the Gympie State High School Grandstand which featured in Saturday’s Gympie Times dated the 0/03/2010 to Jack Stokes Oval.*

*As stated in the article the grandstand has some heritage and it would be a real shame to see it knocked down to make way for the new building. I have also had an idea for sometime to set up a Rugby League Museum in Gympie and if this grandstand was relocated it could offer a perfect opportunity to house the museum underneath.*



*I have a lot more research to carry out to see if we can make this happen, but for now, would be happy to know if Council are willing to support the placement of the grandstand at Jack Stokes Oval and if at all you could offer any financial assistance towards the project as well.”*

**Executive Summary:** The Gympie Junior Rugby League Club is seeking Council’s in principal support and financial assistance towards a possible relocation of the Gympie State High School Grandstand to accommodate a future Rugby League museum.

**Previous Council considerations:** N/A

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

No budget allocation is available for this request in the current budget.

**Report:** (Director of Engineering – Mr R.A. Fredman)

The grandstand is a fine wooden structure which may be suitable for relocation if the structural timbers are in relatively good condition. Note that the relocated building will have to comply with current building codes.

**Previous Council considerations:** N/A

**Strategic Implications:**

Corporate Plan: Outcome 1.3  
Continue to provide cultural development opportunities for the Region. Continue to develop, promote and support events and festivals that are consistent with the desired image for the Gympie Region.

Outcome 4.1  
Council is maintaining responsible financial management.

Operational Plan: 1.3 (i) Financial Services Directorate Operations  
Ability to meet operational requirements.

Budget Implications: No current allocation available for this request in the current budget.

Budget Reference: N/A

Legal/Statutory: N/A

Risks: Low - Medium

**Consultation:**

Director of Financial Services

Director of Engineering

**Checklist:**

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

**F19/03/10 Moved: Cr R.A. Gâté Seconded: Cr I.T. Petersen**

**Recommend that the matter be referred to Council’s Building Section for a report on the condition of the grandstand and its suitability for removal.**

**Further, that Council offer in principle support for the Gympie Junior Rugby League initiative.**

**Carried**

Item 8/5	Christmas Decorations
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**Re:** MINUTE F20/03/10 Christmas Decorations  
**From:** Shirley Ruescher, Rainbow Beach Residents and Ratepayers Assoc Inc, P O Box 532, RAINBOW BEACH QLD 4581  
**File:** 2/3/02/0001  
**Date:** 11 February 2010  
**Reference:** N/A

*“The residents & ratepayers of Rainbow Beach have asked me to again write to you asking for your consideration in providing and putting up some Christmas decorations for our main street for the forthcoming Festive Season 2010.*

*Many of the region’s families choose to holiday in our beautiful beach township during December and January as do hundreds of interstate and overseas visitors. We believe the Lions’ Club members are again planning a Street Parade early in December that will involve the residents, visitors 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.*

*When we approached you in September 2009 you replied that the cost had not been budgeted for and denied our request.*

*We are therefore making this request before the budget is fixed, so that money could be allocated. We feel that it would be appropriate for the Council to make a contribution towards the Christmas beautification of our town as the region derives a considerable amount of income both from the residents and the visitors who choose to vacation in this area.*

*We look forward to your reply in anticipation of the Festive Season.*

**Executive Summary:** The Rainbow Beach Residents & Ratepayers are requesting Council to provide and install Christmas decorations for the main street of Rainbow Beach.

**Previous Council considerations:** N/A

**Strategic Implications:**

Corporate Plan: Outcome 1.3  
Continue to provide cultural development opportunities for the Region. Continue to develop, promote and support events and festivals that are consistent with the desired image for the Gympie Region.  
Outcome 4.1  
Council is maintaining responsible financial management.

Operational Plan: 1.3 (i) Financial Services Directorate Operations  
Ability to meet operational requirements.

Budget Implications: No current allocation available for this request in the current budget.

Budget Reference: N/A

Legal/Statutory: N/A

Risks: Low

**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

F20/03/10 Moved: Cr A.J. Perrett

Seconded: Cr R.A. Gâté

**Recommend that the Rainbow Beach Residents and Ratepayers Assoc Inc be requested to submit a late Financial Assistance Grants form by end of business on 29 March 2010.**

**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**

## SECTION 9: STAFF MATTERS

### Item 9/1 Workplace Health and Safety Report – March 2010

**Re:** MINUTE F21/03/10 Workplace Health and Safety Report – March 2010  
**From:** Workplace Health & Safety Officer – Les Latemore  
**File:** 3/7/19/0001  
**Date:** 16 March 2010  
**Reference:** N/A

**Executive Summary:** This report summarises all incident reports that have been received since the last meeting. These reports include 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)

Codes	Totals for 17/02/10 – 16/03/10
NM – Near Miss Incident (unplanned release of energy involving potential for injury)	0
A - Accidents (damage to property/no injury)	2
FA - First Aid / Medical Treatment Injury	2
LTI – Time Lost Injury	2
E – Electrical Incident	0
N – Notifiable Event	0
Total Days Lost	18

**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 2008

Risks: Nil, report only.

**Consultation:** Supervisors.

**F21/03/10 Moved: Cr J. Watt Seconded: Cr R.A. Gâté**

**Recommend that the report be received.**

**Carried**

Item 9/2	Training Report for January and February 2010
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**Re:** MINUTE F22/03/10 Training Report for January and February 2010  
**From:** Mrs R. McCormack – Training & Development Co-ordinator  
**File:**  
**Date:** 12 March 2010  
**Reference:** N/A

**Executive Summary:**

A total of \$69,825.55 spent for the two month period. Main expense being compulsory training and costs associated with job specific training.

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

The last 2 months have seen a diverse range of training being run. A range of WH&S required training (Oxy & Acetylene training, MUTCD, Asbestos) as well as a range of job specific training for particular areas (Fleet Management, Library Cataloguing, Safety Officer Training). A range of other training has also been undertaken utilizing LGAQ PPP funds. Programs under taken include Cert IV Trainer & Assessor, Cert IV Project Management and Cert IV Civil Construction (Supervisor). Additional PPP funding is now on offer and we have applied for a range of training to be delivered under this program.

**Training Report -January 2010**

<b>Directorate</b>	<b>Training Description</b>	<b>Program Cost</b>	<b>Total for Period</b>	<b>Total for Year</b>
<b>Finance</b>			\$0.00	\$0.00
<b>Corporate Services</b>	Cert IV TAA	\$4,624.96	\$4,624.96	\$6,650.96
<b>Planning &amp; Development</b>	Cert IV TAA	\$578.12	\$578.12	\$2,118.12
<b>Community</b>	Cert IV TAA	\$578.12	\$578.12	\$5,639.35
<b>Engineering</b>	Supervisor Training	\$2.69	\$7,910.08	\$146,632.13
	Safety Officer Training	\$1,246.00		
	Trenching & Excavation	\$4,081.82		
	Cert IV TAA	\$1,156.24		
	Asbestos Safety	\$945.91		
	Plant On-the-job	\$477.42		
<b>Individuals</b>			\$6,628.79	\$45,363.87
<b>Hecs Payments</b>			\$0.00	\$0.00
<b>Study Leave</b>		\$368.73	\$368.73	\$7,289.97
<b>Training Resources</b>			\$0.00	\$4,033.97
<b>Training Officer - wages</b>		\$8,889.18	\$8,889.18	\$49,042.63
<b>Depreciation &amp; Asset Management</b>			\$0.00	\$0.00
		<b>Total for period</b>	<b>\$29,577.98</b>	
			<b>Total YTD</b>	<b>\$266,771.00</b>

**Training Report - February 2010**

<b>Directorate</b>	<b>Training Description</b>	<b>Program Cost</b>	<b>Total for Period</b>	<b>Total for Year</b>
<b>Finance</b>			<b>\$0.00</b>	<b>\$0.00</b>
<b>Corporate Services</b>			<b>\$668.13</b>	<b>\$7,319.09</b>
	Resource Sharing	\$502.77		
	Incident Cause Analysis	\$36.36		
	Workplace Health & Safety	\$39.00		
	First Aid	\$90.00		
<b>Planning &amp; Development</b>			<b>\$0.00</b>	<b>\$2,118.12</b>
<b>Community</b>			<b>\$719.57</b>	<b>\$6,358.92</b>
	Library Cataloguing	\$333.20		
	Privacy Act workshop	\$386.37		
<b>Engineering</b>			<b>\$16,446.95</b>	<b>\$163,079.08</b>
	Traffic Control	\$65.16		
	Civil construction	\$1,892.21		
	Supervisor Training	\$168.18		
	Oxy & Acetylene Safety	\$6,279.69		
	Staff Appraisal Training	\$310.34		
	MUTCD - Level 2	\$2,893.66		
	Cert IV TAA	\$3,123.16		
	Plant Tickets	\$240.91		
	Fleet Management	\$240.00		
	Native Title & Cultural Heritage	\$1,233.64		
<b>Individuals</b>			<b>\$13,143.27</b>	<b>\$58,507.14</b>
<b>Hecs Payments</b>			<b>\$0.00</b>	<b>\$0.00</b>
<b>Study Leave</b>		\$2,313.69	<b>\$2,313.69</b>	<b>\$9,603.66</b>
<b>Training Resources</b>			<b>\$0.00</b>	<b>\$4,033.97</b>
<b>Training Officer - wages</b>		\$6,955.91	<b>\$6,955.91</b>	<b>\$55,998.54</b>
<b>Depreciation &amp; Asset Management</b>			<b>\$0.00</b>	<b>\$0.00</b>
		<b>Total for period</b>	<b>\$40,247.52</b>	
		<b>Total YTD</b>		<b>\$307,018.52</b>

**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.

**F22/03/10 Moved: Cr J. Watt Seconded: Cr J.A. Walker**

**Recommend that the information be received.**

**Carried**

<b>Item 9/3</b>	<b>Request for Purchasing Authority – Works Eastern Division</b>
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Re: **MINUTE F23/03/10** Request for Purchasing Authority – Works Eastern Division

From: Stuart Thorn, Capacity Development Manager

File: 5/3/03/0001

Date: 10 March 2010

**Report: (Stuart Thorn, Capacity Development Manager)**

With reference to the above matter, I hereby request that Mr Bruce Kyte be included on the list of persons with a Purchasing Authority to the value of \$1,100 (incl. GST).

<b>Position</b>	<b>Level</b>	<b>Current</b>
Leading Hand	\$1,100 (GST inc)	New position

**F23/03/10 Moved: Cr R.A. Gâté Seconded: Cr A.J. Perrett**

**Recommend that Council approve Purchasing Authority for Mr Bruce Kyte in his role as Leading Hand to the value of \$1,100 (inclusive of GST).**

**Carried**



Cr J.A. Walker left the meeting at 11.31am.

Item 9/4	Defined Benefits Fund
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**Re:** MINUTE F24/03/10 Defined Benefits Fund  
**From:** Brian Roebig, LG Super, GPO Box 264, BRISBANE QLD 4001  
**File:** 5/3/13/0007  
**Date:** 5 March 2010  
**Reference:** N/A

*"Further to our Tetter dated 10 February 2010 we are writing to advise of a change in requirements in relation to the Defined Benefits Fund (DBF).*

*In our previous letter we advised:*

*"In order to support the defined benefit liabilities and to provide a reasonable reserve for fluctuations in investment performance, along with allowance for historical and projected expected future salary experience, the external actuary had recommended that:*

- *the Board require employers to temporarily increase contributions by an additional 6% of DBF members' salaries (the maximum allowed under the current rules of the Scheme) effective 1 July 2010*
- *such an additional contribution would be expected to be required for up to 4 years, based on the actuarial assumptions (including investment scenarios) considered*
- *the level and period over which such contributions are required should in any case be reviewed at least annually"*

*Following discussions between the Trustee, the Actuary and the LGAO today, we can advise that it has been agreed that the LGsuper Trust Deed will be amended to remove the current 6% additional employer contribution cap. This aligns the DBF additional employer contribution provisions with normal market practise. As a result, the Actuary has confirmed that:-*

- 1) no additional contributions (over the current 12% employer contribution) will be required at the current time*
- 2) the financial position will be closely monitored and if circumstances dictate, additional employer contributions (not limited to any cap) will be required from employers.*

*Whilst the potential need for these additional contributions will be regularly monitored by the Actuary and the Trustee, given potential future investment uncertainty we would encourage you to consider establishing suitable contribution reserves.*

*I encourage you to contact LGsuper management on 1800 444 396 if you have any questions or concerns.”*

**Executive Summary:** LGsuper have advised that a 6% additional employer contribution cap is no longer necessary to provide a reasonable reserve for fluctuations in investment performance. Council is encouraged to set aside reserve funds in the event that additional funds are required.

**Previous Council considerations:** N/A

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

As there is considerable future investment uncertainty, Council is encouraged to consider setting aside reserve funds in case any future event requires an additional 6% employer contribution to be made.

**Strategic Implications:**

Corporate Plan: Outcome 4.1 - Council is maintaining responsible financial management. Council continues responsible budgeting and living within its means having regard to the current economic climate.

Outcome 4.4  
The Council is able to attract and retain quality staff by being an employer of choice.

Operational Plan: 1.3 (ii) Financial Accounting

Budget Implications: Setting aside funds in a reserve to cover any future contributions shall be necessary commencing in the 2010/11 financial year budget.

Budget Reference: N/A

Legal/Statutory: Local Government Act 1993, Local Government Finance Standard 2005

Risks: LG Super may be unable to provide a reasonable reserve to support the Defined Benefit liabilities in the future. Council employees within the Defined Benefit Fund may be unable to benefit according to their entitlements under the scheme.

**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

**F24/03/10 Moved: Cr R.A. Gâté Seconded: Cr J. Watt**

**Recommend that this matter be referred to the 2010/11 Draft Budget deliberations, with the recommendation that reserve funds be set aside for possible additional employer contributions being required by LGsuper.**

**Carried**

**SECTION 10: MISCELLANEOUS ITEMS (CONTINUED)**

**Item 10/1 Requested Works at Woodworks Museum**

**Re:** MINUTE F25/03/10 Requested Works at Woodworks Museum  
**From:** Heather Kelly, Community Facilities and Services Co-ordinator  
**File:**  
**Date:** 10 February 2010  
**Reference:**

**Executive Summary:** The Woodworks Steering Committee are requesting Council consider the allocation of \$9800 to the construction of a sealed driveway to the residence at the Woodworks Museum.

**Previous Council considerations:**

CS10/02/10

Recommend that Council receive the draft Minutes of the Woodworks Steering Committee meeting held on 1<sup>st</sup> February 2010.

Further that Council:-

- (a) endorse the purchasing of Collectors Mosaic Plus database for managing the Woodworks Collection;
- (b) refer the matter of funding allocation for staffing to draft budget deliberations;
- (c) refer the matter of funding of \$9 800.00 to a future Council Corporate Governance & Finance Committee Meeting and that Council's Financial Services be advised accordingly.

**and**

CS10/05/09

Recommend that Council endorse the Woodworks Steering Committee's recommendation that rents collected from the caretaker's residence at the Woodworks, Forestry and Timber Museum be used to offset costs associated with maintenance of the museum.

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

The minutes of the Woodworks Steering Committee were tabled at the Community Services and Economic Development Meeting.

Item 2.5 of those minutes refers to the immediate need to install a sealed driveway access to the residence at the Woodworks museum.

***Woodworks 02/10/04***

***Moved:*** Debbie Jenkins

***Seconded:*** Cr Rae Gâté

That Council consider providing funding of \$9800 for a sealed access to the tenanted residence at the Woodworks Museum.

***Carried***

Mrs Debbie Jenkins – Manager, Corporate Administration reports:

*The access to the residence at the Woodworks Museum is currently through the land owned by the Department of Primary Industries & Fisheries, who requested at the time of Council renting out the residence, that alternate access be made as soon as practicable. As part of the negotiations in acquiring the Woodworks Museum, Council was liable for the construction of the access to the residence*

Costings for the works have been carried out by Mr Darryl Waugh, Construction and Maintenance Manager in conjunction with Mr Dave Guy, Senior Draftsman.

The residence is currently occupied under a residential tenancies lease. The house is leased for \$250 per week.

**Strategic Implications:**

Corporate Plan: Outcome 1.3 Continue to provide cultural development opportunities for the Region.

Outcome 1.5 Continue to provide a range of community facilities for the Region.

Outcome 3.5 Recognise and promote the history and heritage of the Gympie Region.

Operational Plan: 3.3 (ii) Community Complexes:

Specifically to: *Support the re-establishment of the museum and maintain the buildings, grounds and collection of the museum.*

Budget: There is currently no specific allocation in budget for this request.

Limited funds (\$3,800) could be allocated from the Woodworks general maintenance account.

The balance of the works could be funded from the accrued and projected rental income from the property to 30<sup>th</sup> June 2010.

Legal/Statutory: N/A

Risks: There is a medium level risk of council being exposed to liability by the tenant who must access the property via non-council land. This risk would be reduced to low should an alternate entrance be provided.

**Consultation:**

Mr Dave Guy – Senior Draftsman

Mr Darryl Waugh – Construction and Maintenance Manager

Mrs Debbie Jenkins – Manager, Corporate Administration

Cr J.A. Walker returned to the meeting at 11.34am.

**F25/03/10**

**Moved: Cr A.J. Perrett**

**Seconded: Cr J. Watt**

**Recommend that funding of \$9,800 for a sealed access to the tenanted residence at the Woodworks Museum be expended from the current Woodworks maintenance budget (\$3,800), and rental income from the property.**

**Carried**

Item 10/2 Review of Corporate Governance and Finance Committee Charter

**Re:** MINUTE F26/03/10 Review of Corporate Governance and Finance Committee Charter  
**From:** Director of Financial Services – Yvonne Oliver  
**File:**  
**Date:** 16 March 2010  
**Reference:**

**Executive Summary:** Annual review of the Corporate Governance and Finance Committee Charter.

**Previous Council considerations:** N/A

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

The Committee Charter was adopted by Council on the 10 June 2009. It is a condition of the Charter to reassess the adequacy of the Charter at least annually.



## Corporate Governance & Finance Committee

### CHARTER

Revised and adopted at the General Meeting held on 10 June 2009 – Resolution F29/05/09 refers.

## Appointment

The Gympie Regional Council, pursuant to Section 452(a) of the Local Government Act 1993, has resolved to appoint a standing committee to be known as the Corporate Governance and Finance Committee (the “Committee”).

## Purpose (Committee Objectives)

The purpose of the Committee is to establish and review strategies for achieving corporate, administrative and financial objectives; to review performance of the objectives; to oversee the efficiency and effectiveness of financial risk management; and to aid the Gympie Regional Council in discharging its responsibilities relating to the oversight of its governance, administrative and financial affairs.

## Function (Committee Responsibilities)

The Committee shall have the following functions and responsibilities or as determined by the Gympie Regional Council from time to time.

To formulate, monitor, review and make recommendations to the Gympie Regional Council, concerning matters related to the following Council functions:-

1. Asset Management
2. Branch matters
3. Budget
4. Civic Receptions/Functions
5. Corporate Management/ Administration/Governance
6. Corporate Public Relations
7. Council Property Management
8. Donations
9. Election Matters
10. Financial Management
11. Annual Grants Assistance
12. GST Compliance
13. Human Resources including Industrial Relations
14. Information Systems
15. Insurances
16. General Legal Proceedings
17. Loans/ Debts management
18. Local Government Boundaries
19. Local Laws
20. Rates and Charges
21. Town Hall
22. Training

23. Valuations
24. Workers Compensation\Workplace Health and Safety

### Authority (Authority of Committee)

The Committee has been delegated the power to appoint advisory committees to assist it in any of the areas of its functions and responsibilities, as provided for in Chapter 6, Part 1 of the Local Government Act 1993.

The Committee will prepare a charter for every advisory committee it appoints setting out details of the purpose, functions and composition of each advisory committee.

The Committee shall also have authority to obtain advice and assistance from internal and external legal, accounting and other advisors.

### Membership (Committee Membership)

The Committee shall consist of no fewer than nine (9) members, including the Mayor as an ex-officio member. The Chairman and members of the Committee shall be appointed by the Gympie Regional Council from its Councillors.

Five (5) Committee members shall constitute a quorum.

The members of the Corporate Governance and Finance Committee (Standing Committee) for the 2008 - 2012 term of Council shall be:-

Mayor Councillor Ron Dyne, (ex officio member)  
Councillor Anthony Perrett,  
Councillor Donna Neilson, Chairman  
Councillor Rae Gate,  
Councillor Julie Walker,  
Councillor Ian Petersen,  
Councillor Graham Engeman, Proxy Chairman  
Councillor Larry Friske,  
Councillor Jan Watt.

### Meetings (Committee Meeting Arrangements)

The Committee will normally meet on the fourth Wednesday of each month at the conclusion of the preceding General Meeting.

All meetings will be conducted in compliance with the provisions of the Local Government Act 1993 and applicable Local Laws dealing with meetings.



### Reporting (Committee Reporting Arrangements)

The Chairman of the Committee may table a report to the next General Meeting of the Gympie Regional Council following the monthly Committee Meeting.

### Performance Evaluation (Committee process for Performance Monitoring)

At least annually, the Committee shall evaluate its own performance and report the results to the Gympie Regional Council.

### Charter Review

The Committee will review and reassess the adequacy of its Charter at least annually and recommend to Gympie Regional Council any proposed changes.

### **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: 1.1 (iii) Governance – Legal

Budget Implications: N/A

Budget Reference: N/A

Legal/Statutory: Local Government Act 1993

Risks: Low - Allows the Committee to focus on the parameters identified in the Charter.

### **Consultation:**

Director of Financial Services

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

F26/03/10 Moved: Cr R.A. Gâté Seconded: Cr A.J. Perrett

**Recommend that the following Charter for the Corporate Governance and Finance Committee for Gympie Regional Council be adopted:-**



## **Corporate Governance & Finance Committee**

### **CHARTER**

#### **Appointment**

The Gympie Regional Council, pursuant to Section 452(a) of the Local Government Act 1993, has resolved to appoint a standing committee to be known as the Corporate Governance and Finance Committee (the “Committee”).

#### **Purpose (Committee Objectives)**

The purpose of the Committee is to establish and review strategies for achieving corporate, administrative and financial objectives; to review performance of the objectives; to oversee the efficiency and effectiveness of financial risk management; and to aid the Gympie Regional Council in discharging its responsibilities relating to the oversight of its governance, administrative and financial affairs.

#### **Function (Committee Responsibilities)**

The Committee shall have the following functions and responsibilities or as determined by the Gympie Regional Council from time to time.

To formulate, monitor, review and make recommendations to the Gympie Regional Council, concerning matters related to the following Council functions:-

1. **Asset Management**
2. **Branch matters**
3. **Budget**
4. **Civic Receptions/Functions**
5. **Corporate Management/ Administration/Governance**
6. **Corporate Public Relations**
7. **Council Property Management**
8. **Donations**
9. **Election Matters**
10. **Financial Management**
11. **Annual Grants Assistance**
12. **GST Compliance**
13. **Human Resources including Industrial Relations**
14. **Information Systems**
15. **Insurances**
16. **General Legal Proceedings**
17. **Loans/ Debts management**
18. **Local Government Boundaries**
19. **Local Laws**
20. **Rates and Charges**
21. **Town Hall**
22. **Training**
23. **Valuations**
24. **Workers Compensation\Workplace Health and Safety**

### **Authority (Authority of Committee)**

**The Committee has been delegated the power to appoint advisory committees to assist it in any of the areas of its functions and responsibilities, as provided for in Chapter 6, Part 1 of the Local Government Act 1993.**

**The Committee will prepare a charter for every advisory committee it appoints setting out details of the purpose, functions and composition of each advisory committee.**

**The Committee shall also have authority to obtain advice and assistance from internal and external legal, accounting and other advisors.**

### **Membership (Committee Membership)**

**The Committee shall consist of no fewer than nine (9) members, including the Mayor as an ex-officio member. The Chairman and members of the Committee shall be appointed by the Gympie Regional Council from its Councillors.**

**Five (5) Committee members shall constitute a quorum.**

**The members of the Corporate Governance and Finance Committee (Standing Committee) for the 2008 - 2012 term of Council shall be:-**

**Mayor Councillor Ron Dyne, (ex officio member)  
Councillor Anthony Perrett,  
Councillor Donna Neilson, Chairman  
Councillor Rae Gate,  
Councillor Julie Walker,  
Councillor Ian Petersen,  
Councillor Graham Engeman, Proxy Chairman  
Councillor Larry Friske,  
Councillor Jan Watt.**

**Meetings (Committee Meeting Arrangements)**

**The Committee will normally meet on the fourth Wednesday of each month at the conclusion of the preceding General Meeting.**

**All meetings will be conducted in compliance with the provisions of the Local Government Act 1993 and applicable Local Laws dealing with meetings.**

**Reporting (Committee Reporting Arrangements)**

**The Chairman of the Committee may table a report to the next General Meeting of the Gympie Regional Council following the monthly Committee Meeting.**

**Performance Evaluation (Committee process for Performance Monitoring)**

**At least annually, the Committee shall evaluate its own performance and report the results to the Gympie Regional Council.**

**Charter Review**

**The Committee will review and reassess the adequacy of its Charter at least annually and recommend to Gympie Regional Council any proposed changes.**

**Carried**

Item 10/3	Premises Licensing/Registration and Domestic Dogs and Cats Registration and Regulatory Fees 2010/2011
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**Re:** MINUTE F27/03/10 Premises Licensing/Registration and Domestic Dogs and Cats Registration and Regulatory Fees 2010/2011  
**From:** Director of Community Services – Mr M Grant  
**Date:** 12 March 2010  
**Reference:** N/A

**Executive Summary:**

Council's approval is sought to adopt fees and charges for certain licences/registrations/permits prior to formal budget deliberations for 2010/2011 financial year in order to enable processing of renewal applications, prior to their expiry (30 June 2010).

**Previous Council considerations:** Nil

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

Reference is made to Council's fees and charges pursuant to state government legislation and Council's local laws for:

- Premises requiring registration and licensing; and
- Domestic dog and cat registration and regulatory fees.

Certain licences, registrations and permits issued by Council expire 30 June 2010.

To enable Council's Community Services Directorate to process renewal applications within required time frames prior to the expiry of same licences, registrations and permits, the setting of fees for 2010/2011 is necessary.

	<b>Current 09/10 fees</b>	<b>Proposed 10/11 fees</b>	<b>% Increase</b>
<b><u>Flammable &amp; Combustible Liquids PGI, PGII, PGIII, C1 and C2</u></b>			
New application (Fee includes assessment of plans, inspection of facility and issue of licence)	\$285.00	\$300.00	5.3%
Licence Renewal – Storage capacity up to 100,000L	\$160.00	\$170.00	6.3%
Licence Renewal – Storage capacity over 100,001L	\$180.00	\$190.00	5.6%
<b><u>Caravan Park/Camping Ground Permit</u></b>			
Per Site	\$ 8.00	\$ 8.00	0.0%
Minimum Fee	\$135.00	\$145.00	7.4%
<b><u>Licences – Food Businesses as defined in the Food Act 2006</u></b>			
New Application (Fee includes assessment of plans, Inspection of premises and issue of licence)	\$285.00	\$300.00	5.3%
Amendment	\$150.00	\$155.00	3.3%
Renewal	\$180.00	\$190.00	5.6 %
Restoration (Late Fee)	\$ 70.00	\$ 75.00	7.1%
<b><u>Food Safety Programs</u></b>			
Accreditation			
Each application for accreditation <i>(fee includes review of food safety program by a food</i>	\$410.00	\$430.00	4.9%

	<b>Current 09/10 fees</b>	<b>Proposed 10/11 fees</b>	<b>% Increase</b>
<i>Safety auditor approved by Qld Health and issue of Accreditation Certificate)</i>			
Auditing			
Compliance audit – price per audit <i>(auditing frequency nominated by Local Government – fee includes travel time, time spent on-site undertaking audit, preparation of report and administration)</i>	\$210.00	\$220.00	4.8%
Amendment	\$150.00	\$155.00	3.3%
<b><u>Registration – Domestic Water Carriers</u></b>			
Food Business Licence held pursuant to Food Act 2006	No Charge	No Charge	0%
<b><u>Roadside Vending (Itinerant Vendors/Standing Stalls)</u></b> (excluding ex Div 3 Tiaro Shire Council)			
Initial Application	\$440.00	\$460.00	4.5%
Renewal	\$155.00	\$160.00	3.2%
<b><u>Personal Appearance Services</u></b>			
Annual Licence	\$285.00	\$300.00	5.3%
Non-Higher Risk Personal Appearance Services Inspection Fee	\$105.00	\$110.00	4.8%
<b><u>Dog Registration Fees</u></b>			
Entire dog	\$ 70.00	\$ 73.50	5.0%
Pension (50% of entire fee dog registration ONLY)	\$ 35.00	\$ 37.00	5.7%

	<b>Current 09/10 fees</b>	<b>Proposed 10/11 fees</b>	<b>% Increase</b>
Pro-rata registration (after the 1st January – new dogs ONLY)			
applies to entire dogs ONLY)	\$ 35.00	\$ 37.00	5.7%
Desexed dog	\$ 15.00	\$ 16.00	6.7 %
Desexed and Microchipped Dog	No Charge	No Charge	0.0%
Working dogs	\$ 15.00	\$ 16.00	6.7%
Dogs registered with Canine Control Council (CCC) – must hold current membership	\$ 30.00	\$ 32.00	6.7%
Dangerous dogs/Restricted dogs	\$270.00	\$283.50	5.0%

NOTE: Dog registration applies shire wide for the former Cooloola Shire Council.

NOTE: Former Kilkivan Shire Council – dog registration fee applies to former KSC townships only.

NOTE: Registration applies for dogs only in former Tiaro Shire Council division (3) townships only.

### **Cat Registration Fees**

(applies shire wide for former Cooloola Shire Council only)

Entire cat	\$ 70.00	\$ 73.50	5.0%
Pension (50% of entire fee cat registration ONLY)	\$ 35.00	\$ 37.00	5.7%
Pro-rata registration (after the 1st January – new cats ONLY applies to entire cats ONLY)	\$ 35.00	\$37.00	5.7%
Desexed cat	\$ 15.00	\$16.00	6.7%
Desexed and Microchipped cat	No Charge	No Charge	0.0%
Registered cat breeder or breed society with microchip			
Cat (Up to four (4) cats)	\$30.00	\$32.00	6.7 %



	<b>Current 09/10 fees</b>	<b>Proposed 10/11 fees</b>	<b>% Increase</b>
<b><u>Permit to Keep More than 2 Dogs or 2 Cats</u></b>			
Initial application for permits to keep more than two (2) dogs or two (2) cats on a property	\$140.00	\$145.00	3.6%
Annual renewal permit to keep more than two (2) dogs or two (2) cats	\$ 40.00	\$ 42.00	5.0%
<b><u>Impounding Fees</u></b>			
Dog and Cat Impounding Expenses			
Release Fee – working days (8.30am – 4.00pm)			
Release fee (for each registered dog or cat impounded by Council – normal RSPCA opening hours)	\$100.00	\$105.00	5.0%
Release fee (for each unregistered dog or cat impounded by Council – normal RSPCA opening hours)	\$150.00	\$155.00	3.3%
Additional surcharge if dog or cat impounded after hours (additional to release fee)	\$100.00	\$105.00	5.0%
PLUS Sustainance per day	\$ 15.00	\$ 16.00	6.7%
<b><u>General Cats and Dogs</u></b>			
Replacement Tag	\$ 5.00	\$ 5.00	0.0%
Animal Equipment Hire			
- Barking Control Collars (refundable deposit) per collar	\$ 40.00	\$ 45.00	12.5%
- Dog/Cat Trap (refundable deposit) per trap	\$ 40.00	\$ 45.00	4.2 %
Boarding/Breeding per annum	\$120.00	\$125.00	20%
Boarding/Breeding Application		\$220.00	NEW

	<b>Current 09/10 fees</b>	<b>Proposed 10/11 fees</b>	<b>% Increase</b>
<b><u>Surrender/Dead Animal Disposal Fees</u></b>			
Surrender of dogs or cats (per service) (includes collection/ euthanasing)	\$ 60.00	\$ 65.00	8.3%
<del>Vets—Collection of Bodies and Disposal (per service)</del>		DELETED	
<b><u>General</u></b>			
<b><u>Property Search – Registered/Licensed Premises</u></b>			
<b><u>Environmental Protection Act Licence Fees</u></b>			
Application/Transfer fee not elsewhere specified	\$125.00	\$135.00	8%
<b>S369A – Waste Management Works – private contractors</b>			
Application for Approval (Initial Application Fee) <i>(fee includes assessment of initial application to carry out waste management works, consultation with applicant, reporting to Council for determination on approval)</i>	\$285.00	\$300.00	5.3%
<del>Annual Renewal Application fee</del> <i>(Explanatory note: There is no scope in the Environmental Protection Act for ‘renewal’ of S. 369A Approvals. Application for Approval must be made to Council on an annual basis)</i>	<del>-\$125.00</del>	DELETED	
Application for Approval (Annual Fee)		\$180.00	NEW

**Strategic Implications:**

- Corporate Plan: 4.1, 4.6
- Operational Plan: 1.3(ii), 3.1(i), 3.1(iii), 3.2(i), 3.2(iv)
- Budget Implications: Adoption of fees and charges for certain licences/registrations/permits prior to formal budget deliberations for 2010/2011 financial year.
- Budget Reference: Revenue - Ledger No. 1610305  
Revenue - Ledger No. 1610301  
Revenue - Ledger No. 1620303
- Risk Analysis: Council is obligated to regulate certain activities pursuant to state legislation and local laws, including the issue of licensing, registration and permits for same activities.

**Consultation:**

Director of Community Services  
Management Accountant, Finance Directorate  
Co-ordinator of Health and Environmental Services  
Co-ordinator of Compliance and Local Disaster

**Checklist:**

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

**F27/03/10 Moved: Cr J. Watt Seconded: Cr J.A. Walker**

**Recommend that Council adopts the fees set out below for licensing/registration of premises pursuant to State Legislation and Council's Local Laws for the 2010/2011 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.**

	<b>Current 09/10 fees</b>	<b>Proposed 10/11 fees</b>	<b>% Increase</b>
<b><u>Flammable &amp; Combustible Liquids PGI, PGII, PGIII, C1 and C2</u></b>			
<b>New application (Fee includes assessment of plans, inspection of facility and issue of licence)</b>	<b>\$285.00</b>	<b>\$300.00</b>	<b>5.3%</b>
<b>Licence Renewal – Storage capacity up to 100,000L</b>	<b>\$160.00</b>	<b>\$170.00</b>	<b>6.3%</b>
<b>Licence Renewal – Storage capacity over 100,001L</b>	<b>\$180.00</b>	<b>\$190.00</b>	<b>5.6%</b>
<b><u>Caravan Park/Camping Ground Permit</u></b>			
<b>Per Site</b>	<b>\$ 8.00</b>	<b>\$ 8.00</b>	<b>0.0%</b>
<b>Minimum Fee</b>	<b>\$135.00</b>	<b>\$145.00</b>	<b>7.4%</b>
<b><u>Licences – Food Businesses as defined in the Food Act 2006</u></b>			
<b>New Application (Fee includes assessment of plans, Inspection of premises and issue of licence)</b>	<b>\$285.00</b>	<b>\$300.00</b>	<b>5.3%</b>
<b>Amendment</b>	<b>\$150.00</b>	<b>\$155.00</b>	<b>3.3%</b>
<b>Renewal</b>	<b>\$180.00</b>	<b>\$190.00</b>	<b>5.6 %</b>
<b>Restoration (Late Fee)</b>	<b>\$ 70.00</b>	<b>\$ 75.00</b>	<b>7.1%</b>
<b><u>Food Safety Programs</u></b>			
<b>Accreditation</b>			
<b>Each application for accreditation</b> <i>(fee includes review of food safety program by a food Safety auditor approved by Qld Health and issue of Accreditation Certificate)</i>	<b>\$410.00</b>	<b>\$430.00</b>	<b>4.9%</b>

	<b>Current 09/10 fees</b>	<b>Proposed 10/11 fees</b>	<b>% Increase</b>
<b>Auditing</b>			
<b>Compliance audit – price per audit</b> <i>(auditing frequency nominated by Local Government – fee includes travel time, time spent on-site undertaking audit, preparation of report and administration)</i>	<b>\$210.00</b>	<b>\$220.00</b>	<b>4.8%</b>
<b>Amendment</b>	<b>\$150.00</b>	<b>\$155.00</b>	<b>3.3%</b>
<b><u>Registration – Domestic Water Carriers</u></b>			
<b>Food Business Licence held pursuant to Food Act 2006</b>	<b>No Charge</b>	<b>No Charge</b>	<b>0%</b>
<b><u>Roadside Vending (Itinerant Vendors/Standing Stalls)</u></b> <b>(excluding ex Div 3 Tiaro Shire Council)</b>			
<b>Initial Application</b>	<b>\$440.00</b>	<b>\$460.00</b>	<b>4.5%</b>
<b>Renewal</b>	<b>\$155.00</b>	<b>\$160.00</b>	<b>3.2%</b>
<b><u>Personal Appearance Services</u></b>			
<b>Annual Licence</b>	<b>\$285.00</b>	<b>\$300.00</b>	<b>5.3%</b>
<b>Non-Higher Risk Personal Appearance Services Inspection Fee</b>	<b>\$105.00</b>	<b>\$110.00</b>	<b>4.8%</b>
<b><u>Dog Registration Fees</u></b>			
<b>Entire dog</b>	<b>\$ 70.00</b>	<b>\$ 73.50</b>	<b>5.0%</b>
<b>Pension (50% of entire fee dog registration ONLY)</b>	<b>\$ 35.00</b>	<b>\$ 37.00</b>	<b>5.7%</b>

	<b>Current 09/10 fees</b>	<b>Proposed 10/11 fees</b>	<b>% Increase</b>
<b>Pro-rata registration (after the 1st January – new dogs ONLY applies to entire dogs ONLY)</b>	<b>\$ 35.00</b>	<b>\$ 37.00</b>	<b>5.7%</b>
<b>Desexed dog</b>	<b>\$ 15.00</b>	<b>\$ 16.00</b>	<b>6.7 %</b>
<b>Desexed and Microchipped Dog</b>	<b>No Charge</b>	<b>No Charge</b>	<b>0.0%</b>
<b>Working dogs</b>	<b>\$ 15.00</b>	<b>\$ 16.00</b>	<b>6.7%</b>
<b>Dogs registered with Canine Control Council (CCC) – must hold current membership</b>	<b>\$ 30.00</b>	<b>\$ 32.00</b>	<b>6.7%</b>
<b>Dangerous dogs/Restricted dogs</b>	<b>\$270.00</b>	<b>\$283.50</b>	<b>5.0%</b>

**NOTE: Dog registration applies shire wide for the former Cooloola Shire Council.**

**NOTE: Former Kilkivan Shire Council – dog registration fee applies to former KSC townships only.**

**NOTE: Registration applies for dogs only in former Tiaro Shire Council division (3) townships only.**

### **Cat Registration Fees**

**(applies shire wide for former Cooloola Shire Council only)**

<b>Entire cat</b>	<b>\$ 70.00</b>	<b>\$ 73.50</b>	<b>5.0%</b>
<b>Pension (50% of entire fee cat registration ONLY)</b>	<b>\$ 35.00</b>	<b>\$ 37.00</b>	<b>5.7%</b>
<b>Pro-rata registration (after the 1st January – new cats ONLY applies to entire cats ONLY)</b>	<b>\$ 35.00</b>	<b>\$37.00</b>	<b>5.7%</b>
<b>Desexed cat</b>	<b>\$ 15.00</b>	<b>\$16.00</b>	<b>6.7%</b>
<b>Desexed and Microchipped cat</b>	<b>No Charge</b>	<b>No Charge</b>	<b>0.0%</b>
<b>Registered cat breeder or breed society with microchip</b>			
<b>Cat (Up to four (4) cats)</b>	<b>\$30.00</b>	<b>\$32.00</b>	<b>6.7 %</b>

	<b>Current 09/10 fees</b>	<b>Proposed 10/11 fees</b>	<b>% Increase</b>
<b><u>Permit to Keep More than 2 Dogs or 2 Cats</u></b>			
<b>Initial application for permits to keep more than two (2) dogs or two (2) cats on a property</b>	<b>\$140.00</b>	<b>\$145.00</b>	<b>3.6%</b>
<b>Annual renewal permit to keep more than two (2) dogs or two (2) cats</b>	<b>\$ 40.00</b>	<b>\$ 42.00</b>	<b>5.0%</b>
<b><u>Impounding Fees</u></b>			
<b>Dog and Cat Impounding Expenses</b>			
<b>Release Fee – working days (8.30am – 4.00pm)</b>			
<b>Release fee (for each registered dog or cat impounded by Council – normal RSPCA opening hours)</b>	<b>\$100.00</b>	<b>\$105.00</b>	<b>5.0%</b>
<b>Release fee (for each unregistered dog or cat impounded by Council – normal RSPCA opening hours)</b>	<b>\$150.00</b>	<b>\$155.00</b>	<b>3.3%</b>
<b>Additional surcharge if dog or cat impounded after hours (additional to release fee)</b>	<b>\$100.00</b>	<b>\$105.00</b>	<b>5.0%</b>
<b>PLUS Sustenance per day</b>	<b>\$ 15.00</b>	<b>\$ 16.00</b>	<b>6.7%</b>
<b><u>General Cats and Dogs</u></b>			
<b>Replacement Tag</b>	<b>\$ 5.00</b>	<b>\$ 5.00</b>	<b>0.0%</b>
<b>Animal Equipment Hire</b>			
<b>- Barking Control Collars (refundable deposit) per collar</b>	<b>\$ 40.00</b>	<b>\$ 45.00</b>	<b>12.5%</b>
<b>- Dog/Cat Trap (refundable deposit) per trap</b>	<b>\$ 40.00</b>	<b>\$ 45.00</b>	<b>4.2 %</b>

	<b>Current 09/10 fees</b>	<b>Proposed 10/11 fees</b>	<b>% Increase</b>
<b>Boarding/Breeding per annum</b>	<b>\$120.00</b>	<b>\$125.00</b>	<b>20%</b>
<b>Boarding/Breeding Application</b>		<b>\$220.00</b>	<b>NEW</b>
<b><u>Surrender/Dead Animal Disposal Fees</u></b>			
<b>Surrender of dogs or cats (per service) (includes collection/euthanasing)</b>	<b>\$ 60.00</b>	<b>\$ 65.00</b>	<b>8.3%</b>
<del><b>Vets – Collection of Bodies and Disposal (per service)</b></del>		<b>DELETED</b>	
<b><u>General</u></b>			
<b><u>Property Search – Registered/Licensed Premises</u></b>			
<b><u>Environmental Protection Act Licence Fees</u></b>			
<b>Application/Transfer fee not elsewhere specified</b>	<b>\$125.00</b>	<b>\$135.00</b>	<b>8%</b>
<b>S369A – Waste Management Works – private contractors</b>			
<b>Application for Approval (Initial Application Fee)</b> <i>(fee includes assessment of initial application to carry out waste management works, consultation with applicant, reporting to Council for determination on approval)</i>	<b>\$285.00</b>	<b>\$300.00</b>	<b>5.3%</b>
<del><b>Annual Renewal Application fee</b></del> <i>(Explanatory note: There is no scope in the Environmental Protection Act for ‘renewal’ of S. 369A Approvals. An Application for Approval must be made to Council on an annual basis)</i>	<del><b>-\$125.00</b></del>	<b>DELETED</b>	
<b>Application for Approval (Annual Fee)</b>		<b>\$180.00</b>	<b>NEW</b>

**Carried**



**ADJOURNMENT OF MEETING**

The meeting adjourned for lunch at 11.40am.

**RESUMPTION OF MEETING**

The meeting resumed at 12.09pm.

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

Also in attendance were Director of Financial Services (Mrs Y Oliver), Acting Chief Executive Officer (Mr C. Manson) and Minutes Secretary (Mrs F Baker).

Acting Chief Executive Officer (Mr C. Manson) was not present when the meeting resumed.

**LATE ITEM****Late Item 1 Proposal from Department of Environment and Resource Management Regarding Aerial Photography**

Re: **MINUTE F28/03/10** Proposal from Department of Environment and Resource Management Regarding Aerial Photography  
From: Design Services  
File: 4/4/03/0001  
Date: 22 March 2010

**Report: (General Manager Design Services - R. Chapman)**

Council has been approached by Department of Environment and Resource Management to participate in a joint aerial photography program with significant cost savings resulting there from.

The proposal would be to update the previous area flown in 2005 that includes the urban areas of Gympie (including some extensions into the rural residential areas), Cooloola Cove, Tin Can Bay and Rainbow Beach to the same standard of photography and cover the balance of the region to the same standard flown by the state government for the Traveston Dam.

Estimated costs for the photography is \$40,000 plus ground survey control by Council's surveyors in the course of their normal duties. The savings would be approximately \$250,000. Due to time constraints imposed by Department of Environment and Resource Management, Council is required to commit to the project immediately. All other Directorates and Divisions have indicated their support for the work with some indicating finding funding from existing budgets.

**F28/03/10 Moved: Cr R.A. Gâté Seconded: Cr I.T. Petersen**

**Recommend that Council proceed with the project and refer to the Director of Financial Services to make provision for funding of \$40,000 in the 9 monthly review of the 2009/10 budget.**

**Carried**

Acting Chief Executive Officer (Mr C. Manson) returned to the meeting at 12.11pm.

## **COUNCIL IN COMMITTEE**

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

1. Outstanding Sundry Debtor Report As At 28 February 2010
2. Standing Offer Arrangement 2009/10-T125
3. Standing Offer Arrangement 2009/10-T126

**F29/03/10 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 Sundry Debtor Report As At 28 February 2010
2. Standing Offer Arrangement 2009/10-T125
3. Standing Offer Arrangement 2009/10-T126

**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**

**F30/03/10 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 Sundry Debtor Report As At 28 February 2010**

**Re:** **MINUTE F31/03/10** Outstanding Accounts 3 Months and Over Sundry Debtors – as at 28 February 2010  
**File:** 5/03/08/0002  
**Date:** 02/03/2010  
**Reference:** N/A

**F31/03/10** **Moved: Cr I.T. Petersen** **Seconded: Cr A.J. Perrett**

**Recommend that the list of Outstanding Sundry Debtors (3 months and over) be noted and the recommended action be taken and that staff contact DERM in relation to Invoice 52825.**

**Carried**

**In Committee Item 2 Standing Offer Arrangement 2009/10-T125**

**Re:** **MINUTE F32/03/10** Standing Offer Arrangement 2009/10-T125  
**File:** 5/6/14/0003  
**Date:** 8 March 2010  
**Reference:** N/A

**F32/03/10** **Moved: Cr R.A. Gâté** **Seconded: Cr J.A. Walker**

**Recommend that Contract 2009/10-T125 Water Treatment Chemicals be awarded to Tom Grady Rural Merchandise.**

**Carried**

In Committee Item 3	Standing Offer Arrangement 2009/10-T126
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**Re:** MINUTE F33/03/10 Standing Offer Arrangement 2009/10-T126  
**File:** 5/6/14/0003  
**Date:** 8 March 2010  
**Reference:** N/A

**F33/03/10**      **Moved: Cr J.A. Walker**                      **Seconded: Cr R.A. Gâté**

**Recommend that Contract 2009/10-T126 Herbicides and Pesticides be awarded as follows:**

**Tom Grady Rural Merchandise Stock Items 10760, 10780, 10800, 10940, 10950, 10960, 11040, 11070 and 11200.**

**QLD Rural Supplies Stock Items 10770, 10790, 10900, 10980, 10990 and 11050.**

**Carried**

There being no further business the meeting closed at 12.38pm.

Confirmed this FOURTEENTH day of APRIL 2010.

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