



## **MINUTES**

*of the*

# **CORPORATE GOVERNANCE AND FINANCE COMMITTEE MEETING**

**CHAIRMAN: Cr. Donna Neilson**

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

**On Wednesday 23 April 2008  
at 10.08am**

**For Adoption at the General Meeting to be held on  
14 May 2008**

Gympie Regional Council **CORPORATE GOVERNANCE &  
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.**

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The meeting opened at 10.08am.

**PRESENT:** 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.

Also in attendance were Financial Services Director, Yvonne Oliver, Chief Executive Officer, Ken Mason and Minutes' Clerk (Mrs F.J.A. Baker).

<b>SECTION 1: CORPORATE GOVERNANCE AND FINANCE COMMITTEE CHARTER</b>
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<b>1/1 Corporate Governance and Finance Committee Charter</b>
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Re: **MINUTE F01/04/08** Corporate Governance and Finance Committee Charter  
From: Director of Financial Services – Yvonne Oliver  
File:  
Date: 8 April 2008

Gympie Regional Council

Corporate Governance and Finance Committee

*DRAFT*

**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 aide 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.

**F01/04/08      Moved: Cr G.L Engeman                      Seconded: Cr J.A. Walker**

**Recommend that the Charter as presented be adopted.**

**Carried**

**SECTION 2: VOUCHERS FOR PAYMENT AND  
CONFIRMATION AND STAFF ACTION  
ENDORSED AS AT 29 FEBRUARY 2008, 14  
MARCH 2008 & 31 MARCH 2008**

**2/1a      Vouchers for Payment and Confirmation and Staff Action Endorsed as at 29  
February 2008**

Re: MINUTE **F02/04/08** Vouchers for Payment and Confirmation  
and Staff Action Endorsed as at 29 February 2008  
From: Creditors Systems Officer – Kerri Sutton  
File: FG94/00042  
Date: 1 April 2008

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

**VOUCHERS TO BE CONFIRMED FOR PAYMENT**

Operating Fund:- Vrs 88049 - 88054 \$39,865.51

**VOUCHERS TO BE CONFIRMED**

Operating Fund:- Vrs 87922 - 88048 \$175,083.96

EFT:- Batch 1166 -1185 \$4,825,069.80

EFT Total Salaries and Wages: \$967,881.12

See list of vouchers “Attachment 1a.”

**F02/04/08 Moved: Cr J. Watt**

**Seconded: Cr L.J. Friske**

**Recommend that the above list of vouchers be confirmed and staff action endorsed.**

**Carried**

2/1b Vouchers for Payment and Confirmation and Staff Action Endorsed from  
1 March to 14 March 2008

Re: **MINUTE F03/04/08** Vouchers for Payment and Confirmation  
and Staff Action Endorsed from 1 March to 14 March 2008  
From: Creditors Systems Officer – Kerri Sutton  
File: FG94/00042  
Date: 1 April 2008

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

**VOUCHERS TO BE CONFIRMED FOR PAYMENT**

Operating Fund:- Vrs 88141 - 88144 \$11,217.88

**VOUCHERS TO BE CONFIRMED**

Operating Fund:- Vrs 88055 - 88140 \$478,371.51

EFT:- Batch 1186 - 1195 \$3,624,455.55

EFT Total Salaries and Wages: \$462,642.43

See list of vouchers “Attachment 1a & 1b 1-3-08 to 14-3-08.”

**F03/04/08      Moved: Cr I.T. Petersen****Seconded: Cr A.J. Perrett**

**Recommend that the above list of vouchers be confirmed and staff action endorsed.**

**Carried**

2/1c      Vouchers for Payment and Confirmation and Staff Action Endorsed from 15 March 2008 to 31 March 2008

Re:      **MINUTE F04/04/08** Vouchers for Payment and Confirmation and Staff Action Endorsed from 15 March 2008 to 31 March 2008

From:      Creditors Systems Officer – Kerri Sutton

File:      FG94/00042

Date:      1 April 2008

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

**VOUCHERS TO BE CONFIRMED FOR PAYMENT**

Operating Fund:-    Vrs 90033 - 90036      \$950.62

**VOUCHERS TO BE CONFIRMED**

Operating Fund:-    Vrs 90001 - 90036      \$13,328.46

EFT:-      Batch 1196 - 1208      \$770,594.63

EFT Total Salaries and Wages:      \$503,380.43

See list of vouchers “Attachment 1a & 1b 15-3-08 to 31-3-08.”

**F04/04/08      Moved: Cr L.J. Friske****Seconded: Cr R.A. Gâté**

**Recommend that the above list of vouchers be confirmed and staff action endorsed.**

**Carried**

**SECTION 3: SUNDRY DEBTORS MATTERS**

3/1      Parking Infringement
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Re: **MINUTE F05/04/08** Parking Infringement  
From: Maria Glenn, 6 Smith Road, MONKLAND QLD 4570  
File: WR97/00168  
Date: 14 February 2008

*"I would like this letter to be heard at a Cooloola Shire Council meeting as I think that there would be other people that have had to deal with this kind of issue as well.*

*I have recently received two Infringement Reminder/Tax Invoices from your office No 22638 dated 20 April 2007 and No 22903 dated 25 May 2007.*

*Last year after I received the original notices I wrote to the CEO explaining my situation and am still quite upset that he showed absolutely no regard whatsoever for my circumstances.*

*I explained to him that I moved to Qld in December 2006 after purchasing my home here. I had a valid disability parking form from NSW that didn't expire until July 2006. After it expired I was going to renew it in QLD. I was not aware that there were any differences in the law from NSW and QLD. In NSW I was allowed to park in a 'normal' car space for a period of 2 hours more than was signed if there were no disabled parking spaces available for me. I honestly had no idea whatsoever that I couldn't also do this in Gympie, as there were no disabled car spaces available there at the time. When I wrote to the CEO asking that he take this into consideration I attached a copy of this form that would prove I didn't know there was a difference in the law up here.*

*As stated in the original letter I only receive a pension each week and I do not have the money to pay these 2 notices, which amounts to \$46.60. I really do believe these fines should be waived because I was unaware of the different laws in QLD, not because I wanted to break them. This is my second letter to Council, and I do hope that you take what I have said into consideration. It says on the notices that I could lose my licence, or even have the money transferred from my bank account. I just cannot believe that Council would just do this to a disabled person. Thank you for your time."*

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

Infringement Notice Numbers 22638 & 22903 were issued to vehicle 369JXI for parking for a "Period Longer than Permitted Maximum".

Ms Glenn wrote to Council requesting that Council waive the requirement of her paying these fines for the reason that each state has different Disabled Parking Laws. She thought she was legally entitled to park in a normal parking bay for a period of 2hrs longer that sign marked if she displayed her NSW Disability Sticker.

After consideration of that matter it was deemed that a breach was still committed on each occasion and therefore payment of the \$40.00 needed to be made. Ms Glenn was sent a letter on the 23<sup>rd</sup> July, 2007 advising her of Council's decision and requested to pay the outstanding amount within 14 days. A reminder notice was recently sent to Ms Glenn advising that these tickets remain unpaid.

Ms Glenn then contacted Council and advised that she wished to further object to paying these fines and was advised to put another letter into Council and this letter would go to a Council meeting.

Councillor I.T. Petersen left the meeting at 10.14am.

**F05/04/08      Moved: Cr L.J. Friske                      Seconded: Cr J.A. Walker**

**Recommend that Ms Glenn be advised that Council will waive Parking Infringement 22638 but is unable to waive Parking Infringement 22903.**

**Carried**

Councillor I.T. Petersen returned to the meeting at 10.15am.

## **COUNCIL IN COMMITTEE**

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

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

**F06/04/08      Moved: Cr L.J. Friske                      Seconded: Cr A.J. Perrett**

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

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

F07/04/08

Moved: Cr A.J. Perrett

Seconded: Cr J.A. Walker

That proceedings be resumed in Open Council.

**Carried**

## SECTION 4: INSURANCE AND LEGAL MATTERS

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

Re: **MINUTE F08/04/08** Reports on Theft/Suspected Theft or Damaged Items  
 From: Director of Financial Services – Yvonne Oliver  
 File: FI94/00037  
 Date: 19 March 2008

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

Stolen/ Suspected theft of	Damaged/ Missing Items	Brief Outline Circumstances	<u>Approx Value</u>	Date Police Notified
	1 x Stihl Chainsaw	Damaged during tree felling, cost to repair higher than purchase price	\$700.00	N/A
1 x Road Closed Ahead sign, 6 traffic cones		Vandals destroyed and stole barrier across Southern Beach Access at Lions park	Sign - \$75 Cones - \$120	

<b>Stolen/ Suspected theft of</b>	<b>Damaged/ Missing Items</b>	<b>Brief Outline Circumstances</b>	<b><u>Approx Value</u></b>	<b>Date Police Notified</b>
800 ltrs Diesel 2 grease guns 1 12v heavy duty battery 2 tyre chocks		Entry by keys at Brimms Road, Goomeri, overnight 3-4/04/08	\$1,700.00	04/04/08

**F08/04/08 Moved: Cr J.A. Walker****Seconded: Cr R.A. Gâté**

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

**Carried**

Acting Administration Manager, Mr John Nancarrow and Director of Corporate Services, Craig Manson entered the meeting at 10.20am.

## SECTION 5: COUNCIL PROPERTY

### 5/1 Vandalism to Rotunda in the Memorial Park

Re: **MINUTE F09/04/08** Vandalism to Rotunda in the Memorial Park  
 From: Acting Administration Manager – Mr John Nancarrow  
 File: EP94/00006-A  
 Date: 4 April 2008

**Report: (Acting Administration Manager – Mr John Nancarrow)**

The matter of vandalism to the Rotunda in the Memorial Park was raised at Council's General Meeting of 26 February 2008, where it resolved as follows (G89/02/08):

*'..That the Parks Superintendent provide for the Draft Budget Meeting the estimated cost of a vandalism recording system for the Memorial Park Rotunda.*

*Further, that Council staff be authorised to request a report from Council's security provider of times of security patrols at the Rotunda in Memorial Park..'*

We note that the Parks Superintendent is to provide a report to the Draft Budget Meeting of estimated costs of a recording system separately.

We advise that Council staff have made enquiries with Council's current Security Provider. A verbal report on this aspect will be provided.

It is noted that Council wrote to the Queensland Police Service on 20 February 2008 requesting consideration to further supervision of our local parks and heritage buildings, however we are yet to receive a response.

A meeting was subsequently held with the then Mayor who raised the need for Police cooperation dealing with such vandalism matters.

**F09/04/08 Moved: Cr J. Watt**

**Seconded: Cr J.A. Walker**

**Recommend that the information be received.**

**Carried**

5/2	Proposed Acquisition of Central Pre-School Building, Gympie
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Re: MINUTE F10/04/08 Proposed Acquisition of Central Pre-School Building, Gympie  
 From: Gayle McGowan, Acting Principal Property Manager,  
 Department of Public Works, GPO Box 2906, BRISBANE  
 QLD 4001  
 File: FG94/16-B  
 Date: 26 March 2008

*'..Project Services has been appointed as the disposal agent to handle the sale of the abovementioned preschool site on behalf of the Department of Education, Training and the Arts (DETA).*

*In accordance with the Government Land Policies, surplus properties may be transferred at market value from one Government Agency to another.*

*Project Services offers the following property to the Gympie Regional Council:*

- *Former Gympie Preschool Centre, located on the corner of Palentine and O'Connell Streets, Gympie, known as Lot 15 on Crown Plan G147170.*

*The purchase price of the site will be \$225,000 exclusive of GST.*

*The use of the land will be subject to a restrictive covenant requiring the land to be used for licensed early childhood education and care services. The Gympie Regional Council will be required to be bound by the restrictions imposed by the terms of the Covenant.*

*Upon receipt of a letter of acceptance from Gympie Regional Council, Project Services will forward a Contract for Commercial land and buildings, a copy of the Covenant and the Asbestos Management Plan for your perusal and signature.*

*Please forward your response to Project Services no later than 13<sup>th</sup> May 2008.*

*Should you require any further information or clarification on this matter, please contact me on 3227 6815..'*

**Report: (Acting Administration Manager – John Nancarrow)**

Cooloolo Shire Council has been considering acquisition of the Gympie Central Pre-School building for some time. Minute No. G74/10/07 resolved:

*'..that a Working Group consisting of:*

- Two representatives from Cooloolo Shire Council being the Mayor (Cr M.J. Venardos O.A.M) and Administration and Finance Committee Chairman (Cr I.T. Peterson);*
- Two representatives from the Cooloolo Family and Community Development Committee;*
- Three representatives from the six groups (Uniting Church, Gympie Community Place, Play and Learn Limited Hours Child Care, Plan and Learn Playgroup, Murri Mums Playgroup, Playgroup Toy Library) who have expressed an interest in jointly acquiring premises to be established to further the acquisition of the Gympie Central Pre-School property (Lot 15 G147170 Parish Gympie) at O'Connell Street, Gympie..'*

It is noted that the Department of Natural Resources and Water have offered their advice indicating that the property described as Lot 15 on Plan No. G147170 (where the Gympie Central Pre-School is positioned) will be sold with a Statutory Covenant that the purpose of use remain as Early Childhood (or Childcare) purposes. The Working group ascertained that the organisations represented had the capacity to meet the covenant requirements. The property is freehold as at late December 2007.

Advice has been received indicating that the advertisement for the sale of the property by tender has been postponed until after our recent local government election, which would allow Gympie Regional Council to consider the matter. They also advised that there would be no government funding available to subsidise the purchase of the property and that it would be sold at market value.

A purchase price has now been received from the Department of Public Works for \$225,000 excl GST, market value.

It is now raised with Council to consider whether it wishes to proceed with acquisition. Council has been requested to respond by 13<sup>th</sup> May 2008.

Council should be aware that no Budget allocation exists for the purchase of this building.

Should Council wish to proceed, further consideration needs to be given to budgetary timing, future operational and capital costs tied to the building and how those should be treated.

**F10/04/08      Moved: Cr I.T. Petersen                      Seconded: Cr G.L Engeman**

**Recommend that Council seek an extension of time to 30 June 2008 for response to the offer of purchase of land and building at Lot 15 G147170 Parish of Gympie at O'Connell Street.**

**Further, that the matter be referred to the next Corporate Governance & Finance Committee meeting to be held on 28 May 2008 for further consideration.**

**Carried**

5/3	Airport Leases Over Airport Hangar Sites (1 [Commercial], 2, 3, 4 and 5 [Recreational])
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Re: MINUTE F11/04/08 Airport Leases Over Airport Hangar Sites (1 [Commercial], 2, 3, 4 and 5 [Recreational])  
 From: Acting Administration Manager – Mr John Nancarrow  
 File: WG94/00036  
 Date: 25 February 2008

**Report: (Acting Administration Manager – John Nancarrow)**

Council has been dealing with this matter for some 10 months.

Following receipt of the Tenders for leases over sites at the Airport, the Tenderers have been contacted in relation to their lease area size requirements. This report is provided for offers of Agreements to Lease and Leases and note the tenders allowing Council the optimum utilisation of available sites.

#### **Site 1 - Commercial**

Mr Jason Lambole was the successful Tenderer at \$21.50m2. He has accepted the offer and will finalise the area when the lease plan is drawn.

Recommend offer of standard Agreement to Lease and when all Planning and Building matters are resolved, offer Council's Standard Lease for a term of 20 years.

### **Site 2 - Recreational**

Mr Francis B Kane was the successful Tenderer at \$20.00m<sup>2</sup>. He has accepted the offer and lease area, which is not negotiable at this site.

Recommend offer of standard Agreement to Lease and when all Planning and Building matters are resolved, offer Council's standard Lease for a term of 20 years.

### **Site 3 - Recreational**

Mr Bruce Studdock was the successful Tenderer at \$18.40m<sup>2</sup>. He required more than one site, as a 12m x 12m hangar would not accommodate his aircraft. There was some flexibility with this site, which could be extended to 15m x 15m and still meet Council's Building requirements.

Mr Studdock accepted the offer of Site 3 at the enlarged area of 15m x 15m. He would therefore not require Sites 4 and 5.

Recommend offer of Council's standard Agreement to Lease and when all Planning and Building matters are resolved; offer Council's standard Lease for a term of 20 years.

### **Site 4 - Recreational**

Mr Bruce Studdock was the successful Tenderer at \$22.00m<sup>2</sup>. He was offered Site 4, however as he could obtain sufficient area in Site 3 he no longer required Site 4.

The next highest Tenderer for Site 4 was Louis Anthony Mego at \$15.00m<sup>2</sup>. He was offered Site 4. He initially required Sites 3, 4 and 5 however because we can be flexible in the area and shape of sites 4 and 5 this would accommodate his plans, dependant however upon him being successful with Site 5 which he was.

After lengthy deliberation, Mr Mego chose not accept Council's offer and therefore the offer of Lease for Site 4 went to the next highest bidder on the list, Mr Ian Wagner at \$14.06m<sup>2</sup>.

Mr Wagner was offered Site 4 and requires a lease area of 12.3m x 15m deep. He has accepted this offer.

Recommend to offer a standard Agreement to Lease and when all planning and Building matters are resolved, offer Council's standard Lease for a term of 20 years.

**Site 5 - Recreational**

Mr Bruce Studdock was the successful Tenderer at \$22.00m<sup>2</sup>. He was offered Site 5, however as he could obtain sufficient area in Site 3 he no longer required Site 5.

The next highest Tenderer for Site 5 was Louis Anthony Mego at \$15.00m<sup>2</sup>. He was offered Site 5. He initially required Sites 3, 4 and 5 however because we can be flexible in the area and shape of sites 4 and 5 this would accommodate his plans, dependant however upon him being the successful with Site 4 which he was.

After length deliberation, Mr Mego chose not accept Council's offer and therefore the offer of Lease for Site 5 went to the next highest bidder on the list, Mr Joshua Worner at \$12.00m<sup>2</sup>.

Mr Worner was offered the remaining site at 12m x 12m. His preference is for a larger site however this is all that is available at present. Mr Worner accepts this offer.

Recommend offer of standard Agreement to Lease and when all Planning and Building matters are resolved, offer Council's Standard Lease for a term of 20 years.

**F11/04/08****Moved: Cr L.J. Friske****Seconded: Cr J.A. Walker****Recommend:****1. Site 1 - Commercial**

**That Council offers an Agreement to Lease to Mr Jason Lambole over Commercial Site 1 to reflect the proposed lease conditions.**

**Further, that subject to all Planning, Building, Design and Health matters being satisfactorily resolved, a Lease in Council's standard format be offered to Mr Lambole over Commercial Site 1 to include the following conditions:**

- (a) That the date of the Building Application approval be the date of the commencement of the Lease;**
- (b) The purpose of the use of this site is Commercial and for no other purpose;**
- (c) A rental equivalent to \$21.50m<sup>2</sup> per annum including GST and CPI and thereafter annual rental calculated in accordance with movements in the CPI (Brisbane All Ordinaries);**
- (d) A minimum \$10,000,000 public liability insurance policy is to be undertaken by the Lessee;**
- (e) A once only taxiway contribution based on \$1,000.00 contribution for 144m<sup>2</sup> site pro-rata;**

- (f) Vehicular access is available to this site;
- (g) Unless concrete aprons are within the leased area, this area cannot be used to park aircraft other than on a strictly temporary basis. Any aircraft so parked must be removed immediately when another aircraft needs to pass;
- (h) All costs of Lease preparation, survey costs, and registration to be met by the Lessee;
- (i) Term of Lease: 20 years;
- (j) Index Review Dates: On 1 July for each year of the term with the exception of market review years;
- (k) Market Review Dates: 1 March 2010, 1 March 2015, 1 March 2020 and 1 March 2025;
- (l) The Lessee is to reinstate any damage sustained to infrastructure such as bitumen surfacing which occurs as a result of the Lessee's development; and
- (m) The lessee is responsible for detecting and protecting the incoming Telstra cable.

## **2. Site 2 - Recreational**

**That Council offers an Agreement to Lease to Mr Francis B Kane over Recreational Site 2 to reflect the proposed lease conditions.**

**Further, that subject to all Planning, Building, Design and Health matters being satisfactorily resolved, a Lease in Council's standard format be offered to Mr Kane over Recreational Site 2 to include the following conditions:**

- (a) That the date of the Building Application approval be the date of the commencement of the Lease;
- (b) The purpose of the use of this site is Recreational and for no other purpose;
- (c) A rental equivalent to \$20.00m<sup>2</sup> per annum including GST and CPI and thereafter annual rental calculated in accordance with movements in the CPI (Brisbane All Ordinaries);
- (d) A minimum \$10,000,000 public liability insurance policy is to be undertaken by the Lessee;
- (e) A once only taxiway contribution based on \$1,000.00 contribution for 144m<sup>2</sup> site pro-rata;
- (f) Vehicular access is available to this site;
- (g) Unless concrete aprons are within the leased area, this area cannot be used for to park aircraft other than on a strictly temporary basis. Any aircraft so parked must be removed immediately when another aircraft needs to pass;

- (h) Taxiways between hangars are restricted to code 1A (wingspan up to 15m), other than for hangars north of and including commercial site “J” which will be code B;
- (i) All costs of lease preparation, survey costs, and registration to be met by the Lessee;
- (j) Term of Lease: 20 years;
- (k) Index Review Dates: On 1 July for each year of the term with the exception of market review years;
- (l) Market Review Dates: 1 March 2010, 1 March 2015, 1 March 2020 and 1 March 2025; The Lessee is to reinstate any damage sustained to infrastructure such as bitumen surfacing which occurs as a result of the Lessee’s development;
- (m) The lessee is responsible for detecting and protecting the incoming Telstra cable; and
- (n) The Lessee is to confirm that it accepts the floodability of this site.

**3. Site 3 - Recreational**

**That Council offers an Agreement to Lease to Mr Bruce Studdock over Recreational Site 3 to reflect the proposed lease conditions.**

**Further, that subject to all Planning, Building, Design and Health matters being satisfactorily resolved, a Lease in Council’s standard format be offered to Mr Studdock over Recreational Site 3 to include the following conditions-**

- (a) That the date of the Building Application approval be the date of the commencement of the Lease;
- (b) The purpose of the use of this site is Recreational and for no other purpose;
- (c) A rental equivalent to \$18.40m<sup>2</sup> per annum including GST plus CPI and thereafter annual rental calculated in accordance with movements in the CPI (Brisbane All Ordinaries);
- (d) A minimum \$10,000,000 public liability insurance policy is to be undertaken by the Lessee;
- (e) A once only taxiway contribution based on \$1,000.00 contribution for 144m<sup>2</sup> site pro-rata;
- (f) Vehicular access is available to this site;
- (g) Unless concrete aprons are within the leased area, this area cannot be used for to park aircraft other than on a strictly temporary basis. Any aircraft so parked must be removed immediately when another aircraft needs to pass;

- (h) Taxiways between hangars are restricted to code 1A (wingspan up to 15m), other than for hangars north of and including commercial site “J” which will be code B;
- (i) All costs of lease preparation, survey costs, and registration to be met by the Lessee;
- (j) Term of Lease: 20 years;
- (k) Index Review Dates: On 1 July for each year of the term with the exception of market review years;
- (l) Market Review Dates: 1 March 2010, 1 March 2015, 1 March 2020 and 1 March 2025;
- (m) The Lessee is to reinstate any damage sustained to infrastructure such as bitumen surfacing which occurs as a result of the Lessee’s development;
- (n) The lessee is responsible for detecting and protecting the incoming Telstra cable; and
- (o) The Lessee is to confirm that it accepts the floodability of this site.

**4. Site 4 - Recreational**

**That Council offers an Agreement to Lease to Mr Ian Wagner over Recreational Site 4 to reflect the proposed lease conditions.**

**Further, that subject to all Planning, Building, Design and Health matters being satisfactorily resolved, a Lease in Council’s standard format be offered to Mr Wagner over Recreational Site 4 to include the following conditions-**

- (a) That the date of the Building Application approval be the date of the commencement of the Lease;
- (b) The purpose of the use of this site is Recreational and for no other purpose;
- (c) A rental equivalent to \$14.06m<sup>2</sup> per annum including GST plus CPI and thereafter annual rental calculated in accordance with movements in the CPI (Brisbane All Ordinaries);
- (d) A minimum \$10,000,000 public liability insurance policy is to be undertaken by the Lessee;
- (e) A once only taxiway contribution based on \$1,000.00 contribution for 144m<sup>2</sup> site pro-rata;
- (f) Vehicular access is available to this site;
- (g) Unless concrete aprons are within the leased area, this area cannot be used for to park aircraft other than on a strictly temporary basis. Any aircraft so parked must be removed immediately when another aircraft needs to pass;

- (h) Taxiways between hangars are restricted to code 1A (wingspan up to 15m), other than for hangars north of and including commercial site “J” which will be code B;
- (i) All costs of lease preparation, survey costs, and registration to be met by the Lessee;
- (j) Term of Lease: 20 years;
- (k) Index Review Dates: On 1 July for each year of the term with the exception of market review years;
- (l) Market Review Dates: 1 March 2010, 1 March 2015, 1 March 2020 and 1 March 2025;
- (m) The Lessee is to reinstate any damage sustained to infrastructure such as bitumen surfacing which occurs as a result of the Lessee’s development;
- (n) The lessee is responsible for detecting and protecting the incoming Telstra cable; and
- (o) The Lessee is to confirm that it accepts the floodability of this site.

**5. Site 5 - Recreational**

**That Council offers an Agreement to Lease to Mr Joshua Worner over Recreational Site 5 to reflect the proposed lease conditions.**

**Further, that subject to all Planning, Building, Design and Health matters being satisfactorily resolved, a Lease in Council’s standard format be offered to Mr Worner over Recreational Site 5 to include the following conditions-**

- (a) That the date of the Building Application approval be the date of the commencement of the Lease;
- (b) The purpose of the use of this site is Recreational and for no other purpose;
- (c) A rental equivalent to \$12.00m<sup>2</sup> per annum including GST plus CPI and thereafter annual rental calculated in accordance with movements in the CPI (Brisbane All Ordinaries);
- (d) A minimum \$10,000,000 public liability insurance policy is to be undertaken by the Lessee;
- (e) A once only taxiway contribution based on \$1,000.00 contribution for 144m<sup>2</sup> site pro-rata;
- (f) Vehicular access is available to this site;
- (g) Unless concrete aprons are within the leased area, this area cannot be used for to park aircraft other than on a strictly temporary basis. Any aircraft so parked must be removed immediately when another aircraft needs to pass;

- (h) **Taxiways between hangars are restricted to code 1A (wingspan up to 15m), other than for hangars north of and including commercial site “J” which will be code B;**
  - (i) **All costs of lease preparation, survey costs, and registration to be met by the Lessee;**
  - (j) **Term of Lease: 20 years;**
  - (k) **Index Review Dates: On 1 July for each year of the term with the exception of market review years;**
  - (l) **Market Review Dates: 1 March 2010, 1 March 2015, 1 March 2020 and 1 March 2025;**
  - (m) **The Lessee is to reinstate any damage sustained to infrastructure such as bitumen surfacing which occurs as a result of the Lessee’s development;**
  - (n) **The lessee is responsible for detecting and protecting the incoming Telstra cable; and**
  - (o) **The Lessee is to confirm that it accepts the floodability of this site.**
- 6. Further, that Council thanks the remaining Tenderers for their interest and regrets to advise that, currently, there are no further sites available.**

**Carried**

Councillor G.L Engeman declared a material personal interest in Item 5/4 and left the meeting at 10.41am.

5/4	Tender No. T07/08-4 (16 Bridge Street, Kilkivan)
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Re: **MINUTE F12/04/08** Tender No. T07/08-4 (16 Bridge Street, Kilkivan)

From: Acting Administration Manager – Mr John Nancarrow

File: AG07/01034

Date: 16 April 2008

**Report: (Acting Administration Manager – John Nancarrow)**

Prior to the amalgamation of Kilkivan Shire Council advertised, a tender was offered for the purchase of 16 Bridge Street, Kilkivan, more particularly described as Lot 2 on MPH 3310.

The tender closed on Wednesday, 2 April 2008 at 2.00pm.

We note that the property offered is for both house and land, with the awning of the front of the house to be replaced by the Council, at Council’s cost. This work, formed part of an insurance claim, which has been carried out.

The property is approximately 4,047m<sup>2</sup> in size.

Two tenders were received.

Anne-Marie Dineen and Joe Schick of 389 Cogzell Road, Oakview tendered a price of \$140,000 (including GST). Ms Dineen has indicated that should the price tendered be below the reserve she would be prepared to renegotiate a purchase price.

Witzend Pty Ltd tendered a price of \$161,000 (including GST).

A valuation was been carried out on this property by John Logan and Associates on 25 July 2007.

Under Sections 491 and 492 of the Local Government Act 1993, Council may offer land for sale through an agent with the sale amount not being less than the highest tender received.

As the valuation was undertaken in July last year, it may be prudent to have the valuer undertake a desk audit to ascertain a current market value.

**F12/04/08**

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

**Seconded: Cr J. Watt**

**Recommend that:**

- (a) Council offer an open listing of the house and land situated at 16 Bridge Street, Kilkivan (Lot 2 on MPH3310) for a 6 week period to the Kilkivan and Goomeri Real Estate agents. If the property is not sold within that period, the listing be extended to all agents in the region.**
- (b) The Mayor and Chief Executive Officer be authorised to confirm a sale price once received.**

**Carried**

Councillor G.L Engeman returned to the meeting at 10.48am.

Acting Administration Manager, Mr John Nancarrow left the meeting at 10.48am.

## SECTION 6 RATES MATTERS

6/1 Various Water Consumption Accounts

Re: **MINUTE F13/04/08** Various Water Consumption Accounts  
 From: Principal Finance Officer – Revenue – Russell Watson  
 File: FR95/00026  
 Date: 17 April 2008

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

Assess No	Owner	Property Address	Amount	Reason	Recommended Action
4263	MG Biddle	12 Spring Rd	1 <sup>st</sup> Tier – 237 2 <sup>nd</sup> Tier – 211	Undetected leak	Write off \$200.05
6349	LG Tucker	63 Cooloola Dr	1 <sup>st</sup> Tier – 240 2 <sup>nd</sup> Tier – 1342	Undetected leak	Write off \$923.20

**F13/04/08**      **Moved: Cr J.A. Walker**

**Seconded: Cr R.A. Gâté**

**Recommend that Council endorse staff action.**

**Carried**

6/2      Request for Lost Discount on Rates - Various
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Re: **MINUTE F14/04/08** Request for Lost Discount on Rates - Various  
 From: Principal Finance Officer – Revenue – Russell Watson  
 File: FR95/00026  
 Date: 17 April 2008

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

Assess No	Owner	Property Address	Amount	Reason	Recommended Action
6077	TP Szeitli	11 Manooka Dr	\$87.39	BPay problem	Allow Discount
10204	MC & SJ Whiting	52 Marco Polo Dr	\$82.80	Problem with B-Pay	Allow Discount
11781	S & N McNamara	598 North Deep Crk Rd	\$74.23	Possible staff error	Allow Discount
17417	JR Whittle	22 Orania Rd	\$161.21	Evidence produced paid on time	Allow Discount
20250	PJ & RP Langridge	10 Kyleigh Crt	\$88.13	Illness in family	Allow Discount
301	LM Elmer	10 Wickham St	\$365.74	Did not receive notice	Disallow Discount
571	NR McPaul	10/109 Duke St	\$84.07	Forgot	Disallow Discount

Assess No	Owner	Property Address	Amount	Reason	Recommended Action
1022	Cobdar P/L	48 Cartwright Rd	\$80.91	Bank problem	Disallow Discount
1696	Brezco P/L	7 Tucker St	\$82.53	Bank problem	Disallow Discount
1755	CJ Pool & JM Williams	8 Main St	\$84.37	Did not receive notice	Disallow Discount
2729	LB Burkhardt	42 River Rd	\$83.17	Did not receive	Disallow Discount
3385	AR Barrett	25 Crown Rd	\$245.92	Changed address	Disallow Discount
3741	LM Elmer	2 Crescent Rd	\$70.46	Did not receive notice	Disallow Discount
3743	LM Elmer	6 Crescent Rd	\$78.60	Did not receive notice	Disallow Discount
5789	Pippies Beach House P/L	22 Spectrum St	\$311.87	Postal problem	Disallow Discount
6152	J Maundrell	39 Tingira Cl	\$167.38	Overseas	Disallow Discount
9697	GE & KA Pamenter	126 Investigator Ave	\$84.55	Postal problem	Disallow Discount
9940	WL & B Ellis	21 Golden Hind Ave	\$78.52	Postal problem	Disallow Discount
12100	RA & GO Lenske	16 Enterprise Rd	\$71.77	Credit Card payment problem	Disallow Discount
13605	AI Sykes & TI Kenningdale & SN Beatty	1612 Noosa Rd	\$61.93	Did not receive notice	Disallow Discount
14435	VL & RL Evans	145 Jubilee Rd	\$51.77	Unknown	Disallow Discount
16437	GK & GD Hughes	78 Moy Pocket Rd	\$65.09	Postal problem	Disallow Discount
18351	BA Prudden	5 Belle Ct	\$101.33	Phone payment problem	Disallow Discount
18637	JF & CF Pulham	Sandy Crk Rd	\$69.37	Bank problem	Disallow Discount
19381	GE & KA Pamenter	7 Hawk Ct	\$72.03	Postal problem	Disallow Discount
20012	Brezco P/L	Chapple St	\$285.54	Bank problem	Disallow Discount
20258	MJ & DG O'Neill	5 Aspen Ct	\$72.57	Incorrect address	Disallow Discount
21345	VA Schmidt & IH Crawford	96/13 Rainbow Shores Dve	\$71.07	Moving house	Disallow Discount
21677	Qnk Ace Pty Ltd	7 Golf Links Circle	\$70.33	Australia Post problem	Disallow Discount

**F14/04/08      Moved: Cr L.J. Friske****Seconded: Cr G.L Engeman****Recommend that Council endorse staff action.****Carried**

6/3      Request for Lost Discount - Swinford
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Re:      **MINUTE F15/04/08** Request for Lost Discount - Swinford  
From:     Alan Swinford, 106 Witham Road, THE DAWN QLD 4570  
File:      FR94/00009  
Date Received: 3 March 2008

*“On or about the 20 of August 07 I went to the UK for a four week holiday. On the 29 August 07 I was admitted to the Great Western Hospital, Swindon, for an aortic aneurysm operation.*

*Three weeks later I was discharged but had to convalesce for five weeks until the 12 October 07.*

*I returned to Australia on or about the 25 Oct 07 failing to pay my rates on time.”*

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

Payment received 31 October 2007. Discount date 4 October 2007.  
Discount amount \$47.08. Proof of medical problems provided.

**F15/04/08      Moved: Cr L.J. Friske****Seconded: Cr J. Watt****Recommend that Mr Swinford be advised that Council will allow discount on compassionate grounds in this instance.****Carried**

6/4      Request for Extension of Discount - Nielsen
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Re:      **MINUTE F16/04/08** Request for Extension of Discount - Nielsen  
From:     WG & CM Nielsen, P O Box 83, TIN CAN BAY QLD 4580  
File:      FR94/00009  
Date:      28 February 2008

*“Our rates are due today, but due to unforeseen circumstances, I wish to be granted an extension of one month to pay the balance of \$479.25 with the discount allowed.*

*As you can see, we have a good history of payment, and when the above amount is paid, I am going to organise a direct debit payment of \$50 fortnight.*

*Being a carer for my husband, unexpected dental, eye and travel expenses have occurred.”*

**F16/04/08      Moved: Cr J. Watt**

**Seconded: Cr A.J. Perrett**

**Recommend that Mr & Mrs Nielsen be advised that Council is unable to extend the discount.**

**Carried**

Director of Corporate Services, Craig Manson left the meeting at 10.55am.

6/5      Request for Lost Discount – Johannes van der Es
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Re:      MINUTE **F17/04/08** Request for Lost Discount – Johannes van der Es  
From:      Jan Johannes van der Es, 400 North Deep Creek Road, NORTH DEEP CREEK QLD 4570  
File:      FR94/00009  
Date:      3 March 2008

*“We are asking for your leniency in waiving the late fee that applies to the payment of Council rates for the property on Lot 112 Pilcher Lane. Due to illness in the family we were delayed one working day in the payment of our rates.*

*We appreciate your understanding in this matter and hope for a favourable decision.”*

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

Payment received 3 March 2008, discount date 28 February 2008, discount amount \$82.35. Rates were paid on other property on 27 February 2008.

**F17/04/08 Moved: Cr J. Watt****Seconded: Cr A.J. Perrett**

**Recommend that Mr van der Es be advised that Council is unable to extend the discount date.**

**Carried**

## SECTION 7: FINANCIAL REPORTING

7/1 Financial Summary Report – Fund Balance and Investment Report and Rate Collection as at 14 March 2008

Re: **MINUTE F18/04/08** Financial Summary Report – Fund Balance and Investment Report and Rate Collection as at 14 March 2008  
 From: Management Accountant, Cindy Savage & Principal Finance Officer Revenue, Mr R Watson  
 File: FG94/00043  
 Date: 17 April 2008

**Report: (Management Accountant – Miss C Savage)**

Report unavailable at this time.

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

	<b><u>RATE COLLECTION</u></b>			
	<u>Kilkivan</u>	<u>Cooloola</u>	<u>Tiaro</u>	<u>Total</u>
Arrears 1 July 2007	\$129,431.09	\$1,582,771.85	\$88,022.36	\$1,800,225.30
Levy Raised 2007/2008 Financial Year	\$3,292,531.52	\$34,372,416.15	\$1,267,463.36	\$38,932,411.03
Interest Raised	\$13,914.59	\$102,928.06	\$7,767.49	\$124,610.14
Receipts	\$2,701,726.23	\$29,630,259.43	\$1,080,908.43	\$33,412,894.09
Discount Applied	\$435,621.48	\$2,799,770.33	\$84,797.49	\$3,320,189.30
Pensioner Rebate (Government)	\$62,338.55	\$660,620.84	\$50,520.78	\$773,480.17
Pensioner Rebate (Council)	\$7,539.80	\$249,189.03	\$ -	\$256,728.83
Balance Outstanding	\$228,651.14	\$2,718,276.43	\$147,026.51	\$3,093,954.08
Credit Balance	\$11,970.66	\$185,099.03	\$8,239.31	\$205,309.00
Balance Outstanding - 14 March 2008	\$240,621.80	\$2,903,375.46	\$155,265.82	\$3,299,263.08
Balance Outstanding - 31 March 2007	\$202,359.14	\$2,793,897.10	\$117,396.97	\$3,113,653.21

**F18/04/08      Moved: Cr G.L Engeman****Seconded: Cr J.A. Walker****Recommend that the report be received.****Carried**

Director of Corporate Services, Craig Manson returned to the meeting at 10.57am.

## SECTION 8: FINANCIAL ASSISTANCE REQUESTS

### 8/1      Individual Sportsperson Donations as at 19 March 2008

Re: **MINUTE F19/04/08** Individual Sportsperson Donations as at 19 March 2008

From: Director of Financial Services – Yvonne Oliver

File: FC00/00073

Date: 19 March 2008

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

Organisation/Person	Level of Support & Event	Representative	Action
Jane Christensen	Chosen to attend AIS - Canberra	Karl Christensen	No Sponsorship – training only

**F19/04/08      Moved: Cr J.A. Walker****Seconded: Cr R.A. Gâté****Recommend that the report be received for information.****Carried**

Councillor I.T. Petersen left the meeting at 10.59am.

### 8/2      NIAOTA – National Indigenous Academy of Theatrical Arts

Re: **MINUTE F20/04/08** NIAOTA – National Indigenous Academy of Theatrical Arts

From: Darlene Ross, HOPE Administration,  
admin@hopesunshinecoast.com

File: FC00/00073

Date: 29 February 2008

*“NIAOTA – National Indigenous Academy of Theatrical Arts comes under the direction & is supported by HOPE – Helping Our People Engage, Aboriginal & Torres Strait Islander Australians. Our office is situated at the PCYC complex in Nambour and we have been serving the community since 2003.*

*NIAOTA is currently working in partnership with the Gympie State High School to deliver an Exciting and Educational week of performances for the entire Gympie community. “Murdering Creek” is a musical, dance production based on the true story of an event on the Sunshine Coast in the 1800’s. Directed by International performing and recording artist Adrian Ross, he has captured and presented history through a non-judgemental but artistic interpretation.*

*Gympie State High School will host the production with the performances from the 11<sup>th</sup> – 14<sup>th</sup> March. There will be 2 performances daily for students and educators and 1 evening performance (main event) Thursday 13<sup>th</sup> March. The main event only will also include Adrian Ross and Band in concert with support act, local band - Side Track.*

*As we are endeavouring to keep the entrance fee for students at a minimum price, we are calling on local businesses for sponsorship and/or donations for this event to ensure that we can successfully deliver an excellent production for the entire community.*

*We have put together a “Wish List” of necessary items that we require to hold such an event. Your assistance through sponsoring one or more of the items listed would be greatly appreciated.*

- *Sound Equipment & Engineer*
- *Lighting Production & Engineer*
- *Video shoot and editing/Software*
- *Costuming*
- *Transport*
- *Performers fees*
- *Insurances*
- *Food & Accommodation*

*We thank you for your time and consideration, if you are in a position and interested in supporting this event, please contact us on:*

*Paula Wootton PH: 54898334 M: 0414 258 242 email: [pwoot2eq.edu.au](mailto:pwoot2eq.edu.au)*

*Darlene Ross PH: 5441 4011 M: 0439 829 913 email: [admin@hopesunhinecoast.com](mailto:admin@hopesunhinecoast.com)”*

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

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

**F20/04/08      Moved: Cr G.L Engeman      Seconded: Cr R.A. Gâté**

**Recommend that HOPE Administration be advised that Council is unable to assist due to budgetary constraints.**

**Carried**

Director of Corporate Services, Craig Manson left the meeting at 11.01am.

8/3	It's Cool to Walk to School Sponsorship
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Re: **MINUTE F21/04/08** It's Cool to Walk to School Sponsorship  
 From: Rachael Alexander, Gympie South State School, 50 Exhibition Road, SOUTHSIDE QLD 4570  
 File:  
 Date: 17 March 2008

*"Gympie South State School is currently undertaking a walk to school program – It's Cool to Walk to School! Our monthly walks encourage our children and their families to become more aware of the health and well being, as well as tackle the problems associated with traffic around school drop off times.*

*We are seeking support and sponsorship with this important initiative. Sponsorship may be in the form of corporate merchandise materials eg water bottles, hats, pens, stickers or you may wish to provide financial assistance with the proceeds being used to purchase screen printed t-shirts, water bottles etc. These items will be used as prizes for our lucky walkers who are randomly drawn after each walk.*

*For further details please find enclosed our proposal outlining our goals, walk route, achievements to date and future aspirations. Any questions please do not hesitate to contact me.*

*Any assistance you can provide would be greatly appreciated."*

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

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

**F21/04/08      Moved: Cr G.L Engeman      Seconded: Cr L.J. Friske**

**Recommend that the Gympie South State School be advised that Council is unable to assist due to budgetary constraints.**

**Carried**

Director of Corporate Services, Craig Manson returned to the meeting at 11.03am.

8/4	Request for Financial Assistance – Kilkivan Pony Club
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Re: MINUTE F22/04/08 Request for Financial Assistance – Kilkivan Pony Club  
From: Dawn Coleman, Kilkivan Pony Club, 146 Reilly Road, WOOLLOOGA QLD 4570  
File:  
Date: 31 March 2008

*“I am writing to you on behalf of the Kilkivan Pony Club which went ahead after a public meeting was called to discuss the formation of a Pony Club in Kilkivan on Thursday the 14<sup>th</sup> of February. Our club has probationary affiliation with PCAQ.*

*At the present moment we are going through the process of becoming incorporated. This is coming together quite well and we hope it all to be finalised within 3-4 weeks. We are soon to hold our sign on day and then hold regular rally days at the Show Grounds in Kilkivan. We have 16 junior members eagerly waiting to sign up at present.*

*Objects of Pony Club are:*

*To encourage young people to ride and to learn to enjoy all kinds of sport connected with horses and riding.*

*To provide instruction in riding and horsemanship and to instil in members the proper care of their animals.*

*To promote the highest ideas of sportsmanship, citizenship and loyalty, thereby cultivating strength of character and self-discipline.*

*As our club is in its initial stages and have no money in kitty, would it be possible for the Council to donate the Kilkivan Pony Club some money to kick start our bank account.”*

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

This is an appropriate request to be considered through the Financial Assistance Grants program. No application has been received.

F22/04/08

Moved: Cr G.L Engeman

Seconded: Cr R.A. Gâté

**Recommend that this request for financial assistance from the Kilkivan Pony Club be referred for consideration to the Financial Assistance Grant's meeting.**

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

**Carried**

Toni Powell and Indra Boss from the Heart of Gold Film Festival made presentations to Council regarding the future of the Heart of Gold Film Festival in Gympie commencing at 11.05am.

Councillor G.L Engeman left the meeting at 11.19am and returned to the meeting at 11.22am.

Councillor L.J. Friske left the meeting at 11.27am and returned to the meeting at 11.29am.

The Chairman of the Corporate Governance and Finance Committee thanked Ms Powell and Ms Boss for their presentation and they left the meeting at 11.34am.

8/5	Request for Support of Outstanding Young Gympie Musician
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Re: MINUTE F23/04/08 Request for Support of Outstanding Young Gympie Musician  
 From: David and Wendy Richardson, 74 Burgess Road, CALICO CREEK QLD 4570  
 File:  
 Date: 17 March 2008

*“Our daughter Sarah Richardson aged 17 years who was born and raised in Gympie, was recently selected as a member of the Queensland Youth Symphony. The 100-member Queensland Youth Symphony is widely recognised as a world-class youth orchestra and is the flagship ensemble of Queensland Youth Orchestras.*

*The Queensland Youth Symphony has performed throughout Australia and internationally during ten overseas tours (Europe, USA, United Kingdom, Canada, China, Hong Kong, Japan, South Korea and New Zealand) to much critical acclaim.*

*This year the Queensland Youth Symphony will tour and perform in Germany, France and Italy during the month of June.*

*We are writing to you to request support and sponsorship to enable Sarah to participate in the European tour this year. Understandably, this is a huge opportunity for her to gain international exposure in the countries of the 'Musical Masters' but also to represent the wonderful musical talent that our Australian youth possess and to show this to the world. The cost for such a tour is not cheap at \$4,350 plus expenses, but the advantages to Sarah's musical career are immeasurable.*

*We are planning a fundraiser concert on Sunday the 6<sup>th</sup> of April in the Fossickers Hall at the Civic Centre and would appreciate it if the Council would donate the use of the hall for the evening to help us with our fundraising.*

*You can also assist by becoming a major sponsor at \$500 or more or a minor sponsor for less than \$500. The plan is to acknowledge all sponsors in the local Gympie press as we believe it right to let the public know of your generous support. Please find attached information of the Queensland Youth Symphony's Concert Series for 2008, should you wish to attend any concert they perform at QPAC in Brisbane.*

*Sarah completed year 12 at James Nash State High in 2007, receiving both the cultural and academic gold awards. Although accepted to study a Bachelor of Justice/Law at the Queensland University of Technology in 2008, she has declined this offer as she plans to study music at the Conservatorium, Griffith University, in Brisbane. Musically, Sarah specialises in the viola, having achieved a high distinction in her 8<sup>th</sup> Grade AMEB (Australian Music Examination Board) viola examination in 2006. She has actively participated in community cultural events since beginning her musical training in 1998, performing in local Eisteddfods and various community and charity events.*

*As a local Gympie youth, Sarah has achieved and given much in her community. Some of her other involvement and achievement in the local community include:*

- *Annually participated in local Eisteddfods in strings, piano and voice sections.*
- *Won both instrumental and vocal championships at the 2006 Gympie Eisteddfod.*
- *Awarded the Vocal Bursary in the 2006 Gympie Eisteddfod*
- *Participated as lead viola in a 2 week state-wide music program for Musically Outstanding Students (MOST) in 2007.*
- *Had a lead role in the James Nash theatre performance, Orpheus (2007), which toured to Noosa.*
- *Participated in the Rotary Speech competition – 2007.*
- *Participated in the Lions Youth of the Year – 2007.*

- *Participated in the Lark String Quartet from 2003 to 2006, performing for many community functions around the district.*
- *Awarded the James Nash Cultural Gold award – 2007.*
- *Dux – James Nash State High – (Awarded the Academic Gold award) – 2007.*
- *Assisted in the organising and running of the Jones Hill Boys Choir – 2005 to 2007.*

*With a strong local background, Sarah is now broadening her horizons as she moves on to the next phase of her life and as she defines a place for herself in the world. As we respect the work the Council does in the local community, we kindly seek your support in raising the necessary funds for Sarah to participate in this tour with the Queensland Youth Symphony.”*

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

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

Free use of the Civic Centre venue is outside of the ambit of Council’s hiring policy. The cost of the venue on this occasion was \$56.75, and the function was specifically conducted for the purpose of raising funds with an admittance charge being made at the door.

**F23/04/08**

**Moved: Cr J.A. Walker**

**Seconded: Cr G.L Engeman**

**Recommend that Mr & Mrs Richardson be advised that Council is unable to waive the hire fee for the Civic Centre, and advise that they should contact the Chair of the Regional Arts Development Fund, Councillor J Watt, as a matter of urgency to access the current round of RADF funding.**

**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**

8/6	Commemoration of Anzac Day
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Re: **MINUTE F24/04/08** Commemoration of Anzac Day  
 From: P Hilton, Kilkivan RSL Sub Branch, P O Box 109,  
 KILKIVAN QLD 4600  
 File: AG07/01034  
 Date: 18 February 2008

*“I have been asked by members of our sub branch to write to you in regard to the future commemoration of Anzac Day in the Gympie Regional Council.*

*In the past, Kilkivan Shire Council has been very supportive of our sub branch in the organisation and preparation for both our dawn service and the commemorative service in Kilkivan public hall. The Council has traditionally provided the chairman for the day and this person has also had an active role as part of our service.*

*Kilkivan RSL Sub Branch is a small organisation with only a handful of active members and the support of Council is very much appreciated. It is hoped that the new Gympie Regional Council will maintain this support, not only to our sub branch, but also to all other sub branches throughout the region.”*

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

There are three separate venues for Anzac Day Celebrations in the former Kilkivan Shire (Kilkivan, Goomeri and Woolooga). The Goomeri and Woolooga Hall Committees work in conjunction with the RSL to hold their ceremonies. Council has normally been represented by Councillors at each venue.

In Kilkivan, Council has previously provided the Hall free of charge to the RSL and Council has been represented by Councillors and/or CEO. The former Kilkivan Shire Council made no monies available in relation to the three ceremonies, it was assistance in kind only.

The former Kilkivan Shire Council provided a wreath at all three venues.

**F24/04/08      Moved: Cr R.J. Dyne**

**Seconded: Cr A.J. Perrett**

**Recommend that the Kilkivan RSL Sub Branch be advised that Council will retain the previous arrangements for Anzac Day commemorations.**

**Carried**

8/7      Anzac Day at Cooloola Cove
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Re: **MINUTE F25/04/08** Anzac Day at Cooloola Cove  
 From: Ian Rafferty, RSL Cooloola Cove Sub Branch, P O Box 195,  
 TIN CAN BAY QLD 4580  
 File:  
 Date: 11 April 2007

*“As discussed today this Sub-Branch will be holding a Dawn Service at the Cooloola Cove Veterans and Community Hall at 5.30am on Anzac Day.*

*Our members wish to invite a Council representative to lay a wreath, which this Sub-Branch will provide, at the Dawn Service and to give a short address (say 3 minutes).*

*The Sub-Branch will then be inviting the public to join our members and families at a “Gunfire Breakfast” after the service. Would Council provide any financial assistance for this purpose?*

*Please accept my apology for the lateness of this invitation and request.”*

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

There is no current Budget provision for the above request. Previously financial assistance has been given to both the Tin Can Bay and Rainbow Beach RSL Sub Branches.

\$100.00 has been forwarded to the RSL Cooloola Cove Sub Branch on the direction of the Chief Executive Officer.

**F25/04/08      Moved: Cr L.J. Friske                      Seconded: Cr G.L Engeman**

**Recommend that the action of the Chief Executive Officer in forwarding \$100 to the RSL Cooloola Cove Sub Branch be endorsed.**

**Carried**

## SECTION 9: STAFF MATTERS

9/1	Workplace Health and Safety Report – 15/03/08 – 17/04/08
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Re: **MINUTE F26/04/08** Workplace Health and Safety Report – 15/03/08 – 17/04/08  
 From: Workplace Health & Safety Officer – Les Latemore  
 File: AS94/00011  
 Date: 17 April 2008

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

## ACCIDENT, INCIDENT AND WORKERS COMPENSATION CLAIMS FOR MARCH REPORT 2008

DATE	CODE	LOST TIME (DAYS)	JOB POSITION	DETAILS	SUPERVISOR
17/03/08	FA	N/A	Labourer	The worker sustained a minor crushing injury to his finger while attaching a lifting sling to a sewer chamber.	T.Balkin
27/03/08	FA	N/A	Admin Worker	The worker tripped on a public area while walking outside Mary St. Offices	M.Hartley
02/04/08	I	N/A	Truck Driver	A minor incident occurred when the cockerel truck came into contact with the bitumen spray tanker. No damage.	I.Calvert
09/04/08	A	N/A	Contract Truck Driver	A semi tipper operated by a private contractor was damaged when it rolled over while tipping materials on a Council work site.	B.Ashford.
09/04/08	LTI	5	Labourer	The worker suffered a lower back strain while operating a brushcutter.	D.Busiko

<i>Codes</i>	<i>Totals For The Month</i>
<b>I - Incident (Nil Injury Or Damage Sustained)</b>	1
A - Accidents (damage to property/environment)	1
FA - First Aid / Medical Treatment injury	2
LTI – Time Lost Injury	1
Total – total days lost for incidents reported this month	5

### WH&S Management System

The WH&S Management system has been reviewed and updated to the current legislation and has been developed to take into account the amalgamation. Training and on site mentoring will be the next challenge in implementing the updated procedures throughout all areas in the new Council to ensure consistency with procedures and policies.

The implementation and monitoring of the system is crucial in ensuring that Council is able to obtain the minimum 70% bench mark that is required to maintain the Bronze level in the self insurers' scheme.

**WH&S Management Plans**

The annual Workplace Health and Safety Plan for 2008/2009 has been completed and issued to the CEO along with the monthly Action Plans for Directors to action. These plans will allow all Senior Management members to provide auditable due diligence actions for future audits. The purpose of the MAPSs is for the Directors to sign off once the delegated persons for the actions have completed their action and send a copy of the completed MAP to the WH&S Coordinator at the end of each month or within the first 7 days of the following month. The WH&S Coordinator is available at any time to the Directors and Managers and should be contacted for any assistance or advice with the MAPs if required.

**F26/04/08 Moved: Cr G.L Engeman****Seconded: Cr R.A. Gâté****Recommend that the report be received.****Carried**

9/2	Staff Numbers as at 31 March 2008
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Re: **MINUTE F27/04/08** Staff Numbers as at 31 March 2008

From: Principal Finance Officer – Expenditure - Mr I. Kuhn

File:

Date: 16 April 2008

**Report: (Principal Finance Officer – Expenditure - Mr I. Kuhn)**

DEPARTMENT		JUNE 2006	JUNE 2007	DEC 2007	MARCH 2008
Works	John Street – Operators	19	18	16	15
	John Street - Truck Drivers	8	8	8	7
	John Street - Labourers	40	48	54	51
	Tin Can Bay	5	4	4	4
	Supervisory/Support	24	22	20	18
	Workshop	13	9	10	11
	Signs	4	2	2	2
	Parks	17	17	17	17
	Noxious Weeds	4	4	4	4
	Health	7	6	6	5
Water & Sewerage	Water & Sewerage	36	37	37	36
Design	Design	14	17	18	18
Finance	Finance	17	18	19	23
Planning	Planning	13	13	15	16
Building	Building	4	4	4	4
Community Services	Health/Community Services	9	10	11	19
Corporate Services	Corporate Services	17	19	21	20
Library	Library/Gallery	11	11	11	11
Administration	Administration	7	7	8	10
<b>SUB TOTAL PERMANENT</b>		<b>269</b>	<b>274</b>	<b>285</b>	<b>291</b>

DEPARTMENT		JUNE 2006	JUNE 2007	DEC 2007	MARCH 2008
Job Share Employees	Planning/Building	0	0	0	0
(in Payroll)	Corporate Services	0	0	0	0
<b>TOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Part-Time Employees</b>	Admin/Corp Serv	2	4	5	2
	Planning/Building	2	2	2	2
	Community Services	1	3	3	2
	Water & Sewerage		0	0	0
<b>Total Part Time Employees</b>					
<b>(in Payroll)</b>		<b>5</b>	<b>9</b>	<b>10</b>	<b>6</b>
<b>Temporary</b>	Works	14	20	11	26
<b>(in Payroll)</b>	Workshop	0	2	0	0
	Water & Sewerage	1	2	2	3
	Parks	0	0	0	0
	Noxious Weeds	0	1	0	0
	Signs	0	0	0	0
	Design	2	1	0	0
	Finance	0	1	0	1
	Planning	5	4	6	6
	Building	0	0	0	0
	Community Services	3	0	0	0
	Corporate Services	2	5	3	4
	Library	0	0	0	0
	Health – State	1	0	0	0
<b>SUB TOTAL TEMPORARY</b>		<b>28</b>	<b>36</b>	<b>22</b>	<b>40</b>
<b>Casuals/Term Contracts</b>	Library	17	18	16	20
<b>(in Payroll)</b>	Health – State	0	0	0	0
	Community Services	1	1	2	3
	Supervisory/Support	0	0	0	0
	Water & Sewerage	1	1	1	1
	Works	3	2	2	2
	Planning	0	1	1	2
	Building	0	0	1	1
	Finance	3	3	2	2
	Corporate Services	2	2	5	3
	Design	2	1	2	1
	CEO	1	1	1	1
<b>SUB TOTAL CASUAL</b>		<b>30</b>	<b>30</b>	<b>33</b>	<b>36</b>
<b>Kilkivan Branch Staff</b>	Internal Full-time				22
	Internal Part-time				2
	Internal Casual				3
	Internal Fixed Term				1
	External Full-time				35
	External Casual				7
<b>SUB TOTAL KILKIVAN BRANCH</b>					<b>70</b>

DEPARTMENT		JUNE 2006	JUNE 2007	DEC 2007	MARCH 2008
<b>Contract Employees</b>	Works	1	2	2	0
<b>(Widebay Group Trainees)</b>	Workshop	3	2	2	6
	Parks	0	0	0	0
	Water & Sewerage	2	2	2	2
	Finance	1	1	1	0
	Community Services	1	1	1	2
	Planning	2	2	2	1
	Building	0	0	0	0
	Corporate Services	5	5	5	4
	Design/Engineering	2	2	2	0
	Library	3	2	2	3
<b>SUB TOTAL TRAINEES</b>		<b>20</b>	<b>19</b>	<b>19</b>	<b>18</b>
Logo Appointment	Design	0	0	1	0
Total Logo Employees		<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
IPA Employees –	Works	0.0	0.0	0.0	0.0
Equivalent full-time	Water & Sewerage	0.0	0.0	0.0	0.0
employees	Community Services	0.0	0.0	0.0	0.5
	Corporate Services	0.5	0.5	0.5	0.0
	Library	0.0	0.0	0.0	0.0
Total IPA Employees		<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>
(Full-time equivalent)					
<b>TOTAL</b>		<b>353</b>	<b>369</b>	<b>371</b>	<b>462</b>

F27/04/08 Moved: Cr R.J. Dyne

Seconded: Cr J.A. Walker

Recommend that the report be received.

Carried

## SECTION 10: MISCELLANEOUS ITEMS

## 10/1 Regional Recreation &amp; Sports Strategy

Re: MINUTE F28/04/08 Regional Recreation & Sports Strategy  
 From: Spencer Slatter, Wide Bay Burnett Regional Organisation of  
 Councils, 190 Cheapside Street, MARYBOROUGH QLD  
 4650

File:  
 Date: 1 April 2008

*“You would recall that for some time the ROC in collaboration with WBBRPAC has been working towards the development of a regional recreation and sports strategy as an integral part of the WBB Regional Plan 2007-2026.*

*To this end, the ROC has now been advised by the Minister that he has approved funding of \$60,000 towards the \$80,000 cost of the study, conditional upon Councils committing to fund \$20,000 to the project. This strategy is an important project for the future of the region and the offer from the Minister can only be described as a generous one which should be accepted as soon as practicable. In addition to the cash contribution the Department is also providing a significant amount of staff resources etc to the project.*

*It is therefore suggested that the ‘council’ contribution of \$20,000 be funded by a contribution of \$4,000 from each of the Regional Councils as a matter of priority so that the project can proceed and be completed in a time frame that will allow the findings and recommendations to feed into other Regional Plan projects such as the Settlement Pattern Strategy, Dwelling Mix Projections Study, etc.*

*Could you please therefore seek your Council’s agreement to provide the required funding of \$4,000 at the earliest opportunity.”*

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

WBBROC is seeking a \$4,000 contribution from Gympie Regional Council toward the \$20,000 total Regional Council contribution towards the development of a regional recreation and sports strategy, as part of the WBB Regional Plan 2007-2026.

There is no current budget for this request. Mr Slatter has indicated that if Council agrees to the request a commitment in this financial year with payment of the \$4,000 contribution would be acceptable.

**F28/04/08**

**Moved: Cr L.J. Friske**

**Seconded: Cr R.A. Gâté**

**Recommend that Council refer the above matter to the Draft Budget meeting 2008/09 and advise WBBROC that Council would support the Regional Recreation and Sports Strategy in principal at this stage.**

**Carried**

Re: **MINUTE F29/04/08** Proposed Amendments to Council's  
Asset Operating Guidelines  
From: Assets Officer, Finance – Ms L. McKenzie  
File:  
Date: 10 April 2008

**Report:** (Assets Officer, Finance – Ms L. McKenzie)

It is submitted that the Policy of Asset Management Recognition and Valuation be implemented, as per the Local Transitional Committee's recommendation.

Since drafting the Policy, it has become necessary to amend the introductory objectives to the Operating Guideline No. 5, to make it very clear that the assets acquired by the new Gympie Regional Council will be reported at net value, as per the Local Government Reform Financial Accounting Technical Paper.

The objectives on page 23 of the Policy should now read:

1. To determine the initial standard rates and methods of depreciation for all types of assets. Useful lives and residuals in the following tables are based on assets acquired in new condition. Where the pattern of consumption of the economic benefit embodied in an asset varies outside these initial rates, the useful life may vary accordingly. An asset acquired at net value will have its life and residual value determined according to its remaining useful life.

**F29/04/08      Moved: Cr J. Watt**

**Seconded: Cr A.J. Perrett**

**Recommend that Council adopt the Asset Management Recognition and Valuation Policy with the alteration on Page 23 which will now read:**

1. To determine the initial standard rates and methods of depreciation for all types of assets. Useful lives and residuals in the following tables are based on assets acquired in new condition. Where the pattern of consumption of the economic benefit embodied in an asset varies outside these initial rates, the useful life may vary accordingly. An asset acquired at net value will have its life and residual value determined according to its remaining useful life.

**Carried**

Re: **MINUTE F30/04/08** Red Paper for In Committee Matters  
From: Director of Financial Services – Yvonne Oliver  
File:  
Date: 17 April 2008

G20/03/08

That Council recommend to the Gympie Regional Council that it reconsider the purchase and use of red paper for In Committee matters.

Carried

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

Please refer to “Attachment 2” as a proposed example to replace the use of red paper for In Committee Agendas.

**F30/04/08      Moved: Cr L.J. Friske                      Seconded: Cr J.A. Walker**

**Recommend that Council retain the use of red paper for In Committee Agendas.**

Carried

## **COUNCIL IN COMMITTEE**

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

1. Rateable Properties Affected by Dam
2. Arrears of Rates
3. Outstanding Accounts 3 Months and Over Sundry Debtors – as at 15 April 2008

**F31/04/08      Moved: Cr A.J. Perrett                      Seconded: Cr R.J. Dyne**

**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. Rateable Properties Affected by Dam
2. Arrears of Rates
3. Outstanding Accounts 3 Months and Over Sundry Debtors – as at 15 April 2008

**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

**F32/04/08      Moved: Cr J.A. Walker**

**Seconded: Cr R.A. Gâté**

**That proceedings be resumed in Open Council.**

**Carried**

## IN COMMITTEE ITEMS

In Committee Item 1 Outstanding Accounts 3 Months and Over Sundry Debtors – as at 15 April 2008

Re: **MINUTE F33/04/08** Outstanding Accounts 3 Months and Over Sundry Debtors – as at 15 April 2008  
File: FG94/00011  
Date: 15 April 2008

**F33/04/08      Moved: Cr L.J. Friske**

**Seconded: Cr R.J. Dyne**

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

**Carried**

In Committee Item 2 Arrears of Rates

Re: **MINUTE F34/04/08** Arrears of Rates  
File: FR94/00009  
Date: 17 April 2008

Principal Finance Officer – Revenue, Mr R.W. Watson entered the meeting at 12.05pm.

**F34/04/08      Moved: Cr J.A. Walker**

**Seconded: Cr A.J. Perrett**

**Recommend that the report be received.**

**Carried**

In Committee Item 3   Rateable Properties Affected by Dam
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Re:      **MINUTE F35/04/08**   Rateable Properties Affected by Dam

File:     CG06/00223

Date:    16 April 2008

**F35/04/08      Moved: Cr L.J. Friske**

**Seconded: Cr J. Watt**

**Recommend that the report be received.**

**Carried**

<b>GENERAL BUSINESS</b>
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General Business Item 1      Replacement of Civic Centre Carpet
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Re:      Replacement of Civic Centre Carpet

From:    Director of Financial Services – Yvonne Oliver

File:

Date:    23 April 2008

Director of Financial Services, Yvonne Oliver advised Councillors of the need to replace the carpet in the Gympie Civic Centre and representatives of Brintons Carpets provided samples to consider.

Councillor I.T. Petersen left the meeting at 12.15pm.

Councillor G.L Engeman left the meeting at 12.18pm.

There being no further business the meeting closed at 12.19pm.

Confirmed this FOURTEENTH day of MAY 2008.

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**CHAIRMAN**