



MINUTES

of the

CORPORATE GOVERNANCE AND FINANCE COMMITTEE MEETING

CHAIRMAN: Cr. Donna Neilson

**To be held in the Boardroom
Old Bank Building
46 Nash Street, Gympie Qld 4570**

**On Wednesday 28 January 2009
At 10.08.am**

**For Adoption at the General Meeting held on
11 February 2009**

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

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

APPOINTMENTS etc.

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The meeting opened at 10.08 am.

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

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

APOLOGIES/LEAVES OF ABSENCE

NIL

CONFLICTS of interest/material interest BY COUNCILLORS

F39/01/09 In Committee Item 3 Rateable Properties Affected by Dam
Cr G.L Engeman declared a conflict of interest in In Committee Item 3 as one of the properties in the item is leased by his nephew and Cr G.L Engeman pays the rates on the property.

APOLOGIES/LEAVES OF ABSENCE

NIL

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

F01/01/09 Moved: Cr A.J. Perrett

Seconded: Cr I.T. Petersen

That the Minutes of the Corporate Governance and Finance Committee Meeting held on 17 December 2008 be taken as read and confirmed.

Carried

**SECTION 2: VOUCHERS FOR PAYMENT AND
CONFIRMATION AND STAFF ACTION
ENDORSED AS AT 31 DECEMBER 2008**

2/1 Vouchers for Payment and Confirmation and Staff Action endorsed
as at 31 December 2008

MINUTE F02/01/09 Vouchers for Payment and Confirmation and Staff
Action endorsed as at 31 December 2008

From: Accounts Systems Officer – Kerri Sutton

File: FG94/00042

Date: 20 January 2009

Report: (Accounts Systems Officer – Kerri Sutton)

VOUCHERS TO BE CONFIRMED FOR PAYMENT

Operating Fund:- Vrs 91480 - 91489	\$22,543.53
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VOUCHERS TO BE CONFIRMED

Operating Fund:- Vrs 91328 - 91479	\$173,460.74
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EFT:-	Batch 1387 - 13415	\$7,068,333.11
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EFT Total Salaries and Wages:	\$1,293,044.50
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F02/01/09 Moved: Cr R.A. Gâté Seconded: Cr A.J. Perrett

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

Carried

SECTION 3: SUNDRY DEBTORS MATTERS

NIL

SECTION 4: INSURANCE AND LEGAL MATTERS

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

NIL

SECTION 5: COUNCIL PROPERTY

Corporate Administration Manager – Mr John Nancarrow entered the meeting at 10.08am.

Director of Corporate Services/Deputy CEO – Mr Craig Manson entered the meeting at 10.09 am.

Item 5/1 Cooloola Archers - Request to Expand Archery Range

MINUTE F03/01/09 Cooloola Archers - Request to Expand Archery Range

From: Ms Catherine Cook, Secretary, Cooloola Archers, PO Box 998, Gympie, Qld, 4570

File: 3/3/03/0001 Doc ID's - 996512 and 1004861

Date: 8 October 2008

Correspondence from Cooloola Archers dated 8 October 2008

"I'm writing on behalf of the Cooloola Archery Club. We are situated at Banks Pocket Road and we share the grounds and facilities with the Gympie Clay Target Shooters and the Gympie Small Bore Rifle Club.

We would like permission to utilise the grounds situated at LOT 1 MPH 23904 Banks Pocket Road. The reason we are asking to use this land is to extend what we already use, which is a buffer zone of the Clay target club.

Expanding our already established range into Lot 1 MPH 23904 will enable us to set extra ranges to create more varied challenges for the competitors of this ever increasing community sport. It will more importantly allow us to provide a range suitable for the broader range of physical and age abilities. Present ages range from three to well past retirement, and easier terrain and shorter distances are required.

We are applying for grants in the hopes of setting up accessible areas for people in wheelchairs, power chairs and parents pushing prams. It has been brought to our attention that there are not enough varied sports on offer for people in wheelchairs and we know we can provide a day of fun or serious competition depending on their personal desire.

Gympie Regional Council

Just as importantly is the youth and what they will benefit from being archers. We hope to interest schools in having archery at our club as a sports activity to help them fine tune their motor skills, co-ordination, individual thinking, interaction as a team, communication skills, listening to instructions, self-development and self confidence; all of these attributes will be enhanced and expanded upon.

The popularity of our club sport and where our club is situated has already proven itself, with archers from Maryborough and Brooloo who joined up as club members on our official opening day on the 7 September and archers from Caboolture attended just to try a new range. Our first sanctioned shoot on the 5 of October had more enquiries about joining and we had not advertised the day, it was all done by word of mouth.

The course is situated in undulating, scrubby terrain in which we have five qualified range setting officers who carefully put targets at the end of each walking track. The tracks are planned and discussed before they are walked in, this keeps any disturbance to the flora and fauna at a minimum and keeps all participants on the tracks at all times for safety.

Archery shoots are a full day of walking up and down tracks that lead to feral animal shaped targets. These targets are situated at the end of lane ways that can be anywhere from 18.35 metres to 45.72 metres long. The bows used vary from Traditional Long Bows to High Tech. Compounds and each competitor has his/her favourite.

3DAAA uses rubber targets that are replicas of non Australian animals, such as the turkey, warthog, fox etc. We do not promote or encourage hunting or harm to animals in any way, we are a non-blood sport.

Exercise in a relaxed out door setting that all the family can enjoy has a strong appeal to all our competitors. A benefit of having Cooloola Archers in Gympie is that we can get 120 + people to turn up to a two day archery shoot. We will get more when we expand the ranges for wheel chair access. And if we can provide ranges that are different and challenging for the novice and experienced archers, they will travel from all over Queensland and New South Wales to have a go. This will bring tourists to town and promote Gympie by word of mouth as a “must see” to others.

Thank you for taking the time to read our request letter.”

Correspondence from Queensland Police Service dated 4 December 2008

“In relation to your enquiry regarding the use of a Long Bows in Archery event at lot 1 MPH 23904.

There is no provision under the Weapons Act 1990 for the approval of target shooting ranges for the use of long bows in archery.

There is however provision in the Act that restricts the use of long bows on either private or public land without reasonable excuse, or in a manner considered dangerous, or while under the influence of alcohol or drugs.

If your proposal archery range is located on Lot 1 on MPH23904 in a manner where discharged arrows do not leave that property or the neighbouring Clay Target range facility, then its operation would not be in contravention to any provisions of the Weapons Act 1990. This of course would require approval of the property controller for Lot 1 on MPH23904 and any conditions of operation required by local Council to be obeyed.

I hope this assists you with your enquiry.”

Correspondence from Cooloola Archers (undated) – received 5 December 2008

“Further to phone call with Jodie Lawson regarding follow up information from the QPS (Queensland Police Service), please find attached a letter from Senior Constable Scott Penrose from the Weapons Licensing Branch, a copy of lot plan and a copy of the 3DAAA (3D Archery Association of Australia) Course Setters Guidelines.

3DAAA has been running in Australia for 12 years and in that time there has been no claim against their insurance for any reason. I feel this comes from the high regard that safety is held in by the members, both shooters and setters of the courses.

Cooloola Archers has 5 qualified range setters trained by 3DAAA which ensures that we have the minimum of 3 setters when setting/altering our archery ranges (as described in course setter guidelines).

We have had the pleasure of the Mayor and some Councillors at our open day who came and tried the sport and saw the setup we have, I believe they had an enjoyable experience with us.

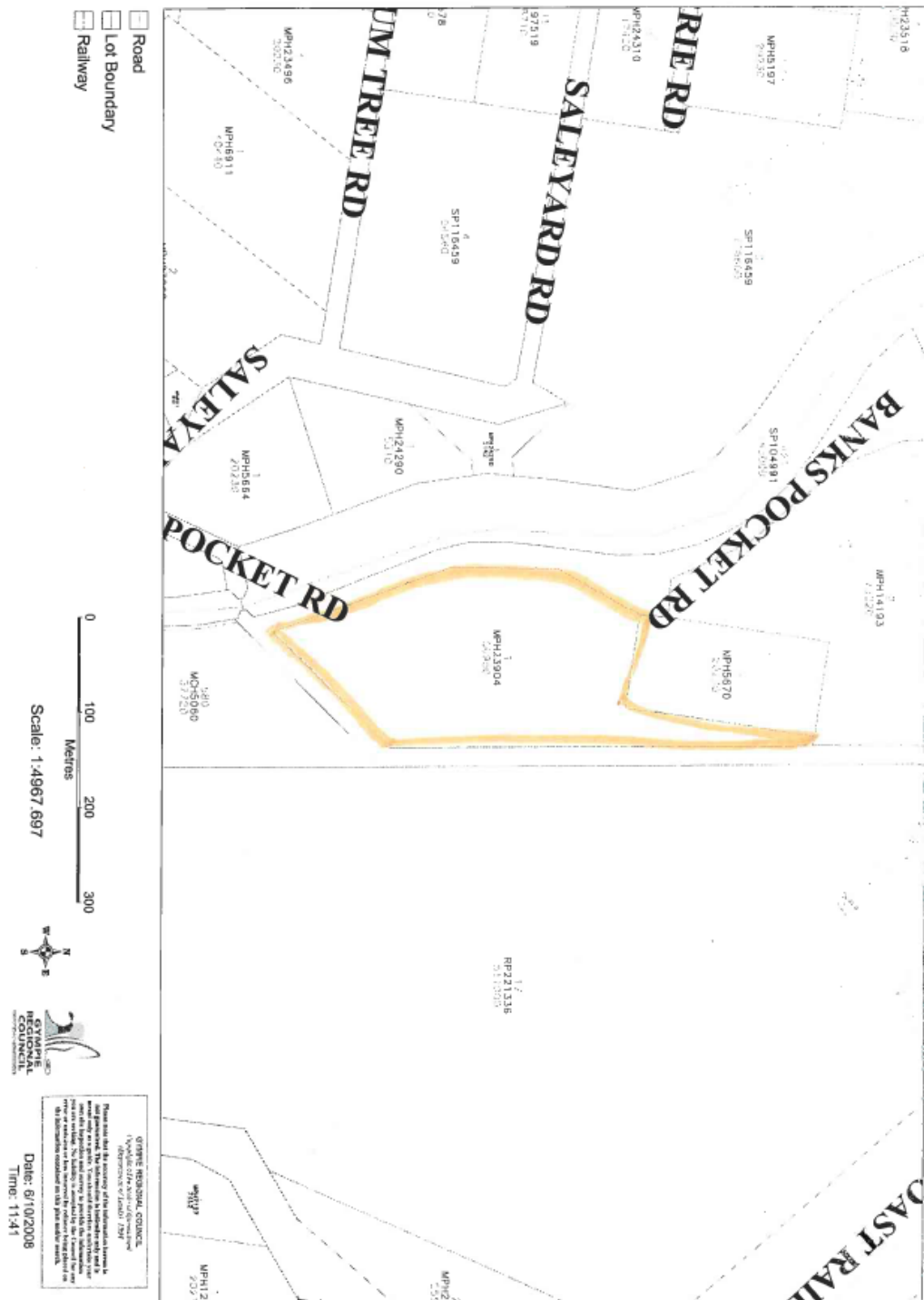
Cooloola Archers provides a healthy family orientated sport that suits all ages from 5 (our youngest member) to our more mature members. It allows members to spend quality outdoor time in our natural bush settings, it promotes the building of self confidence in our youth and a respect for our local flora and fauna.

Our membership has grown from 2 families to a member base of 43 in just 3 months, of those members, some have represented both the local club at state and national events and have been selected in the Australian Team against New Zealand for the past 2 years.

Cooloola Archers attracts shooters from as far as the Gold Coast in the south to Maryborough/Hervey Bay in the north, to our normal 1st Sunday of the month shoot (approx. 40 total) and at a 2 day shoot we would attract approximately 130 people from as far away as mid to northern NSW as well as

all clubs in QLD, most of which use local accommodation, food and tourist attractions during their stay.

We thank you for the opportunity to expand our use of Council land for our members both local and afar, if I can be of any more assistance don't hesitate to call by any means below, once again many thanks for your time."



Report: (Corporate Administration Manager – Mr John Nancarrow)

Background:

Currently, Cooloola Archers has an arrangement with the Clay Target Club Gympie and the Gympie Small Bore Rifle Club to utilise their shooting safety zone over Lot 17 on RP 221336, Sandy Creek Road, Gympie, one day per month for their Club's activities.

Proposal:

Cooloola Archers is proposing to expand its range over the adjoining lot of land, being Lot 1 MPH 23904, off Banks Pocket Road.

Property Address:

Subject parcel of land is described as Lot 1 on MPH23904 situated on Banks Pocket Road, Gympie.

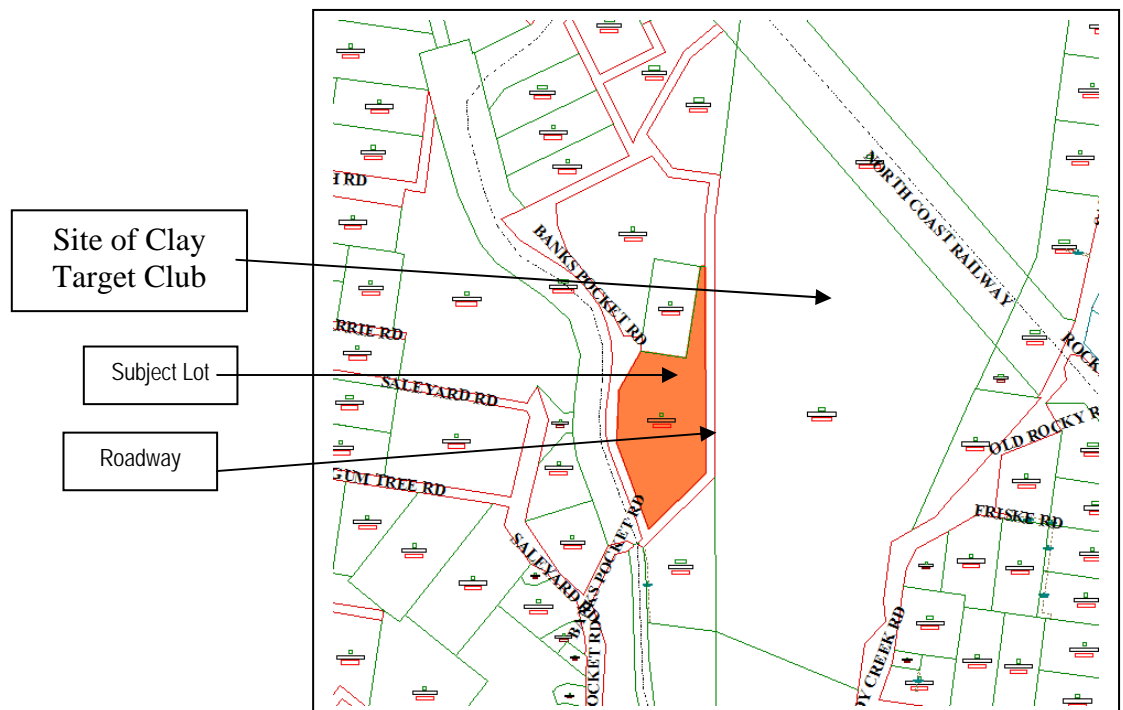
Tenure:

Council owns this property freehold.

Current Use:

Vacant.

Locality Plan:



Report:

The Cooloola Archery Club is currently utilising the facilities of the Gympie Clay Target Shooters and the Gympie Small Bore Rifle Club.

Its request is to now expand into lot 1 on MPH 23904. This area is adjacent to the pig and calf saleyards and canteen.

The Queensland Police Services have advised that there is no provision within the Weapons Act 1990 for approval of target shooting ranges for the use of long bows, provided they are restricted to the use intended and that operations not be in a manner considered dangerous or while under the influence of drugs or alcohol.

The Cooloola Archery Club is an affiliated member of the 3D Archery Association of Australia and has 5 qualified range setting officers who lay out the courses in accordance with the guidelines of the association.

In the guidelines there are no safety templates as such that can be applied to the parcel of land. By way of information, clarification from the Archers has not satisfied our concerns regarding safety templates.

There may be issues with the adjoining gun club's safety templates overlapping this site.

Council is currently reviewing the regional aspects of Clubs in this vicinity.

F03/01/09

Moved: Cr G.L Engeman

Seconded: Cr A.J. Perrett

Recommend that Council advises the Cooloola Archery Club that Council is currently reviewing the issue of a Shooting Range Complex.

Carried

Cr R J Dyne left the meeting at 10.19 am

Item 5/2	Proposed Relocation of Tin Can Bay SES
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MINUTE F04/01/09 Proposed Relocation of Tin Can Bay SES

From: Gympie Regional State Emergency Service, Mr Terry Clarke, Gympie Regional S.E.S., Local Controller, 7 Stephenson Place, Gympie Qld 4570 and from Mr Neil Roberts MP, Minister for Emergency Services, GPO Box 1377, Brisbane Qld 4001

Files: AG07/01034 – Doc.ID: 1005408 and 1SP181032 – Doc.ID: 995078

Dates: 9 December 2008 and 15 October 2008

Correspondence from Minister of Emergency Services, dated 15 October 2008:

“Thank you for your correspondence received on 3 September 2008, regarding the State Emergency Service (SES) at Tin Can Bay.

Gympie Regional Council

The Executive Director, Emergency Management Queensland (EMQ) has confirmed that the existing facilities at Tin Can Bay, currently occupied by the SES, are on land owned by the Queensland Fire and Rescue Service (QFRS). The buildings on this land were constructed by QFRS and SES respectively.

The Commissioner, QFRS has advised that the Tin Can Bay Auxiliary Fire Service will be relocating to new facilities at Snapper Creek Road, to enhance service delivery to the communities of Tin Can Bay and Cooloola Cove. It is expected that the construction of the new fire station will be completed in December 2008, at which time the fire service will relocate to the new premises.

To allow for the recovery of costs associated with the construction of the new facilities, the QFRS will offer its surplus Tin Can Bay land for sale. However, QFRS has acknowledged that sale of land cannot occur until alternative location arrangements are made for the existing SES Unit. In the interim, QFRS has agreed for the SES to temporarily remain at the existing site.

In the meantime, discussions will be held between EMQ and the Gympie Regional Council in order to determine a suitable location for the Tin Can Bay SES. The contact officer for the Department of Emergency Services is Mr Peter Twomey, Regional Director EMQ who can be contacted on telephone number (07) 5420 7561.

I trust that this information has been of assistance in addressing these concerns. Should you require any further information, please contact Ms Corinne Mulholland (Policy Advisor) of my office on telephone number (07) 3247 8190.”

Correspondence from Gympie Regional State Emergency Services, dated 9 December 2008:

“Due to the recent change of circumstance in occupancy of the building at 25 Bream Street, Tin Can Bay, I would ask that the Gympie Regional Council find a suitable block of land of approximately half an acre to relocate the Tin Can Bay S.E.S. headquarters.

Any help in this matter would be of great assistance to me, the S.E.S. and the community of Tin Can Bay.

I look forward to your favourable response.”

Report: (Corporate Administration Manager – Mr John Nancarrow)

Introduction:

Currently, the Tin Can Bay SES occupies a shed at the rear of a parcel of land situated off Bream Street, Tin Can Bay, more particularly described as Lot 418 on CP T7319. As outlined above, this land is owned by the State of Queensland (represented by the Department of Emergency Services).

Gympie Regional Council

Proposal:

The proposed relocation address for the Tin Can Bay SES would be alongside the new site of the Queensland Fire and Rescue Service, at the corner of Snapper Creek and Gympie Roads, Tin Can Bay.

Property Address:

The proposed address for the relocation of the Tin Can Bay SES is alongside the newly constructed Queensland Fire and Rescue Service at the corner of Snapper Creek and Gympie Roads, Tin Can Bay, more particularly described as Lot 2 on SP 181032, Reserve for Recreation (sub-purpose: Golf Course).

Tenure:

Council is trustee of the Reserve land described as Lot 2 on SP 181032 at the corner of Snapper Creek and Gympie Roads, Tin Can Bay. The land is Reserve (No. 1629) for Recreation with a sub-purpose of Golf Course.

Currently, there is a state lease (ie. lease directly with DNRW and the lessee) for occupation of part of the Reserve for the purposes of the clubhouse of the Tin Can Bay Country Club Inc. This lease is not due to expire until 10 June 2017.

A section of the Reserve (approximately 1,917m²) has been excised for the purchase by the Queensland Fire and Rescue Service. This land is described as Lot 1 on SP 181032 at the corner of Snapper Creek and Gympie Roads, Tin Can Bay. A recent title search shows the land owned in fee simple by The State of Queensland (represented by the Department of Emergency Services).

Current Use:

The Reserve is currently used and occupied by the Tin Can Bay Country Club Inc. for a clubhouse and golf course and a newly created lot is owned in fee simple by The State of Queensland (represented by the Department of Emergency Services).

Environmental Management and Contaminated Land issues:

Lots 1 and 2 on SP 181032 and Lot 418 on CP T7319 are not listed on either the Environmental Management or Contaminated Lands Registers.

Locality Plan:



Report:

For a suitable location for the Tin Can Bay SES, Council may consider approaching DNRW, on behalf of the Tin Can Bay SES, with a view to obtaining a term lease in Council's name for a portion of Lot 2 on SP 181032 alongside the new site for the Queensland Fire and Rescue Service for the purpose of the Tin Can Bay SES relocation.

A term lease would be required as the proposed SES building would be a non-conforming use of the Reserve. With the existence of the Fire Services, it could be argued that the use as a SES building would not necessarily detract from the Reserve.

Council will note that the Queensland Fire and Rescue Service had purchased their land from DNRW and it may be that DNRW will require Council to look at the same process for the Tin Can Bay SES.

F04/01/09

Moved: Cr R.A. Gâté

Seconded: Cr J.A. Walker

Recommend that Council applies to the Department of Natural Resources and Water on behalf of the Tin Can Bay SES for a term lease in Council's name for relocation of the Tin Can Bay SES to part of Reserve (No. 1629), at the corner of Snapper Creek and Gympie Roads, Tin Can Bay.

Carried

Cr I.T. Petersen left the meeting at 10.21am and returned to the meeting at 10.22 am.

Item 5/3

Gympie Sporting Clays Inc. - Request for Lease Over Unused Portion of Land Located at Sandy Creek Road, Gympie, Described As Part Of Lot 17 RP 221336

MINUTE F05/01/09 Gympie Sporting Clays Inc. – Request for Lease Over Unused Portion of Land Located at Sandy Creek Road, Gympie, described as part of Lot 17 RP 221336.

From: Mr Doug Austin, Secretary, Sporting Clays Inc., 16 Thomas Street, Gympie Qld 4570

File: 3/3/03/0001 Doc.ID's: 922572, 918300 and 1005784

Date: 15 August 2008, 16 September 2008, 11 December 2008 –

Correspondence dated 15 August 2008

“Our Association has noted that the Gympie Regional Council has made a decision not to sell the Araluen Heights Range Area of land.

We hereby lodge another Application, in a bid to obtain a lease on the unused land at the rear of the Smallbore Rifle Range Lease L113H with the intention of setting in place a Sporting Clay Shooting Complex. We previously applied for a Lease on this same lot in 1993, 1997 and 1998. The land description is Lot 17 RP 221336 Parish of Gympie Country of Marsh MCH 1007 which is part of the 51.2ha Range area. Gympie Shotgun Club and Gympie Smallbore Rifle Club hold leases presently.

The land our Association is seeking to acquire is north of a line running east from the northern boundary of the Gympie Shotgun Club, to the boundary fence running along the back of the houses facing Sandy Creek Road, to the North Coast Railway Line boundary fence. The Lease would be in the name of Gympie Sporting Clays Inc.

Our Association's discipline of shooting is completely different to the Gympie Shotgun Club. Our styles of shooting discipline are at Clay Targets varying in size from 40mm to 110mm in diameter and they are set to represent all the different types of bird flights. These can be going away or coming towards you, overhead from the front, or coming from behind the Shooter. They are also thrown quartering to and away from the Shooter and can also be thrown to run along the ground. Distances can be up to 50 metres and as close as 4 metres from the Shooter.

The area required is based on Qld Police Weapons Licensing Branch Shooting Discipline Templates and is subject to Licensing Branch approval.

If a Lease is granted the Association would set in place a Facility to convene competitions of Zone, State, National and Oceania standards. Competitions are as listed below.

- 1. Sporting Clays.*
- 2. Compak Sporting Clays.*
- 3. FITASC Sporting Clays.*
- 4. Old Style FITASC Sporting Clays.*
- 5. English Sporting Clays*
- 6. Skeet.*
- 7. Practical Shotgun.*

The area that we are applying for will be large enough to accommodate all these disciplines.

It is a requirement also to have the following facilities:

- Parking for at least sixty vehicles.*
- An area large enough to accommodate at least 100 short stay campers.*
- A facility large enough to utilise as coaching, and theory training area for Junior and new Shooters.*

Also a storage facility to accommodate the following:

- Storage for Clay Traps:*
- Storage for Clay Traps.*
- Storage for Trap batteries & their Charges.*
- Storage for Automatic Trap Releases & associated leads and*
- Storage for associated equipment to set up for Shoots.*
- Toilet Facilities.*
- Cover for all sports persons from both sun and precipitation.*
- A "Range Office" for administration, nominations, etc.*
- An approved First Aid Room.*
- An all weather service road to be constructed and serviced to the appropriate standard to carry the requisite vehicles.*
- A water storage suitable for human consumption.*
- A permanent water storage for the establishment and upkeep of native flora and fauna for.*
- general beautification of the range site.*

- sound mitigation devices and
 - lawns, for dust mitigation.
 - Telephone access (for emergencies) and
 - Electricity service.
- If required, our Association will supply a layout plan of the proposed facilities and Shooting Stands.”*

Correspondence dated 16 September 2008:

“Received the Email from your Secretary re the meeting with the Deputy Premier about the progress with the Corella Range Complex, and suggesting that our meeting on Friday 19 September be delayed until you have some firm information re this subject.

Mr Mayor our initial meeting was to seek approval to use the unused land between the Smallbore Rifle Range and the Gympie North Railway line. This land is our association’s primary aim. The Corella area was suggested by you at our last meeting.

While this land at Corella SF700 area is the Corella Range Complex Association’s aim for the Gympie Region Shooters. This area is the wish dream for the future for all those Shooters within the Gympie Region.

Our Association is looking to the present time and would like to have a fixed area that we can all our Home Range until this dream becomes a reality.

I state again that our Association would like this meeting to go ahead as we are seeking to use lot 17. R P 221336 as a shooting complex for our sport in the interim while waiting for this event to happen.

In 2009 it is Gympie Sporting Clays Inc turn to conduct the Queensland Championship which will be held in early October 2009. To be able to hold a competition of this magnitude we have a lot of work to do in this area if it is to be the showpiece we hope, giving the Gympie region a good name in our sport.

In anticipation of a successful result.”

Correspondence dated 11 December 2008:

“On Monday 25 August 2008, the Executive of the Gympie Sporting Clays Inc. had a meeting with Cr Ron Dyne and a committee of four in his office in the Mary Street Chambers, regarding the above Association setting in place a shooting layout on the unused land between the Gympie Smallbore Rifle Clubs Range and the Queensland Main Railway line on the northern boundary of this area.

This meeting was designed to get our Association onto the Gympie Regional Rifle Range, which the Council recently announced that it was not going to sell, but that it intends to keep the land in perpetuity for the Shooting Clubs.

In previous times, the Council gave our Association the impression that it was going to sell or re-forest that land over which we had tried to get a lease.

This meeting was side tracked by the Mayor by saying that the land at Corella should be discussed with the Deputy Premier, Mr Lucas on Friday when the Council was to have a meeting with him in Brisbane. The reason was to see if any progress had been made with the Cooloola Range Complex Association Inc. application for that area at SF 700 Corella State Forest.

Our Association wishes to know the Gympie Regional Council's decision as to leasing this ground that would help our Association grow and prosper by its closeness alone to the Gympie City area.

Our Association would like to know when this matter would be brought up at a Council meeting, as our members would appreciate to be in the gallery to hear these discussions to get a better and final understanding of the Council's thinking of this matter that has been going on for many years without a clear decision being passed onto our Association.

In 1993, the then Council asked for submission from Clubs who required a lease on the Rifle Range area. Our Association lodged a submission for this very piece of land and for some obscure reasons the lease was not granted.

By being kept off this land, our Association members feel that they are being disadvantaged as local sports personnel by not having a Sports Facility in the town area, as do our fellow Gympie Sports Personnel.

Our Association has conducted a survey of the immediate neighbours to the Range Complex and not one person objected to our Association occupying this piece of land for shooting. They all said that they would prefer a Shooting Club there instead of this land being turned into a development of an industrial or housing estate.

In 2009, our Association has been granted the Queensland Sporting Clays Championship to be conducted in this area. The granting of this land Lease would make the running of this 2 Day Shoot a lot easier to set up and administrate and be far more attractive to interstate visitors because of the lesser distance they would have to travel to the venue where the competition is to be conducted.

By having this area in town we would receive more nominations from other Queensland Clubs and more interstate shooters. As this is a 2 Day Shoot, the local accommodation and restaurants would also benefit along with our Club. Over this period, travelling time would be minimal which would allow visitors more time to sightsee in the area and bring more revenue to the town.

We await your early reply regarding when this matter will be brought before Council."

From: Mr Alan Dray, Secretary, Cooloola Range Complex Association, PO
Box 872, Gympie Qld 4570

Gympie Regional Council

File: 1/2/05/0003 – Doc.ID: 1006718
Date: 16 December 2008 (received)

Correspondence received 16 December 2008:

“Please find enclosed a copy of a proposal for a multi-club shooting complex to be located on vacant land at Curra, some 5 kilometres north of Gympie.

The Association submitted the proposal to Minister Desley Boyle some years ago.

To date we have received no response from the ministry, being referred instead, it seems, to an ever-changing retinue of staff members who seem reluctant to address the issue.

Indications from other correspondence show that the proposal has the full support of the Weapons Branch of the Queensland Police Service, the Department of Sport and Recreation and the Department of the Environment. There is also favourable mention of our proposal in the Comino Report.

May I request that you please forward this submission to the appropriate Minister or relevant government official with your letter of support?

Your support and assistance in re-submitting this proposal have now become urgent to the district’s 11,000 registered shooters as the land occupied by many small government ranges has recently been sold.

Police Weapons Branch predicts that there will also be closures of the many small shooting clubs scattered throughout the developing regions of Queensland’s South East.

A similar fate also awaits Gympie’s own, Service Rifle Club, Smallbore & Silhouette Club, Clay Target Club and Field Archers Club.

The Local Council purchased land for these four facilities from the Commonwealth in 1986, but unfortunately current plans by the State Government have forced a resumption of part of the land for the railway and highway bypass.

The area resumed cuts a swath through the centre of the rifle range block and there will now be severe limitations on events shot due to the compression of safety zones. Some popular Centre-fire competitions (eg, Metallic Silhouette) can no longer be hosted.

I would like to point out that the proposed shooting complex could also be a financial asset to the state and district if fully developed to commonwealth games or a similar international standard.

The facility would be in easy reach of the capital and the scope to host international competition or local firearms safety courses would be limited only by funds and imagination.

If you would like any further information concerning this proposal or any other information concerning competitive shooting in this area please don't hesitate to contact the Association."

See Attachment No. 2 for copy of the Proposal.

Report:(Corporate Administration Manager – Mr John Nancarrow)

Introduction:

The Sporting Clays are requesting a lease over the balance of land, ie lot 17 on RP221336, not covered by existing leases as they believe that Council has resolved not to sell this parcel of land.

Proposal:

Sporting Clays Inc. has requested a lease over the balance of Lot 17 on RP 221336 not covered by existing leases to Gympie Clay Target Club and the Smallbore Rifle Club.

Property Address:

Subject property is located at Sandy Creek Road, Gympie and described as part of Lot 17 RP 221336. The current zoning under Council's IPA Planning Scheme is 'community'.

Tenure:

Lot 17 on RP 221336 is Freehold property owned by Council.

There is a lease over area "A" to the Gympie Small Bore Rifle and Silhouette Club Inc. to 30/06/2011 with a further option for another 20 years.

There is a lease over area "B" to the Gympie Clay Target Club Inc. to 30/06/2011.

Current Use:

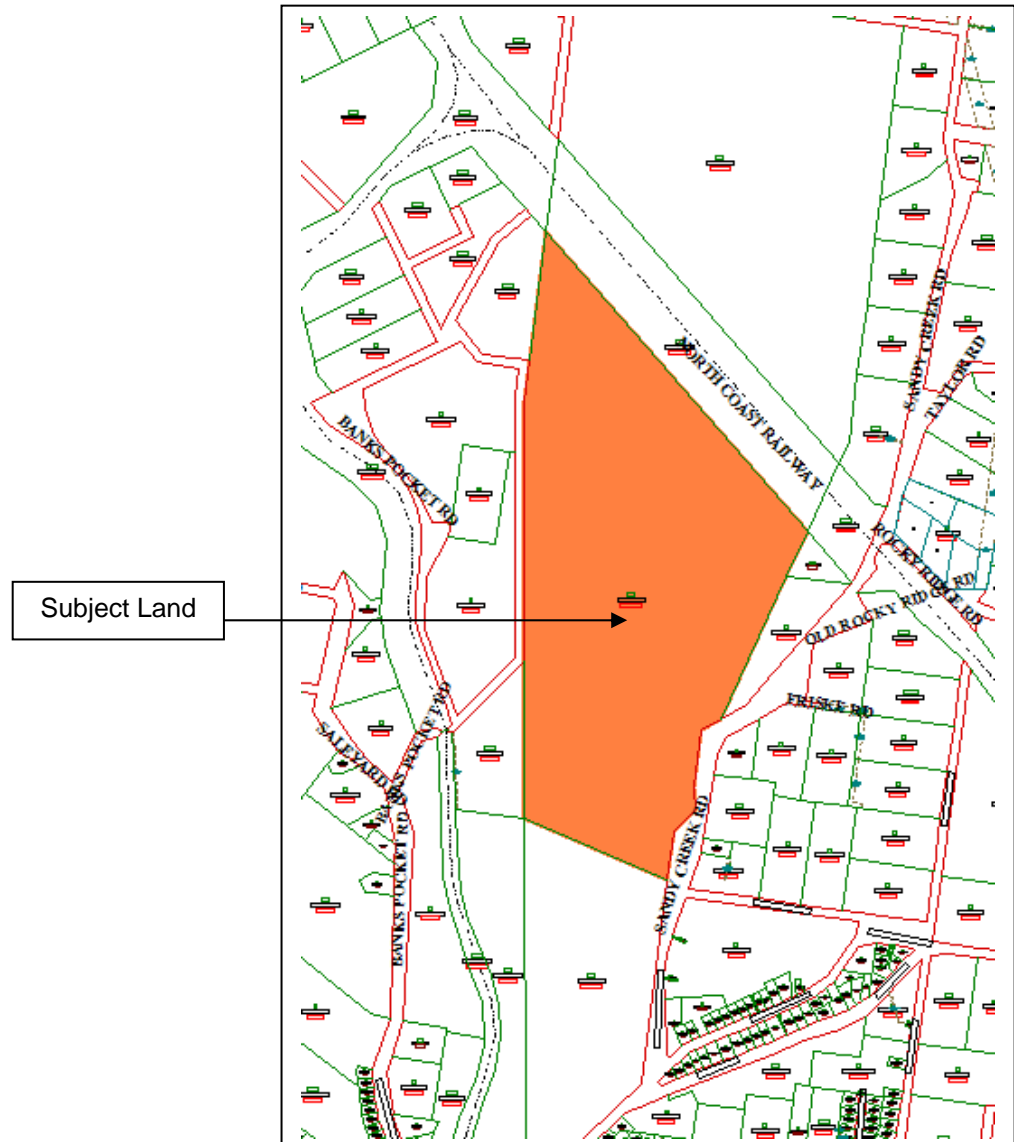
- Lease between Council and the Gympie Small Bore Rifle and Silhouette Club Inc. over lease area 'A' until 30 June 2011; and
- Current lease between Council and the Gympie Clay Target Club Inc. over lease area 'B' until 30 June 2011.

Environmental Management and Contaminated Land issues:

Whilst, Lot 18 on RP 221336 is listed on the Environmental Management register (however, not on the Contaminated Land Register), Lot 17 on RP 221336 is not, however should be by the historical nature of activity. It is understood that Lots 17 on RP 221336 through to, and including Lot 19 on RP 226325 were previously one lot, being used as a rifle range prior to the construction of the railway through the lots. Council staff are in the process of having both Lots 17 on RP 221336 and 19 on RP 226325 listed on the

Environmental Management register as a notifiable activity (Gun, Pistol or Rifle Range).

Locality Plan:



Report:

Historically the intention has been for the Gun Clubs at the Gympie range to be relocated to a purpose built complex at the expiry of the leases by June 2011. This has always been the intent and the Gun Clubs were encouraged to work towards this goal. This also is the reason why Council has not addressed the issue of lease renewals beyond 2011. The intention was for Council to maintain the status quo of current use and to look at the issue of the current leases at a time close to the expiry date in 2011.

Recently Council resolved to not sell Lot 18 on RP 221336. This did not involve Lot 17 on RP 221336.

Negotiations involving the State Government for a suitable site to establish a Shooting Range complex had culminated in a site at Corella being identified as suitable.

The issue of a Range Complex is viewed as a regional matter and Council is currently reviewing the regional aspects associated with Gun Clubs.

F05/01/09 Moved: Cr R.A. Gâté

Seconded: Cr L.J. Friske

Recommend that Council advises the Gympie Sporting Clays Inc. that Council is currently reviewing the issues of a Shooting Range Complex.

Further that Cr L.J. Friske, Cr. D.R. Neilson and Chairman of Sport and Recreation meet with Gympie Sporting Clays Inc. to discuss its requirements.

Carried

Cr R J Dyne returned to the meeting at 10.42 am.

Item 5/4	Gympie Woodworks Museum - Proposed Licence Agreement to Council and Management
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MINUTE F06/01/09 Gympie Woodworks Museum - Proposed Licence Agreement to Council and Management

From: Dr M Cowley, Manager – Property Analysis and Development, Department of Public Works, GPO Box 2457, Brisbane Qld 4001

File: 1/2/05/0002– Doc.ID: 1005285

Date: 5 December 2008

“Thank you for the opportunity of our meeting in your offices on 21 November. In the meeting a number of matters were raised concerning the current upgrade works to the Woodworks Museum and associated buildings and the future tenure of the property. In the interests of assistance the Council in finalising its decision on the timing of taking up occupancy and reopening the museum, the matters addressed are as follows:

1. Sewer – Caretaker’s Dwelling

Advice from the Department of Primary Industries and Fisheries (DPI & F) suggests the main sewer line servicing the Gympie Forestry Complex has an insufficient diameter and this has occasionally caused backup problems on the site. The Department of Public Works (DPW) will be addressing the sewer problem as part of the pending subdivision application and the associated services separation works. Project Services has now been appointed to prepare an infrastructure capacity report for the complex. Funding has been allocated for

these works. Due to the complexity and scope of work involved, the services separation for the complex will need to extend beyond February 2009.

2. Property Tenure

The Department of Natural Resources and Water (NRW) has now provided formal advice of its approval to convert the existing Deed of Grant in Trust to a 'clear' freehold deed. The conversation, subject to Governor in Council approval, is expected to occur in February 2009. The amended tenure will enable the DPW to enter into a lease with the Council. In this regard, enclosed in a draft lease document for the Council's consideration. Your comments on the suitability of the document would be appreciated. The department is willing to consider amendments to the allowed uses specified in the lease.

Under the Government Land Policies, a decision on the non-monetary transfer of the property in freehold to the Council will need to be approved by the Treasurer and endorsed by the Property Management Committee. Subject to the Council initially committing to the lease, the department is prepared to seek the necessary approval and endorsement to effect a transfer. Obviously, there are financial implications for the department associated with such a transfer and these need to be quantified. Colliers International is currently preparing a market valuation report for the premises for the purposes of briefing the Treasurer and the Property Management Committee.

3. Future Development

The proposed lease requires the lessor's consent for any further development of the site. The Woodworkers Club proposal to construct a large steel shed on the site would not be viewed favourably due to inconsistencies with the character of the existing timber buildings.

4. Fence Extension

As discussed, the fence extension has been included in the budget for the upgrade project. The department would appreciate a basic plan identifying the Council's preferred position for the fence.

5. Access to Resurface Driveway

The Council is authorised to access the property to undertake the necessary resurfacing of the driveway from Fraser Road at its cost. Please nominate a date for which access is required so that the caretaker and the security provider can be notified.

6. Water Connection to Museum Office

As part of the provision of an alternative water supply to the museum building, the project manager will be requested to provide a water connection in the museum's office.

7. Occupational Health and Safety Report

The DPI&F has not provided a copy of the occupational health and safety report for the complex. As agreed, the DPW will commission the preparation of a new report specific to the museum and associated buildings. A copy of this report will be provided to the Council.

8. Persons with Disabilities Toilet – Museum Extension

Once available, copies of the plans for the persons with disabilities toilet extension to the museum will be provided to the Council.

9. Lighting – Museum

It is confirmed that the lighting in the museum building will be upgraded to meet workplace health and safety requirements.

As supplied in the meeting, a further copy of the project timetable is attached. Advice from our project manager indicates the identified items are scheduled for completion in February 2009.

Having regard to the department's significant commitment to these alterations and conditions, confirmation is now sought from the Council of its agreement to commence occupancy and reopen the Woodworks Museum under the provided licence or lease documents by 27 February 2009."

See Attachment No.3 Licence to Occupy Agreement

Report: (Corporate Administration Manager – Mr John Nancarrow)

Introduction:

Council has been in negotiations with the Department of Public Works in respect to proposed tenure of the Gympie Woodworks Museum, management of it and the items requiring attention. A proposed licence agreement has now been offered by the Department for Council's consideration.

Proposal:

Council considers its future intention with respect to the Gympie Woodworks Museum, including future tenure, future management and items requiring rectifications (and associated costs).

Property Address:

Described as part of Lot 210 on MCH 3733 at the corner of Fraser Road and the Bruce Highway, Gympie. The survey (yet to be registered) describes Council's interest at Lot 3 on SP 217382 approximately 1.409 ha.

Tenure:

Ownership of Lot 210 on CP MCH3733 is currently registered to The Public Curator of Queensland as a Deed of Grant in Trust for Governmental Administrative and Departmental Purposes and For No Other Use “Whatsoever”. Proposed tenure is further discussed within the report.

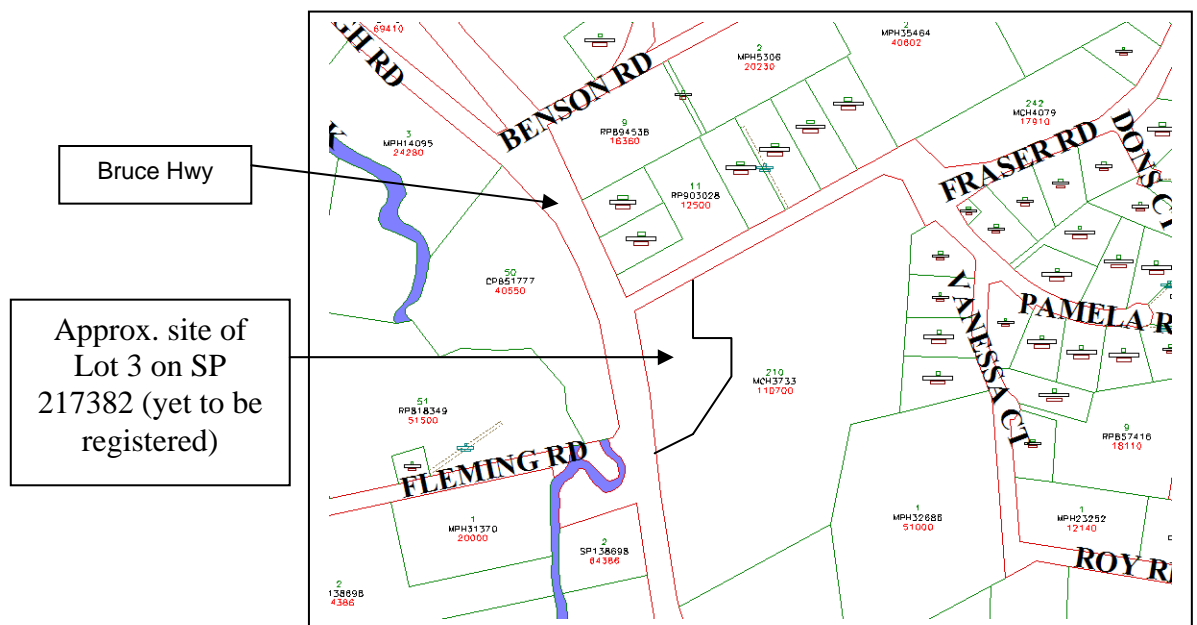
Current Use:

Home of the Gympie Woodworks Museum.

Environmental Management and Contaminated Land issues:

Lot 210 on CP MCH3733 is neither listed on the Environmental Management or Contaminated Lands Registers.

Locality Plan:



Report:

Councillors will be aware that protracted negotiations have been under-way with the State Government Department of Public Works in relation to the future of the Woodworks Museum located on the northern outskirts of Gympie City.

There was a proposal from the Minister for Gympie Regional Council to take over the management of the Museum under a lease arrangement. Numerous issues were identified with this proposal, from Council's expertise in managing the facility to the financial burden that would be imposed on the ratepayers of the Gympie Regional Council.

A walk around audit of the facility was carried out and there was a large list of issues identified that would need to be addressed. Meetings were held with representatives of the Public Works Department, Council staff and representatives to discuss the issues.

Gympie Regional Council

The issues needing rectification were subsequently costed at a figure well in the six figures. This clearly was unacceptable for Council on the basis that substantial outlay was required with no guarantee of tenure. A list of items was compiled and the Department of Public Works has agreed to rectify the big ticket items leaving a small number of matters to be attended to by Council, for example, construct a gravel driveway access to the caretaker residence (approx \$5,000.00).

It is anticipated that the bulk of the building works will be completed in February 2009, however the main infrastructure items would be after that date. The issue is that we are advised 'funding has been allocated by the State Government Department of Works for the undertaking of these works'.

Currently, the tenure of this parcel of land is by way of Deed of Grant in Trust. The State Government is in the process of having the tenure altered to freehold title. This would then allow a lease to be offered and subsequently a freehold transfer to Council.

It would appear appropriate that Council could now consider entering into a licence agreement pending a lease. The matter of freehold ownership by Council is under consideration; however it is subject to process within the State Government. At the moment this does not give a guarantee to Council that it will gain the freehold title should it enter into the lease arrangements.

A factor of ongoing costs requires serious consideration by Council. There is a proposal for the management of the Museum to be by a management agreement with the CRDB with Council providing funding towards the operation. The CRDB would operate an Information Centre from the site and manage the Museum.

The specific details of such an agreement are currently being drafted by Council's solicitors.

The State Government is keen for Council to take over the management of the museum by February 2009.

Should Council resolve to accept the Museum it is suggested that a steering committee be formed to establish and oversee the future management of the museum.

F06/01/09

Moved: Cr A.J. Perrett

Seconded: Cr G.L Engeman

Recommend that Council accepts the offer of the licence and subsequent lease, with a view to obtaining a freehold title to the property of the Woodworks Museum situated at Fraser Road Gympie, at no cost from the State Government; and

Further that Council refers the subsequent management of the Woodworks Museum situated at Fraser Road, Gympie to a future meeting.

Carried

Item 5/5 Request for an Extension of Airport Hangar Lease ‘D’ – Gympie Aerodrome**MINUTE F07/01/09** Request for an Extension of Airport Hangar Lease ‘D’ – Gympie Aerodrome

From: Mr M J Alcorn, 36 Church Street, Gympie Qld 4570
File: 3/3/03/0003
Date: 27 May 2008 – Doc. ID: 903706; and
26 September 2008 – Doc. ID:926107

27 May 2008

“I seek approval in principal to extend my lease rearward by 3.51m to a total depth of 13.19, making it a square lease of approximately 174m².

The purpose of the extension is to allow extension of my hangar rearward by 3.51m.

This would align the rear wall slightly in front of lease on the southern end of the row next to G.

I am aware that the lessee of lease L, next to mine is also desirous of extending to the line I have proposed, to enable hangar extension.

I refer you to the paragraph in my existing lease which has given approval in principal for an extension of smaller proportions.

In regard to re-surveying, I would request approval for the survey to be completed by my son, Ben Alcorn, company Conics Sunshine Coast. Ben who is currently a surveyor with their Mackay office is relocating to the Sunshine Coast office as of 30 June 2008.

Attached is the proposed extension shown on the plan attached to my current lease, together with lease clause confirming extension approval.”

QUEENSLAND LAND REGISTRY
Land Title Act 1994, Land Act 1994 and Water Act 2000

SCHEDULE

Form 20 Version 2
Page 19 of 19

Title Reference 13936209

- (5) This guarantee and indemnity extends to the lease, agreement for lease or periodical tenancy created by the Tenant's exercise of any option for renewal.

11. Amendment to Leased Area

The Lessor acknowledges that the leased area consists of 125.76m² and that the Tenant is paying rental equivalent to an area of 144m². Should the Tenant at any time during the term of this Lease request the leased area be increased to 144m² the Lessor shall not unreasonably withhold its consent to amend the lease terms in this respect PROVIDED HOWEVER that all survey fees, stamp duty, registration fees and professional costs in relation thereto are to be paid by the Tenant.

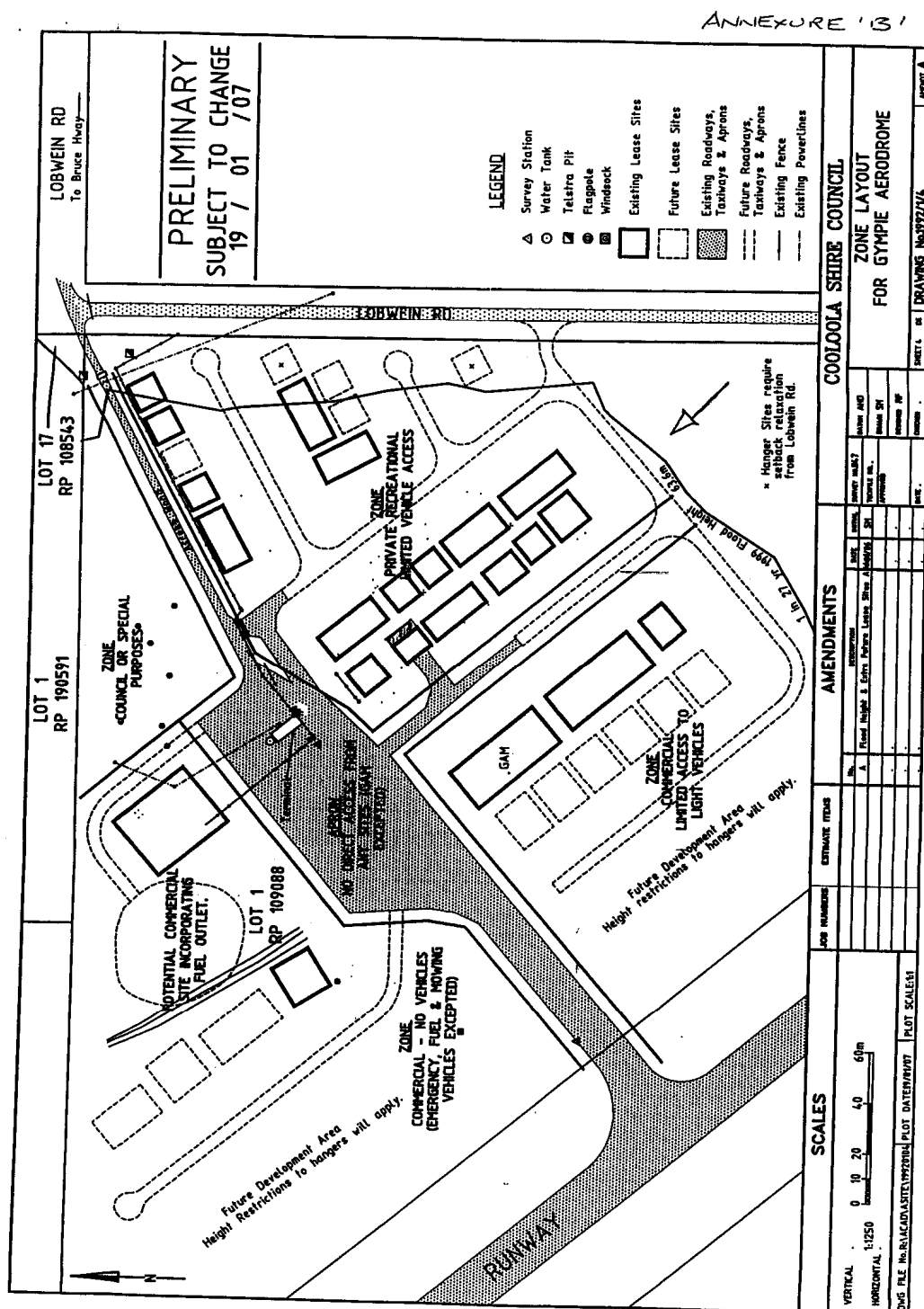
12. Flooding.

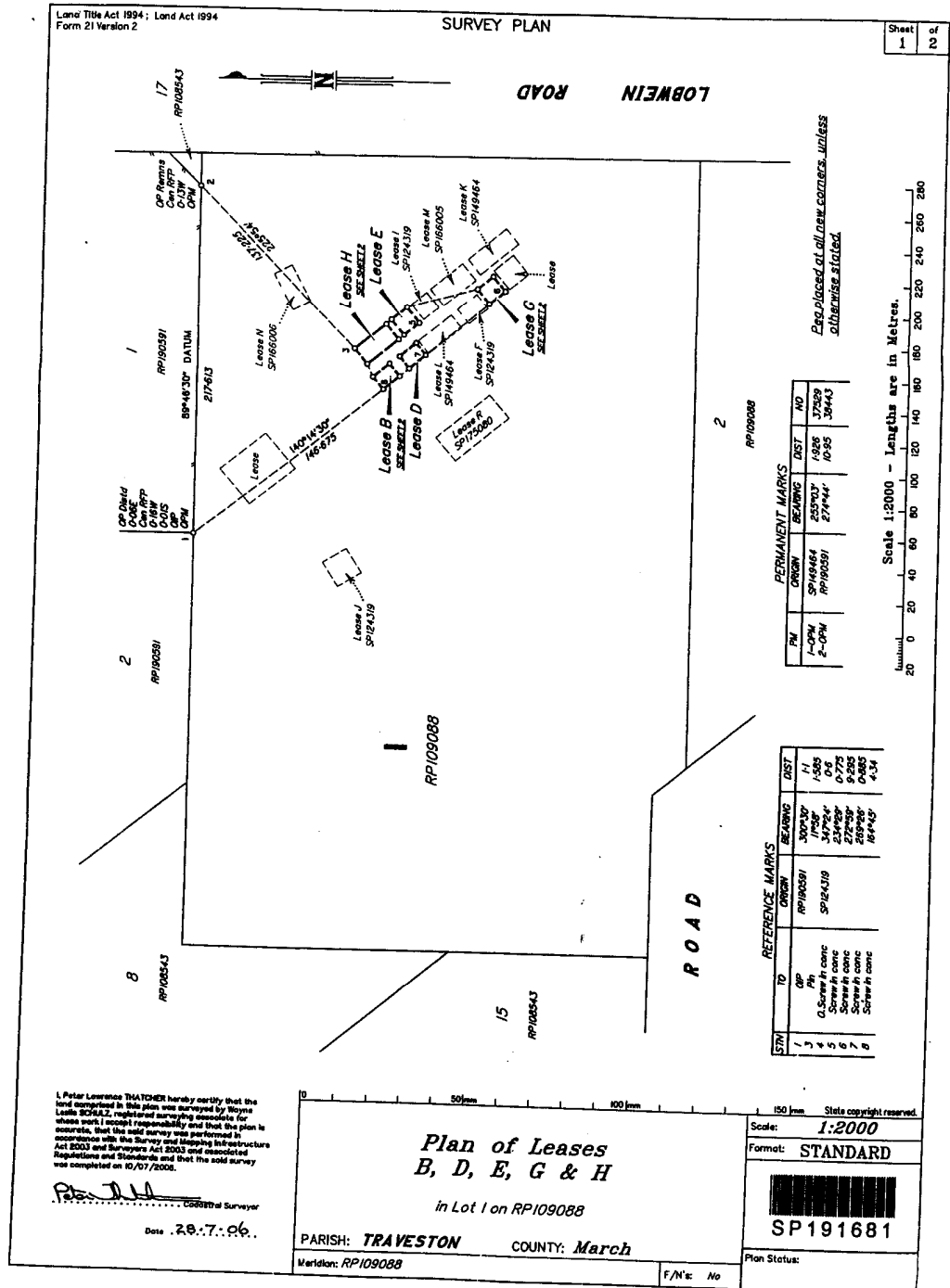
The Lessor advises and the Lessee acknowledges that the Leased Area may from time to time be the subject of flooding.

- (1) The Lessee's attention is drawn to the attached Zone Layout in Annexure "B" whereby the flood heights for the 1-99 year flood are clearly marked.
- (2) The Lessee occupies the Leased Area at its own risk, acknowledges the potential of flooding, and agrees that it will have no claim whatsoever against the Lessor for any damage caused by flooding that may arise to the Leased Area and/or to the Lessee's fixtures, fittings, improvements, aircraft, goods and chattels.
- (3) The Lessee indemnifies the Lessor against all claims, demands, suits or actions by the Lessee or persons claiming through or under it which may arise as a result of flooding for water inundation of the Leased Area.

P050628_006.DOC







26 September 2008

“I have been advised by Ben Alcorn, a registered Surveyor for Conic’s on the Sunshine Coast, that extension in line with sighting G will extend the existing northern boundary of my lease by 2.81m.

I am prepared to proceed on this basis, subject to the Council allowing me to use my own surveyor and solicitors for the preparation of the lease survey plan and registration, or alternatively charge me the same as that quoted by my surveyor and solicitor.”

Report: (Corporate Administration Manager – Mr John Nancarrow)

Proposal:

Mr Alcorn is requesting approval to extend his existing airport hangar lease ‘D’ at the Gympie Aerodrome.

Council staff have provided him with approval in principle after discussions with the Director of Engineering, Mr Bob Fredman to allow extension of his airport hangar lease in line with ‘G’ (see plan below). However it is now suggested by the Director of Engineering, that a report be put up to Council with a view to preparing a new lease document at the current market rate for rental.

Property Address:

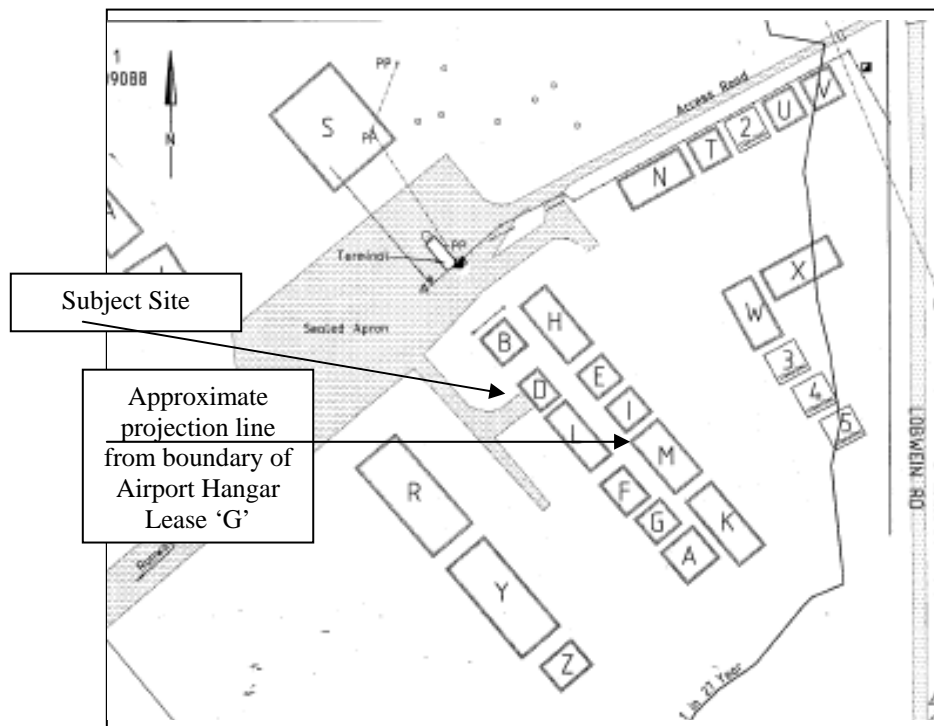
Gympie Aerodrome is situated over Lots 1 and 2 on RP 109088, Lobwein Road, Kybong.

Tenure:

Council owns Lots 1 and 2 on RP 109088 freehold.

Current Use:

Gympie Aerodrome – Numerous Leased Hangar arrangements.

Plan of Gympie Aerodrome:Report:

It is noted from the existing lease document over Site 'D' of the Gympie Aerodrome, that Mr Alcorn is currently paying rental for an area of 144m², however he is only occupying 125.76m². Council's leases were based on a standard 12m x 12m lease hangar, however Mr Alcorn purchased a pre-existing building which was smaller than Council's standard hangar.

The following clause was inserted into the existing lease agreement with Mr Alcorn:

'..The Lessor acknowledges that the leased area consists of 125.76m² and that the Tenant is paying rental equivalent to an area of 144m². Should the Tenant at any time during the term of this Lease request the leased area be increased to 144m², the Lessor shall not unreasonably withhold its consent to amend the lease terms in this respect provided however that all survey fees, stamp duty, registration fees and professional costs in relation thereto are to be paid by the Tenant...'

Mr Alcorn has an existing lease over site "Lease Area D" and wishes to extend this area to the rear of the site and in line with site B and G.

This will require a new lease document and the issue of rental has been raised by the Director of Engineering. It is apparent that the recent tenders submitted for available lease sites have indicated that the market has been willing to pay up to \$22.00 per square metre.

The previous rental for airport lease was \$9.50 per square metre. Council should consider setting a new minimum rental for any new airport leases to reflect reasonable income from Council assets. It would not seem unreasonable to set the rental at say \$15.00 per square metre. There is no comparative information as the airport is unique in this area.

It should be noted that Airport lessees are not community groups and therefore nominal rentals are not appropriate.

Because a new lease area is created for a non-community group, an exemption from going to tender or auction, will be required from the Minister's office under the provisions of section 491 of the Local Government Act 1993, to extend the lease area.

There is no issue with Mr Alcorn using his own licensed surveyor as long as the plan is approved by Council. However Council's solicitors would need to be engaged to prepare any associated lease documentation and registration to maintain consistency of airport leases in having standard terms and conditions that have been developed with Council's solicitors over a number of years.

The use of Council's solicitors in drafting lease documentation and registering the lease has been discussed with Mr Alcorn who confirmed that he has been offered a special rate from a friend.

Comments: (Director Engineering – Mr Bob Fredman)

The Director of Engineering has advised: "No objection on condition a straight clearway is retained (plan to be submitted for approval). In relation to changes to lease conditions these will have to be approved by Council."

F07/01/09

Moved: Cr L.J. Friske

Seconded: Cr R.A. Gâté

- 1. Recommend that Council considers setting a new rental per square metre for Airport leases of \$15.00.**
- 2. Further that Council approves a new lease to Mr M Alcorn subject to approval from the Minister for an exemption under Section 491 of the Local Government Act 1993 and all planning and building requirements being met.**
- 3. Further that the new lease is to be in Council's standard airport lease format and incorporate any new rental fee structure.**
- 4. Further that all costs associated with the issue of the new lease are to be met by the lessee.**

Carried

Item 5/6 Extension of Lease Area at Gympie Airport

MINUTE F08/01/09 Extension of Lease Area at Gympie Airport

From: Peter J. Rosendale, Suncoast Cooloola Flying Pty Ltd, 2 Third Avenue, Marcoola, Qld
File: 3/3/03/0011 – Doc ID 1000958
Date: 17 November 2008

“I am writing to seek Council’s approval to increase the size of my leased area on site “L” at Gympie Airport.

I wish to increase the depth to approximately 12 metres (or whatever Mac Alcorn’s is to be) and to be able to build a 26 metre x 12 metre hangar.

Mac’s son is available to re survey the leases this week and an early reply to my request would be appreciated.”

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

Mr Rosendale currently leases Sites “A”, “G” and “L” at the Gympie Airport.

Proposal:

Mr Rosendale proposes to extend his lease area at Site “L” on the eastern side to come in line with Sites “B” and “G” so that he is able to build a larger hangar.

Property Address:

Site “L”, Lot 1 on RP 109088, Lobwein Road, Kybong.

Tenure:

The property is freehold property, owned by Gympie Regional Council.

Locality Plan:Report:

Mr Rosendale has an existing lease over site “Lease area L” and wishes to extend this area to the rear of the site and in line with site B and G.

This will require a new lease document and the issue of rental has been raised by the Director of Engineering. It is apparent that the recent tenders submitted for available lease sites have indicated that the market has been willing to pay up to \$22.00 per sq.metre.

The previous rental for airport lease was \$9.50 per sq.metre. Council should consider setting a new minimum rental for any new airport leases. It would not seem unreasonable to set the rental at say \$15.00 per sq.metre. There is no comparative information as the airport is unique in this area.

Because a new lease area is created, an exemption will be required from the Minister’s office under the provisions of section 491 of the Local Government Act 1993, to extend the lease area without going out to public tender or auction.

Comment from the Director of Engineering

The Director of Engineering has advised “No objection on condition a straight clearway is retained (plan to be submitted for approval). In relation to changes to lease conditions, these will have to be approved by Council.”

F08/01/09

Moved: Cr J.A. Walker

Seconded: Cr R.A. Gâté

1. **Recommend that Council considers setting a new rental per sq.metre for Airport leases of \$15.00.**
2. **Further that Council approves a new lease to Peter J Rosendale, Suncoast Cooloola Flying Pty Ltd, subject to approval from the Minister for an exemption under Section 491 of the Local Government Act 1993 and all planning and building requirements being met.**
3. **Further that the new lease is to be in Council's standard airport lease format and that it will incorporate any new rental fee structure.**
4. **Further that all costs associated with the issue of the new lease are to be met by the lessee.**

Carried

Cr L.J. Friske left the meeting at 10.48am.

Item 5/7 Meeting Between Representatives of the Glastonbury SES and Council's Chief Executive Officer for More Appropriate Accommodation

MINUTE F09/01/09 Meeting Between Representatives of the Glastonbury SES and Council's Chief Executive Officer for More Appropriate Accommodation

From: Chief Executive Officer, Ken Mason

File: 3/3/03/0001 and 400/8

Date: 4 December 2008

Report: (Corporate Administration Manager – Mr John Nancarrow)

Introduction:

The Glastonbury SES currently occupies a shed on private property. They have advised that this site is no longer adequate for their operations and they have approached Council with a view to finding alternate accommodation, preferably one site (Gympie SES and Glastonbury SES) on either side of the river for access during times of flooding.

Proposal:

There is no Council owned property in the Southside area for the location of the Glastonbury SES. There is a Park Reserve for which Council is trustee which would seem to meet the requirements. The Park reserve is not utilised

for this purpose and has a significant Easement traversing the Reserve. This site is centrally located and not in a flood-prone location.

Property Address:

Property located on Johnstone Road, Gympie (Southside), more particularly described as Lot 240 on CP 816636, Reserve (for Park) No. 666. The property is 4,635m² in size.

Tenure:

Property located on Johnstone Road, Gympie (Southside), more particularly described as Lot 240 on CP 816636, Reserve (for Park) No. 666. An electrical easement burdens the site.

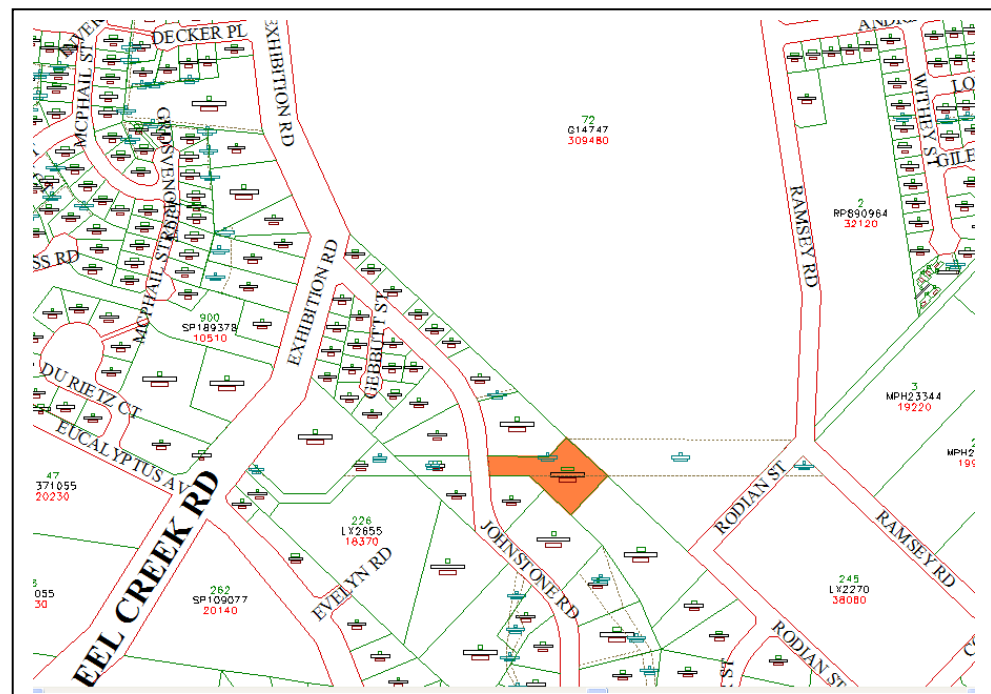
Current Use:

Vacant, however an electrical easement for access burdens the site.

Environmental Management and Contaminated Land issues:

Lot 240 on CP 816636 is not on either the Environmental Management or Contaminated Land Registers.

Locality Plan:



Report:

The site that has been identified is Park Reserve and Council is trustee. The use of the reserve for a SES building would be a non-conforming use of the reserve.

Council may apply, as Trustee and on behalf of the Glastonbury SES, to the Department of Natural Resources and Water (DNRW) for granting of a term lease, as a trustee lease cannot be considered as the proposed use does not conform with the purpose of the Reserve.

There is no guarantee the Minister will consent to Council's application.

Further, the land is burdened with an electrical easement. Discussions with Energex has revealed that the electrical power lines have a voltage of 833KV and their general building conditions, together with easement conditions would apply. No building or structures are permitted within 5 metres of the electrical easement. There is however, allowable use for driveway access.

At the time an application is lodged with Council's Planning and Development Department, Energex will be contacted as a 'concurrence agency' under the Integrated Planning Act to provide their comments in respect to any proposal.

General Easement conditions are as follows, however a site specific assessment by Energex will be required should Council resolve to peruse this option.

Comments from Energex-

"Roads can be built within, but require Energex approval due to future plans.

On this site: the 132Kv overhead power line appears to be almost on the edge of the easement, this will require the first condition to be in place, as no structures can be built within 5 metres of any tower or conductor (i.e. essentially a 5 metre set back from the furthest conductor will apply).

- 1. All easement conditions must be maintained.*
- 2. All previous conditions must be adhered to and ENERGEX may, at its discretion, audit the finished development to check that it conforms to the conditions of the development; and*
- 3. Detailed civil design drawings showing any proposed cut and fill levels on the easement and the location of the ENERGEX assets in relation to the proposed development must be approved by ENERGEX before any works can commence on site.*

When considering future construction work in the vicinity of ENERGEX assets, please be aware of the following general conditions:

- Satisfactory clearance from your proposed structure to the existing (and/or future) electricity wires must be maintained in accordance with the Electoral Safety Regulations 2002.*
- No civil works are to occur within 5 metres of any part of an ENERGEX Structure (e.g.- tower base, pole or stay) without ENERGEX approval.*

- *If the minimum 5m horizontal separation to the ENERGEX structure cannot be achieved, the Developer must consult ENERGEX with regards to allowable construction methods. This may include full depth shoring of the excavation sides for a minimum of 5 metres either side of the structure.*
- *Any excavations deeper than 5m must have a minimum horizontal separation from the excavation to any tower, base or pole at least equal to the excavation depth. The excavation is not to be left open overnight and backfill is to be compacted in 150mm layers in the immediate vicinity of the structure.*
- *10 metres clear access must be provided around all towers and pole structures after the completion of any works on the easement;*
- *Natural ground level on the easement should not be disturbed without ENERGEX approval;*
- *Final ground levels should slope gently to the edge of the easement, surrounding area or kerb such that pooling of water on the easement is avoided and conductor ground clearances are not decreased;*
- *Stockpiling of spoil on the easement is prohibited;*
- *Lighting structures are not permitted in the easement without prior written consent of ENERGEX. Lighting designs for proposed developments (e.g. road, carparks etc) on the easement are likely to require reduced height structures. Please submit detailed design to ENERGEX for approval. These drawings must clearly show the following:*
 - *Proposed height of the lighting structures and the ground level at the structure base;*
 - *Relative (to lighting structures) ground levels at ENERGEX structures (towers, pole etc) either side of the lighting structures; and*
 - *The location of the ENERGEX structures in relation to the proposed lighting.*
- *Underground services should be kept to the outer edge of the easement and any crossing of the easement should be clearly marked. Please submit the relevant design drawings to the Principal Mains Design Engineer for review. The identification, assessment and mitigation of any possible hazards in the service due to electromagnetically induced voltages, is the responsibility of the Developer;*
- *Any cut in the vicinity of a structure or between a structure and the road kerb will need to be stabilised by a retaining wall. The retaining wall design and location is to be submitted to ENERGEX for approval;*

- *Access to the easement and access along the easement must be available to ENERGEX personnel and heavy equipment at all times. ENERGEX will require the Developer/owner to supply and install gates where fencing prohibits access to and along the easement area. To enable travel along the easement at anytime the gates must be series locked with an ENERGEX padlock. Both the padlock and a design drawing of an acceptable gate will be provided by ENERGEX;*
- *Any costs incurred by ENERGEX as a result of the works on the easement are to be met by the property Developer/owner;*
- *At all times the following clearance must be maintained from the top of any machinery moving in the vicinity of energised conductors:*
 - *132kV and 110kV conductors – 4.5m minimum clearance;*
 - *33kV and 11kV conductors – 3m minimum clearance; and*
 - *Should it be necessary to transport equipment or extend any equipment, such that these clearances cannot be confidently maintained, you are required to contact our office to ascertain whether a Safety Officer is required on-site. All operators of machinery are to be made aware of the presence of high voltage conductors.*
- *Any proposal for landscaping on the easement must have prior approval from ENERGEX. Please submit the relevant landscaping design to Principal Mains Design Engineer for approval. When considering landscape designs the planting of trees must be kept to the edges of the easement and not under any overhead conductors. When mature, plants or trees must not grow in excess of 3.5 metres in height. If pertinent the ENERGEX Guide to “Powerline Friendly Plants” will be enclosed, please refer to this Guide for recommended species.”’*

Council’s compliance and local disaster co-ordinator has met with representatives of Energex on site and has discussed the proposal for the accommodation for the SES. Energex has requested a survey to verify the boundaries of the Reserve, the location of the easement and the position of the accommodation for the SES in relation to the easement and boundaries.

These matters are being attended to by Council’s Design Services Division.

Satisfactory resolution of the requirements of Energex will allow the project to proceed.

F09/01/09 Moved: Cr G.L Engeman Seconded: Cr J.A. Walker

Recommend that Council applies as Trustee and on behalf of the Glastonbury SES, to the Department of Natural Resources and Water (DNRW) for the granting of a special (term) lease directly with Council over Lot 240 on CP 816636 (Reserve for Park [No. 666]), Johnstone Road, Gympie, for the purpose of an SES Shed and for a period of 20 years.

Carried

Corporate Administration Manager – Mr John Nancarrow left the meeting at 10.50 am.

Co-ordinator Community Facilities & Services, Mrs Heather Kelly entered the meeting at 10.50 am.

Cr I.T. Petersen left the meeting at 10.53 am.

Item 5/8 Public Hall Inspections
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MINUTE F10/01/09 & F11/01/09 Public Hall Inspections

From: Co-ordinator Community Facilities & Services, Ms Heather Kelly

File:

Date: 21 January 2009

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

A building audit of Council's public halls has recently been completed by Council's Planning and Development Directorate.

The following summary was provided by Mr Roger Harding, Building Surveyor.

Hall Inspection Report (Old Kilkivan Shire)

This is supplementary information to the on-site inspection sheets that deal with the state of the building and our recommendations.

The Halls are in a varying state of repair, but all are functional.

Issues of most importance are those dealing with 'Fire Safety', exits and lever action door hardware installation.

While regular termite inspections and treatments have been carried out, there is substantial damage/infestation in the Kilkivan Hall dressing room corridor and the Boobyjan Hall stumps have been attacked over the years.

Over the past years, some halls have been upgraded with concrete stumps, septic toilet installations, new roofs, kitchen upgrades and interior painting. Goomeri Hall is 'Heritage' listed and past improvements were 'approved'.

Booubyjan kitchen is sub-standard and an upgrade is an outstanding issue

Routine (3 monthly) maintenance inspections should be carried out so that minor repairs, gutter cleaning etc can be carried out on the spot.

The halls' continued use is essential especially for the remote communities, subject to fire safety requirements being observed.

Hall Inspection Report (Old Cooloola Shire Area)

The main issue is one of public safety regarding compliant exit signage and door hardware.

Electrical inspections, termite and routine maintenance should all be undertaken as recommended.

Kitchen upgrades are required to basic level as recommended.

As identified by the Council Building Surveyor, the majority of halls require works to ensure compliance with fire safety regulations. For most halls this will involve replacement of door hardware, installation of appropriate exit signage and installation and/or inspections of fire extinguishers.

Maintenance is also required to ensure that the buildings are safe; issues such as loose handrails and rotted step treads were common.

Some larger projects, such as re-roofing and kitchen upgrades were noted.

It is anticipated that the safety maintenance and compliance issues would cost on average \$2,000 per hall if completed by a Council employed tradesperson. Exact costings are difficult to ascertain due to the age and varying conditions of the buildings.

Currently, all halls in the former Kilkivan district are keyed alike, providing ease of access for Council staff and Council employed contractors. To provide similar access, via a single door, to the buildings in the former Cooloola Shire Council will cost an estimated \$250 per hall (again with a Council employed tradesperson completing the installation). This provides Council with a master key and each hall committee with three keys. It should be noted that where possible, hall committees are kept informed of Council's intention to access the halls and of the purpose of the visits.

Electrical inspections on the halls will cost approximately \$150 per hall.

There is currently a total of \$131,269 in available funds in the former division discretionary and western district hall funds.

Once the compliance, safety and associated works are completed, it is the intention to develop written agreements between Hall Committees and Council clearly stating the roles of each party in maintaining and managing the halls. It is expected that such an agreement will place the onus of minor maintenance and operations on the hall committees and issues relating to legislative compliance (such as fire safety) and building preservation (regular termite and building inspections) on Council. These agreements will allow Committees to approach Council when seeking support for larger hall projects.

Given the condition of the halls within the district and the anticipated expenditure required, Council should consider its intended ongoing commitment to the provision of public halls and the need to ensure the buildings are maintained.

Council should also consider the following:

<p>Extracts of the Corporate Governance & Finance Meeting 22/10/08</p>
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<p>8/3 Pie Creek Community Hall Committee – Request for Financial Support</p>
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Re: **MINUTE F33/10/08** Pie Creek Community Hall Committee – Request for Financial Support

From: The President, Mr R Cole, 21 Curtain Road, Pie Creek Qld 4570

File: Doc ID: 918282

Date: 14 August 2008

“I am writing on behalf of our community committee that manages the Pie Creek Community Hall.

I am seeking financial support from the Gympie Regional Council to replace the fence that surrounds the hall. We have quotes for the job and it is clear that our committee is not in a position to be able to undertake a job of this magnitude on our own. Our locally raised funds are sufficient to meet insurance and more general maintenance costs but the replacement of the fence is well beyond us.

The Pie Creek Hall is an important community facility. As well as being an important general meeting place for the community, each year there are a great many weddings and other family-oriented celebrations held there. The usage rate makes it very clear that the hall is needed in the area. Maintenance is, however, a big issue.

The fence was constructed several years ago as part of the hall refurbishment managed by Skill Centred under a government employment scheme of the time. It has been in a poor state for several years now and we have patched it up, replaced parts and even used wire to hold it together, but it continues to deteriorate.

Gympie Regional Council

I understand that there is a Parks or Community Facilities contribution made by developers and others as they have their building applications approved by Council. I respectfully request that some of these funds could be made available to the committees who manage the local community halls for purposes such as this.

I understand that the use of these funds has been the subject of recent discussions among Councillors. I would encourage the Council to consider the workload of the few people who make up these “hall” committees on a voluntary basis. Financial support for maintenance and improvements would go a long way towards demonstrating that the management and operation of these important community halls is a genuine partnership between Council and the local residents.

I look forward to hearing from you at your earliest convenience.”

Report: (Co-ordinator Community Facilities & Services – Heather Kelly)

The Pie Creek Hall is requesting \$10,250.00 for replacement of the fence. The hall committee has suggested this money be taken from parks contributions made by developers.

As Council is aware, legislative and policy framework precludes Council from allocating park contributions towards the hall redevelopment projects.

There is currently \$13,000.00 available in the Former Division 3 Hall Discretionary Fund for the maintenance of Glastonbury, Pie Creek, Mooloo and Langshaw halls.

As Council would also be aware, a building audit of all halls is currently underway with the aim of developing a management strategy for the buildings. All hall committees have been informed of this process in writing. Council should consider the possible outcomes of this audit in relation to allocation of funds.

F33/10/08 Moved: Cr J.A. Walker Seconded: Cr G.L Engeman

Recommend that the Pie Creek Community Hall Committee be advised that Council is currently undertaking a building audit of all halls; therefore no action will be taken regarding replacement of the fence until Council has considered the outcome of the audit.

Carried

No estimates or quotes were provided as to the likely cost of this. Council may consider requesting a costing for consideration in the 2009/2010 budget.

<i>Extracts of the Corporate Governance & Finance Meeting 26/11/08</i>
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Item 8/2 Woolooga Hall Committee – Request for Financial Assistance

*Re: MINUTE F36/11/08 Woolooga Hall Committee
– Request for Financial Assistance*

*From: Ms S Turner, Secretary, Woolooga Hall
Committee, 364 Calgoa Road, Woolooga QLD 4570*

File: 5/3/15/0002 - Doc.ID: 994823

Date: 20 October 2008

“The Woolooga Hall Committee would like to perform some internal renovations to the Woolooga Hall and we would be grateful if the Council would offer some financial assistance with this project.

The Hall Committee has raised enough revenue to complete items 1 & 3 on the quotation. It would be greatly appreciated if you could assist with the balance of the quote so that we can improve the conditions in the community hall.

Attached is an itemised copy of the quote we have received.

Thank you in anticipation of your favourable response.”

Report: (Co-ordinator Community Facilities & Services – Heather Kelly)

The Woolooga Hall Committee has requested \$9,530 to line the interior of the hall with Hardiflex sheeting. The total cost of the project is \$17,360. The committee has raised approximately \$8,000 towards the project.

There is currently \$50,000 available in the Western District Hall Fund for the maintenance of all halls in the western district, including Kilkivan and Goomeri halls, Manumbar, Boobyjan, Tansey, Lower Wonga and Woolooga Halls and Widgee Community Complex.

As Council is aware, a building audit of all halls is currently underway with the aim of developing a maintenance strategy for the buildings. All hall committees have been informed of this process in writing. Council should consider the possible outcomes of this audit in relation to allocation of funds at this time.

F36/11/08 Moved: Cr I.T. Petersen Seconded: Cr A.J. Perrett

Recommend that this matter be held over until the next General meeting on 10 December 2008.

Carried

This item has been held over pending hall inspection report. Council may consider consideration of these works in the 2009/2010 budget.

Cr I.T. Petersen returned to the meeting at 10.55 am.

Cr L.J. Friske returned to the meeting at 10.56 am.

F10/01/09 Moved: Cr R.A. Gâté Seconded: Cr J.A. Walker

Recommend that Council allocates funds from former Division Discretionary Funds and Western District Halls Allowance to complete the compliance, safety and associated works and that three (3) monthly inspections will be carried out on all halls.

Further that all the halls in the former Cooloola Shire be keyed alike under a master key system.

Further that Council informs Woolooga Hall Committee that it is unable to provide funds for the requested works at this point in time due to budgetary constraints however Council will consider the request during the 2009/2010 budget deliberations.

Further that Council informs Pie Creek Community Hall Committee that it is unable to provide funds for the requested works due to budgetary constraints however if quotes are forwarded, they will consider the request during the 2009/2010 budget deliberations.

Further, that Council notes 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

F11/01/09 Moved: Cr J. Watt Seconded: Cr R J Dyne

Recommend that Co-ordinator Community Facilities & Services, Mrs Heather Kelly provides an estimate of expenditure on each hall for Council's approval if the expenditure exceeds \$2,000.00 per hall.

Carried

Co-ordinator Community Facilities & Services, Mrs Heather Kelly left the meeting at 10.59 am.

SECTION 6 RATES MATTERS

6/1 Various Water Consumption Accounts

MINUTE F12/01/09 Various Water Consumption Accounts

From: Principal Finance Officer – Revenue – Russell Watson

File: FR95/00026

Date: 16 January 2009

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

Assess No	Owner	Property Address	Amount	Reason	Recommended Action
A1229	P A & M Wood	5 Cedar Court, Gympie	1 st Tier: 199 2 nd Tier: 518	Undetected Leak	Write off \$403.65
A4581	G I & J P Jensen	2 Bort Road, Gympie	1 st Tier: 100 2 nd Tier: 104	Undetected Leak	Write off \$97.20

F12/01/09 Moved: Cr L.J. Friske

Seconded: Cr A.J. Perrett

Recommend that Council endorses staff action.

Carried

6/2 Request for lost discount on Rates - Various

MINUTE F13/01/09 Request for lost discount on Rates - Various

From: Principal Finance Officer – Revenue – Russell Watson

File: FR95/00026

Date: 16 January 2009

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

Assess No	Owner	Property Address	Amount	Reason	Recommended Action
A16662	H E Field & C M Jeppesen	365 Little Bella Ck.Rd. Bella Creek	92.98\$	Overseas	Disallow
A21954	P H & A T Johnson	53 Glen Eden Drive, Gympie	\$134.14	Possible staff error	Allow
A17006	M F & P M Symes	426 Kandanga- Amamoor Rd, Amamoor	\$60.41	BPay problem	Disallow

Assess No	Owner	Property Address	Amount	Reason	Recommended Action
A12945	G W & F Z Fitzgerald	822 Tagigan Rd. Wolvi	\$81.05	Overseas	Disallow
A21627	U S Heilmann	51 McPhail St, South Side	\$77.35	Did not receive notice	Disallow

F13/01/09 Moved: Cr R J Dyne

Seconded: Cr A.J. Perrett

Recommend that Council endorses staff action.

Carried

Item 6/3 Request for Lost Discount

MINUTE F14/01/09 Request for Lost Discount

From: Mr T McTaggart, 16 Consul Street, Aspley, Q 4034

File: 5/7/05/0007 – Doc. ID: 1005477

Date: Received: 10 December 2008

“I enquired on the 4th December why I had not received a rate notice, only to find that the account had been addressed to the rental property. This house at 25 Apollonian Vale was destroyed by fire weeks before the account was sent. There wasn’t anybody collecting the mail by the amount still being delivered there (and left in the letter box). I travelled to the house on the 6 December to tidy up. The rates notice was in the letterbox.

I wish to pay my rates before I go away this week.

I hope you can accept my reason for late payment of the discount amount. I do not know the reason you were given Apollonian Vale as my address.”

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

The rate notice was sent to the correct address as advised by the Department of Natural Resources & Water; however, Council may want to consider allowing discount of \$108.08 on compassionate grounds.

F14/01/09 Moved: Cr I.T. Petersen Seconded: Cr G.L Engeman

Recommend that Council advises Mr McTaggart that on this occasion Council will allow the discount on compassionate grounds.

Carried

Item 6/4	Request for Lost Discount
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MINUTE F15/01/09 Request for Lost Discount

From: Ms M Cogan, 667 Port Road, Woodville Park SA 5011
 File: A10370 – Doc. ID: 1010799
 Date: 20 January 2009

Item 6/2	Request for lost discount on Rates - Various
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Re: **MINUTE F10/12/08** Request for lost discount on Rates - Various
 From: Principal Finance Officer – Revenue – Russell Watson
 File: FR95/00026
 Date: 4 December 2008

CG&F Meeting 17 December 2008:

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

<i>Assess No</i>	<i>Owner</i>	<i>Property Address</i>	<i>Amount</i>	<i>Reason</i>	<i>Recommended Action</i>
A10370	M W & M S Cogan	35 Ark Royal Drive Cooloolo Cove	\$91.22	Did not receive notice	Disallow

F10/12/08

Moved: Cr R.A. Gâté Seconded: Cr A.J. Perrett

Recommend that Council endorses staff action.

Carried

Email received 20 January 2009

“I have just received the letter refusing to allow me to be entitled to the discounted rates amount for 35 Ark Royal Drive, Cooloolo Cove. I am not satisfied with this decision as I never received the initial notice. As I have already made you aware I was out of the country at the time and with many other things on my plate it completely slipped my mind that I hadn’t received a bill. I also had a house sitter to collect my mail whilst I was abroad. I can prove my absence by emailing you my stamped passport. I understand that Cooloolo (sic) Council has done everything in its power to ensure that I did receive the notice.

The only notification I received was a reminder notice after I had called to follow it up. This is not the first time this has happened with your Council. I have a property in South Australia as well, and have never had a problem having rates notices sent to me, even when living at a different location. I can not say whether the rates went to the property and not my billing address as it wasn’t tenanted at the time of the billing period. But that is what I am presuming happened.

I would like this matter taken further, I am unsure as to whom I direct this to? Could you please advise me? I think this has been dragged out for long enough. I can't believe I made my first enquiry about this in late November and it is still not resolved.

Please contact me ASAP by replying to this email or on 0408 909 762."

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

The rate notice was sent to the correct address of the ratepayer and was not returned to Council.

F15/01/09 Moved: Cr R.A. Gâté Seconded: Cr A.J. Perrett

Recommend that Council advises Ms Cogan as above and that the outstanding amount remains payable.

Carried

SECTION 7: FINANCIAL REPORTING

7/1 Financial Summary Report – Fund Balance and Investment Report as at 31 December 2008 and Rate Collection as at 31 December 2008

MINUTE F16/01/09 Financial Summary Report – Fund Balance and Investment Report as at 31 December 2008 and Rate Collection as at 31 December 2008

From: Management Accountant – Cindy Savage

File: FG94/00043

Date: 15 January 2009

Report: (Management Accountant – Cindy Savage)

FUND BALANCE
GYMPIE REGIONAL COUNCIL
as at 31 December 2008

Operating Fund	\$635,185.27
Trust Fund	\$605,553.56

FUND BALANCE
GYMPIE REGIONAL COUNCIL – KILKIVAN BRANCH
as at 31 December 2008

Operating Fund \$162,108.53

INVESTMENT REPORT
GYMPIE REGIONAL COUNCIL
as at 31 December 2008

	Invested Balance	YTD Interest Yield	Budget Est.	% of Budget Est
Consolidated Operating Fund	\$52,750,000	\$2,236,482.48	\$2,500,000.00	89.5%
Trust Fund	\$2,161,634.00	N/A		
Indicative Interest Rate	5.36%			

INVESTMENT REPORT
GYMPIE REGIONAL COUNCIL – KILKIVAN BRANCH
as at 31 December 2008

Consolidated \$1,478,190.05
Operating Fund

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

RATE COLLECTION

Arrears 1 July 2008	\$2,054,452.21
Levy Raised 2008/2009 Financial Year	\$22,161,274.07
Interest Raised	\$111,200.70
Receipts	\$19,406,110.61
Discount Applied	\$1,790,318.71
Pensioner Rebate (Government)	\$401,735.51
Pensioner Rebate (Council)	\$146,488.37
Balance Outstanding	\$2,582,273.78
Credit Balance	\$378,246.71
Balance Outstanding 31 December 2008	\$2,960,520.49

F16/01/09 Moved: Cr J.A. Walker Seconded: Cr J. Watt

Recommend that the report be received.

Carried
Gympie Regional Council

Cr J.A. Walker left the meeting at 11.07 am and returned to the meeting at 11.10 am.

Director of Corporate Services/Deputy CEO – Mr Craig Manson left the meeting at 11.27 am and returned to the meeting at 11.29 am.

7/2	Six Monthly Budget Review
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MINUTE F17/01/09 Six Monthly Budget Review

From: Director of Financial Services – Yvonne Oliver

File: FG94/00043

Date: 14 January 2009

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

Refer to Attachment 1 for the Six Monthly Budget Review.

F17/01/09 **Moved:** Cr G.L Engeman

Seconded: Cr R.A. Gâté

Recommend that the report be received and the budget allocations be adopted.

Carried

SECTION 8: FINANCIAL ASSISTANCE REQUESTS
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Item	8/1	Request for Waiver of Civic Centre Hire Fees for Tai Chi Classes
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MINUTE F18/01/09 Request for Waiver of Civic Centre Hire Fees for Tai Chi Classes

From: Ms Tanya Grant, Integrated Allied Health, LMB 15, Gympie

File: 5/2/06/0002 – Doc.ID: 1004520

Date: Received 05/12/08

“Re: Tai Chi Classes

On the advice of Heather Kelly, who I met with on the 24 November, I write this letter to appeal to the Gympie Regional Council to consider waiving the Civic Centre hire fees for our weekly Tai Chi classes.

The Integrated Allied Health Service at Gympie Hospital initially established Tai Chi classes in 2004 to help arthritis sufferers build core strength to reduce the risk of falls in the community. As the region’s population has continued to grow and general community awareness of the health benefits of Tai Chi programs increases, demand for this service has increased exponentially.

Gympie Regional Council

Currently we have over 80 individuals enrolled in classes and a further 60 people on a waiting list. Groups are facilitated by a Queensland health staff member and a group of Community Volunteer Tai Chi leaders.

Queensland health has a strong interest in encouraging people to be active, given the well established links between physical activity and health and recognise that these interests are also shared by other sectors such as local government authorities. The Cooloola Shire Open Space and Recreation plan Final Report (2007) makes mention of the need to develop a community and inter-agency response to support and encourage wider community participation in recreation that enhances the health and wellbeing of residents.

The Cooloola Physical Activity Taskforce (CoolPAT) in which Council is represented, supports a multi-agency approach to enable this already established Tai Chi program to remain operating on an ongoing basis. It is also noted by CoolPAT that in many local government areas, Tai Chi classes are offered free of charge to the wider community by local Councils (eg Sunshine Coast, Gold Coast, Brisbane and Moreton Bay).

To enable the Tai Chi program to be sustainable in the future, an interagency partnership is vital as the standard weekly fee of \$150.00 for venue hire for a two hour period is unsustainable as an ongoing cost. Currently, Queensland health collects a nominal fee of \$3.00 per person to participate in classes, however these fees are utilised to pay the ongoing mandatory training fees for volunteer leaders. So, as you will see, this is not a money raising venture, rather a much needed resource for the constituents of the Shire.

The Be Active Queensland 2006 – 2010: Framework for health sector action for physical activity in Queensland, discusses the need for evidence-based physical activity strategies as part of the statutory and non-statutory planning processes of state and local governments.

Our proposal to the Gympie Regional Council is to enter a partnership with Queensland Health to facilitate the ongoing operation of this already well established program, as it has been well documented that Local Government plays a major role in shifting attitude and in changing health behaviours.

I look forward to hearing from you and would welcome the opportunity to meet with you and with Council to answer any queries you may have in regard to this proposal.”

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

Queensland Health has requested that Council enters into a partnership to facilitate the ongoing operation of the Tai Chi Program, currently operating from the Civic Centre and as such, waive hire fees for the Civic Centre.

It is outside the ambit of Council’s hiring guidelines to waive Civic Centre hire fees and there is no budgetary allowance for this.

This matter was further discussed with Kerry Rolfe, (Manager Strategic Planning) and referred to the Sport Recreation and Parks Co-ordinating Committee who advised the following:

1.0 SPORT RECREATION AND PARKS COORDINATING COMMITTEE

The above letter was discussed at the Sport Recreation and Parks Coordinating Committee meeting held 9 December 2008.

The meeting did not support the waiving of Civic Centre Hire Fees for the following reasons:

- (a) the ongoing nature of the activity; and the
- (b) precedent for other users.

It was suggested that other less expensive undercover premises may be available.

2.0 OPEN SPACE AND RECREATION PLAN

The Tai Chi classes are a current activity provided by the Integrated Allied Health Service at Gympie Hospital and are therefore not-for-profit. Attendees pay a minimal cost of \$3 per class.

The provision of the classes complements the following strategies of the Cooloola Shire Open Space and Recreation Plan:

- (i) To continue to support the local Physical Activity Taskforce (CoolPAT); and
- (ii) To demonstrate leadership in working with external service providers and community groups to deliver affordable and accessible healthy lifestyle programs across the Shire.

In its 2008 budget, Council approved money to support the activities of CoolPAT (a partnership of Queensland Health, Sport and Recreation Queensland and Council). There are no other proposed activities in the short term.

On this basis, it is suggested that Council supports the Tai Chi classes by the provision of \$1000.00 from these funds towards running costs for this financial year only.

F18/01/09 Moved: Cr J. Watt

Seconded: Cr G.L Engeman

Recommend that Council advises the Integrated Allied Health Service of the Gympie Hospital that due to budgetary constraints, Council is unable to waive the hiring fees for this ongoing activity.

Further that Council acknowledges the partnership already developed between Queensland Health, Sport and Recreation Queensland and Council, through CoolPAT and through this partnership, Council will support the provision of Tai Chi classes by contributing \$1,000.00 (Ledger Number: 2521003), towards running costs during the 2008/2009 financial year only.

Carried

Item 8/2	Tourism Sunshine Coast Re Funding Support
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MINUTE F19/01/09 Tourism Sunshine Coast Re Funding Support

From: Mr R van Tulder, P O Box 9325, Pacific Paradise, QLD 4564

File: Email

Date: 12 January 2009

“Re: 2008/2009 Funding Support.

We acknowledge and thank you for your letter dated 17 November 2008. We appreciate the Gympie Regional Council support for the Tourism Sunshine Coast Business Plan 2008-2009 and the core funding contribution of \$70,450.

We note that this year there is a small shortfall of \$250 compared to the funding request of \$70,700. We do not consider this to be an issue; however, we are concerned that Gympie Regional Council has at this stage not confirmed funding support for the Regional Marketing Initiative (RMI) funding request of \$40,804 (including the major brand campaign cost of \$28,280) and Additional Services funding request of \$4,058.

In prior years the former Cooloolool Shire Council also contributed to the Region marketing Initiatives (RMI), particularly the major brand campaign. The 2008-2009 the major brand campaign funding request is \$28,280. We would like to ask Gympie Regional Council to consider whether it wishes to participate in the major Sunshine Coast brand campaign again this financial year. As you will be aware from our Chair Graeme Pearce’s message to you last week, the Board of TSC has appointed Russell Mason as our new CEO commencing duties on 5 January 2009. We have briefly discussed with Cr Perrett that we would like to arrange a meeting with Cr Perrett and yourself to meet Russell early in the New Year. We suggest this may be a good time to

also discuss the participation in the brand campaign and other regional opportunities.

We would like to thank you and the Gympie Regional Council again for your support and wish you all an enjoyable and safe festive season.”

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

Due to Council's commitment to both Tourism Sunshine Coast and Fraser Coast Tourism, there were insufficient funds to contribute to the Regional Marketing Initiative.

F19/01/09

Moved: Cr R.A. Gâté

Seconded: Cr J. Watt

Recommend that Council advises the writer that due to the amalgamation and Council's support of both tourist organisations, funds are not available to participate in the Regional Marketing Initiative this financial year.

Further that the matter of Regional Marketing Initiative funding be referred to the 2009/10 budget for consideration with the 2009/10 Tourism Sunshine Coast funding request.

Carried

Cr G.L Engeman and Cr J. Watt left the meeting at 11.49 am and both returned to the meeting at 11.50 am.

Cr I.T. Petersen left the meeting at 11.59 am and returned to the meeting at 12.00 noon.

Item 8/3	Request for Financial Assistance from Traveston Progress Association
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MINUTE F20/01/09 Request for Financial Assistance from Traveston Progress Association

From: Mr J Matthews, Hon. Secretary, Traveston Progress Association, 10 Thomason Road, MS 624, Kybong Q 4570

File: 5/3/15/0001 - Doc.ID: 1009822

Date: 12 January 2009

“Re: Financial Assistance with Cost of Electrical Property Pole Replacement at Traveston Soldiers Memorial Hall.

We write to Council to enquire whether Council would be prepared to offer financial assistance to the Traveston Progress Association Inc. with the cost of replacement of an existing electrical property pole on the grounds of the Traveston Soldiers Memorial hall.

Gympie Regional Council

The pole is considered a risk in its present state, and a quote for replacement is enclosed for Council's consideration.

The invoice from Fowler Electrical Services totals \$1046.50, and covers disconnection and removal of the old property pole supporting the overhead service line to the Hall and installation and reconnection of a new pole.

Hoping for a favourable outcome."

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

There is no provision in the current Budget for this request.

F20/01/09

Moved: Cr L.J. Friske

Seconded: Cr R.A. Gâté

Recommend that Council arranges for an electrical contractor to check the condition of the pole and to provide a quote on replacement if deemed necessary.

Further that if the pole is considered dangerous, that a second quote be sought and that the new pole be funded from former Division 1 discretionary funds.

Carried

ADJOURNMENT OF MEETING

The meeting adjourned for lunch at 12.10 pm.

RESUMPTION OF MEETING

The meeting resumed at 12.37pm.

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, Director of Corporate Services/Deputy CEO, Mr Craig Manson and (Minutes' Secretary), Mrs B J Fevre.

Item 8/4 Request for Assistance to Repair the Kandanga Tennis Court Surface

MINUTE F21/01/09 Request for Assistance to Repair the Kandanga Tennis Court Surface

From: Mr D Grieves, Secretary, Kandanga Tennis Club Inc. C/- Post Office, Kandanga Q 4570
 File: 4/8/07/0006 – Doc.ID: 1009839
 Date: 9 January 2009

“We have a problem with our tennis courts in Kandanga, which the Council resurfaced with asphalt in September 2000.

At the north-eastern corner of the courts, roots from adjoining bushes or trees have come in under the asphalt surface and have cracked and raised the asphalt, making it a hazard for playing tennis.

Our club patron, Mrs Adrienne Dan, was talking to a representative of your Council yesterday and she was enquiring if the Council was able to help, as the Tennis Club is suffering from reduced membership and income due to detrimental side effects on the district from the proposed Traveston Dam.

Mrs Dan was advised that a request for assistance to remove the offending vegetation and to resurface the damaged asphalt would be given favourable consideration if the request was made in writing – hence this communication to you. It was also said that the Council would make an inspection to ascertain what was needed.

Because of vandalism we are forced to keep the courts locked at all times, but I can be at the courts and unlock them whenever you can arrange an inspection. My phone number is 5488 4329 and if notice of the inspection was given the day before, it would be appreciated.

As you probably know, the courts are at the corner of Elizabeth Street and Pine Street (up the hill at the Kandanga school corner.) I am in town also at 24 Stephens Street.

On behalf of the Club, thank you very much for your offer to give favourable consideration to our request for help in the above matter.

With very kind regards.”

F21/01/09**Moved: Cr J. Watt****Seconded: Cr J.A. Walker**

Recommend that Council advises that due to budgetary constraints, Council is unable to assist.

Further that Council refers this enquiry to the Financial Assistance Grants process.

Further that Council advises the club to investigate other funding avenues.

Carried

Item 8/5	QCWA Gympie South Burnett Division – Request for Financial Assistance
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MINUTE F22/01/09 QCWA Gympie South Burnett Division – Request for Financial Assistance

From: Mrs M Fereday, P O Box 24, IMBIL QLD 4570

File:

Date: 16 January 2009

Re: **MINUTE F23/12/08** Request for Funding for QCWA

From: Mrs M Fereday

File:

Date: 17 December 2008

Discussion ensued.

F23/12/08

Moved: Cr J.A. Walker

Seconded: Cr R.A. Gâté

Recommend that the matter of financial assistance to the QCWA be referred to the January CG&F meeting for further consideration.

Carried

F22/01/09 **Moved: Cr G.L Engeman**

Seconded: Cr A.J. Perrett

Recommend that Council advises that it will donate the cost of hiring the Kilkivan hall for the staging of the event.

Carried

SECTION 9: STAFF MATTERS

9/1	Workplace Health and Safety Report – January
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MINUTE F23/01/09 Workplace Health and Safety Monthly Report – January

From: Workplace Health & Safety Coordinator – Les Latemore

File:

Date: 09/12/08 –19/01/09

Report: (Workplace Health & Safety Officer – Les Latemore)**ACCIDENT, INCIDENT AND WORKERS COMPENSATION CLAIMS
FOR JANUARY REPORT 2009**

<u>DATE</u>	<u>CODE</u>	<u>LOST TIME (DAYS)</u>	<u>JOB POSITION</u>	<u>DETAILS</u>	<u>SUPERVISOR</u>
18/12/08	FA	N/A	Water & Sewerage Engineer	The worker suffered a back injury when the vehicle he was driving fell into deep ruts in an irrigation area at a treatment plant.	I.Schiefelbein
19/12/08	I	N/A	General Manager	The worker suffered a muscle strain to the middle upper back while lifting a box of files.	B.Fredman
06/01/09	A	N/A	Contractor	The hire crane has connected with the overhead street light wire pulling the light pole down while removing the Christmas tree in front of the Town Hall.	R.Halling
08/01/09	F/A	N/A	Assist. Treatment Plant operator	The worker suffered a minor back strain while emptying bags of chemicals into a batching tank.	W.Richardson
13/01/09	FA	N/A	Admin Trainee	The worker has suffered cuts and grazes after falling down stairs in the Mary St. Office.	T.Buchester
15/01/09	LTI	6	Saleyards Superintendent	The worker has suffered a torn calf muscle.	B.Fredman
19/01/09	A	N/A	Labourer	A window on a Polleys bus was broken during brush cutter operations.	R.Halling

<u>Codes</u>	<u>Totals For The Month</u>
I - Incident (nil injury or damage sustained)	1
A - Accidents (damage to property/environment)	2
FA - First Aid / Medical Treatment injury	3

<u>Codes</u>	<u>Totals For The Month</u>
LTI – Time Lost Injury	1
Total – total days lost for incidents reported this month	6

F23/01/09 Moved: Cr L.J. Friske Seconded: Cr J.A. Walker

Recommend that report be received.

Carried

9/2 Staff Numbers as at 31 December 2008

MINUTE F24/01/09 Staff Numbers as at 31 December 2008

From: Financial Accountant, Debra Hatherell

File: AS94/00014

Date: 9 January 2009

Report: (Financial Accountant – Debra Hatherell)

STAFF NUMBERS

DEPARTMENT	Department Name	March 08	June 08	Sep. 08	Dec. 08
Permanent					
CEO	Administration	10	10	9	9
Finance	Finance	23	26	27	27
Corporate Services	Corporate Services	20	23	22	25
Library	Library/Gallery	11	12	12	12
Design	Design	18	17	15	15
	Health/Community				
Community Services	Services	19	16	16	16
Works	Health	5	6	6	5
	Supervisory/Support	18	18	17	18
	John Street - Operators	15	15	18	16
	John Street - Truck				
	Drivers	7	6	6	12
	John Street - Labourers	51	79	60	55
	Tin Can Bay	4	3	3	3
	Workshop	11	12	10	11
	Signs	2	2	2	2
	Parks	17	17	16	16
	Noxious Weeds	4	4	3	2
Water & Sewerage	Water & Sewerage	36	36	33	40

Gympie Regional Council

		STAFF NUMBERS			
Planning	Planning	16	20	21	25
Building	Building	4	5	4	4
TOTAL PERMANENT		291	327	300	313
Job Share Employees	Planning/Building	0	0	0	0
(in Payroll)	Corporate Services	0	0	0	0
TOTAL JOB SHARE		0	0	0	0
Part-Time Employees	Admin/Corp Services	2	7	4	4
	Parks & Gardens	0	1	1	1
	Planning & Development	0	0	3	3
	Planning/Building	2	2	1	1
	Supervisory & Stores	0	0	0	0
	John St - Labourers	0	0	1	2
	Community Services	2	3	2	3
	Library	0	0	2	2
	Water & Sewerage	0	0	0	0
(in Payroll)					
TOTAL PART-TIME		6	13	14	16
Temporary	Works	26	4	0	0
(in Payroll)	Workshop	0	0	0	0
	Water & Sewerage	3	2	0	0
	Parks	0	0	0	0
	Noxious Weeds	0	0	0	0
	Signs	0	0	0	0
	Design	0	0	0	0
	Finance	1	2	0	0
	Planning	6	2	0	0
	Building	0	0	0	0
	Community Services	0	0	0	0
	Corporate Services	4	1	1	0
	Library	0	0	0	0
	Health - State	0	0	0	0
TOTAL TEMPORARY		40	11	1	0
Casuals/Term Contracts	CEO	1	0	1	1
(in Payroll)	Finance	2	1	1	2
	Corporate Services	3	5	5	4
	Library	20	20	19	19
	Design	1	1	3	3
	Health - State	0	0	0	0
	Community Services	3	2	5	5
	Supervisory/Support	0	0	1	1
	John St - Labourers	0	0	10	8
	Works	2	2	7	11
	Works - Tin Can Bay	2	2	0	1
	Parks	0	0	2	0
	Noxious Weeds	0	0	0	1
	Water & Sewerage	1	1	8	4

STAFF NUMBERS					
	Planning	2	2	7	6
	Building	1	1	1	1
TOTAL CASUAL		38	37	70	67
Kilkivan Branch Staff	Internal Full-time	22	21	21	19
	Internal Part-time	2	3	3	1
	Internal Casual	3	3	3	4
	Internal Fixed Term	1			2
	External Full-time	35	35	35	27
	External Casual	7	7	7	7
TOTAL KILKIVAN BRANCH		70	69	69	60
Contract Employees					
(Widebay Group Trainees)	Works	0	0	1	1
	Workshop	6	6	7	7
	Parks	0	0	0	0
	Water & Sewerage	2	2	2	2
	Finance	0	0	0	0
	Community Services	2	2	2	2
	Planning	1	1	1	1
	Building	0	0	0	0
	Corporate Services	4	4	4	4
	Design / Eng	0	0	0	0
	Library	3	3	3	3
	Total Trainees		18	18	20
(Lo-Go Appointment)	Planning	0	0	0	0
Total Lo-Go Employees		0	0	0	0
(IPA Personnel) -	Works	0.0	0.0	0.0	0.0
	Water & Sewerage	0.0	0.0	0.0	0.0
	Community Services	0.5	0.5	0.5	0.5
	Corporate Services	0.0	0.0	0.0	0.0
	Library	0.0	0.0	0.0	0.0
Total IPA Personnel (full-time equivalent)		0.5	0.5	0.5	0.5
TOTAL		464	476	475	477

F24/01/09

Moved: Cr J.A. Walker

Seconded: Cr A.J. Perrett

Recommend that the report be received.

Carried

Gympie Regional Council

SECTION 10: MISCELLANEOUS ITEMS

10/1 Various Groups Thanking Council

MINUTE F25/01/09 Various Groups Thanking Council

From: Finance Manager – Yvonne Oliver

File:

Date: 8 January 2009

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

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

Organisation/Group/ Individual	Event/Purpose	Amount	Date of Event
Tin Can Bay Chamber of Commerce and Tourism	Tin Can Bay Foreshore Family Fun and Fireworks	Assistance in kind	31 December 2008

F25/01/09 Moved: Cr J.A. Walker

Seconded: Cr R J Dyne

Recommend that the information be received.

Carried

Item 10/2 Queensland Audit Office – Engagement Letter

MINUTE F26/01/09 Queensland Audit Office – Engagement Letter

From: Qld Audit Office, GPO Box 1139, Brisbane Q 4001

File: 5/1/05/0002 Doc.ID - 1009307

Date: 6 January 2009

“I enclose for your information a copy of the engagement letter sent to Cr R Dyne, Mayor of Gympie Regional Council relating to the audit for the period ending 30 June 2009.

If you would like to discuss this matter further, please contact me on 3247 6338.”

QAO Letter.

“The financial records of the Gympie Regional Council are subject to annual audit by the Auditor-General of Queensland, in terms of s.73 of the Financial Administration and Audit Act 1977 (the Act). Arrangements are currently in place for the audit of the Council for the current year.

While the Auditor-General retains responsibility for the audit, I have been appointed as the Contract Engagement Leader and Ms Megan Maybury from Sneddon McKeown has been engaged by QAO on a contractual basis to perform the audit. The audit opinion on the financial report of your organisation will be given by the contract auditor as delegate of the Auditor-General.

Advice from Minister – New Entities.

Your attention is drawn to s.75 of the Act, which requires your Minister to advise the Auditor-General of any additional public sector entities within his portfolio which have been established and which satisfy the “control” definition.

In this context, “control” in relation to an entity, has the meaning given by .5A of the Act and unless otherwise determined, is defined in Australian Accounting Standard AASB 127 Consolidated and Separate Financial Statements.

Accordingly, the necessary arrangements need to be put in place to enable your Minister to provide the Auditor-General with the relevant advice in terms of s.75 of the Act. Your advice of any new business undertakings that may satisfy the definitions of associates or joint ventures within the Australian Accounting Standards would also be appreciated.

Client Consultation and Reporting.

Without prejudice to the Auditor-General’s statutory right under s.79 of the Act to conduct an audit in the way the Auditor-General considers appropriate, arrangements will be made for the Client Strategy to be discussed with you upon its finalisation.

As a part of developing the Client Strategy document and conducting the audit, members of the audit team will undertake ongoing consultation with your senior managers and staff.

Although the audit strategy will provide for reliance on the work of Internal Audit to the extent that it aligns with the strategy, the actual extent of such reliance is dependent on the degree of independence allowed to Internal Audit, the professionalism of internal audit staff, the adequacy of audit coverage and working papers and the availability of reports.

Matters raised during the audit will be discussed progressively with your staff with a view to achieving an early response and remedial action. At times a written response to these matters may be requested from your staff. Interim

results will be referred in a letter to you for comment where necessary. Audit team members will discuss the final results of the audit with you and your senior financial managers at an audit exit interview. At this meeting, your views will be sought on any unresolved matters.

Upon the completion of the audit, the final results will also be conveyed to you in writing. Should you wish to discuss preferred reporting protocols in this regard, please contact Ms Maybury. 'Where a matter raised is considered to be a matter of significance, and in the Auditor-General's view, warrants inclusion in a Report to the Legislative Assembly, you will be given the opportunity to comment on the matter and your comments will be considered for inclusion in the Report. If the matter is considered to be significant, it may also be referred to the Minister for Main Roads and Local Government and the Treasurer.

Audit Fees.

The estimated fee for this audit for 2009 is \$78,300 (excluding GST) plus travel and other expenses. This fee is based on the fee paid to the contract auditor plus a recovery of QAO time spent in establishing and managing the contract, as well as time spent on issues related to your audit.

While the audit fee includes work on amalgamating the assets, personnel and systems of the councils forming the new regional council, significant issues which have not been foreseen may arise from this process. The range and complexity of the issues to be addressed may be such that additional audit costs are incurred in order to provide an audit opinion on the financial statements.

Financial Report Preparation and Audit.

Section 48(1) of the Local Government Finance Standard 2005 requires local government bodies to present their financial report to the Auditor-General or contract auditor no later than 15 September of each year. Section 531 of the Local Government Act 1993 requires an annual report to be presented to the local government by 30 November including the financial report for the year as certified by audit. While extensions may be approved in relation to both these delivery dates, Council should discuss any changes with the contract auditor, to ensure sufficient time is allowed for the auditor to complete the audit and reporting process.

Other.

Legislative requirements and standard arrangements relating to the conduct of this audit are outlined in our Conditions of the Audit Engagement. A copy of these conditions is available on QAO's website at www.qao.qld.gov.au.

You may also receive further communication from the audit Team Leader at the commencement of the planning and final audit phases in relation to audit's requirements and the timing of financial report preparation.

This engagement letter is a standing arrangement between the Queensland Audit Office and the Gympie Regional Council until such time that a new letter is issued due to changes in the conditions of scope of the audit engagement or significant change in the Gympie Regional Council senior management."

F26/01/09 Moved: Cr A.J. Perrett

Seconded: Cr R.A. Gâté

Recommend that the information be received.

Carried

Item 10/3	Water Metering and Charging of Multi Title Developments
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MINUTE F27/01/09 Policy Review PF-FS-020 Water Metering and Charging of Multi Title Developments

From: Director of Financial Services – Yvonne Oliver

File:

Date: 14 January 2009

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

The following was a former policy of Cooloola Shire Council, however, after review, this policy would more appropriately be recognised as a procedure.

POLICY NUMBER: PR-FS-020

TITLE: WATER METERING AND CHARGING OF MULTI TITLE DEVELOPMENTS

MEETING DATE WHEN REVISED	MINUTE NUMBER	APPROVED
04/11/02	Managers Approval	K MASON
07/09/04	W65/09/04	K MASON
20/09/07	Managers Approval	Y OLIVER

COPY NUMBER:

CONTROLLED/UNCONTROLLED

The following steps should be followed in the water metering and charging of multi title developments:-

1. Each owner in multi title developments be separately rated for water.

2. All new multi title developments have individual meters for each title and a main meter servicing the full developments or alternatively have a separate service from the main.
3. Water charges for existing multi title developments (developments with only one main meter) be applied based upon average use.
4. Water charges for future multi title development (fully metered developments) be applied based upon actual meter use plus a proportion of the difference between the main meter and the summation of the individual meters (based on number of properties).
5. Where all property owners in a multi title development agree to metering (or the body corporate agrees) then Council install (where possible) a water meter for the individual properties at cost (currently \$450.00 per meter).

F27/01/09**Moved: Cr G.L Engeman****Seconded: Cr R J Dyne**

Recommend that PR-FS-020 “Water Metering and Charging of Multi Title Developments” as presented above, be acknowledged as the previous policy, however, that the policy no longer be recognised as a policy, but rather, as a procedure.

Carried

Item 10/4 Rate Collection Policy PR-FS-017
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MINUTE F28/01/09 Rate Collection Policy PR-FS-017

From: Director of Financial Services – Yvonne Oliver

File:

Date: 14 January 2009

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

The following policy was adopted by Gympie Regional Council on 27 August 2008 (F27/08/08). After review, however, this policy would more appropriately be recognised as a procedure.

RATE COLLECTION POLICY

Corporate Governance and Finance Committee Meeting – 28 January 2009

70

The following steps should be followed in the levying and collection of rates and charges:-

1. Rate notice to be issued under Section 1008 of the Local Government Act 1993 (The Act) as soon as practicable after Councils annual budget meeting. Under Section 1020 of the Act discount, at a rate set by Council, will be allowed on any rate paid within 30 days of the issue of the rate notice provided there are no overdue rates on the property.
2. Under Section 1016 of the Act any rate not paid within 30 days of issue becomes an overdue rate. Any rate overdue for more than 60 days will bear interest, at a rate set by Council, under Section 1018 of the Act.
3. Within 21 days of a rate becoming overdue a reminder notice will be issued detailing the possibility of legal action and containing information about paying overdue rates by regular instalments.
4. Council to be presented with a list of Ratepayers who have not responded satisfactorily to the reminder notices and Council resolution be sought to request Council Solicitors or Collection Agent to send a Letter of Demand advising that summons action for recovery is imminent if rates not paid or satisfactory arrangement entered into within 14 days from date of letter.
5. If no satisfactory response received to Letter of Demand Council's Chief Executive Officer to authorise the issuing of summons in the Magistrates Court as per Section 1038 of the Act. Summons action could include the following steps:-
 - a. Judgement obtained in Magistrates Court at which time costs can be added to rates account.
 - b. Oral examination conducted to ascertain the ability of the Ratepayer to pay the outstanding debt.

Council then has several options including seizure of property and garnishee of wages.
6. If rates remain overdue for more than 3 years Council resolution be sought to sell the properties under Section 1039 of the Act.
7. Council collection policy at all times to take into account any circumstances affecting the capacity of the Ratepayer to service the rate debt eg. health, family breakdown, financial difficulty etc. and to respect the dignity of the Ratepayer.

MEETING DATE	MINUTE NUMBER	APPROVED
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F28/01/09 Moved: Cr A.J. Perrett Seconded: Cr L.J. Friske

Recommend that PR-FS-017 “Rate Collection Policy” as presented above, be acknowledged as the previous policy, however, that the policy no longer be recognised as a policy, but rather, as a procedure.

Carried

Item 10/5 Insurance Claims – Delegated Authority PR-FS-315

MINUTE F29/01/09 Insurance Claims – Delegated Authority PR-FS-315

From: Director of Financial Services: Yvonne Oliver

File:

Date: 14 January 2009

The following was a former policy of Cooloolo Shire Council, however, after review, this policy would more appropriately be recognised as a procedure.

POLICY NUMBER: PR-FS-315

TITLE: INSURANCE CLAIMS – DELEGATED AUTHORITY

MEETING DATE WHEN REVISED	MINUTE NUMBER	APPROVED
12/12/93	F04/12/93	D S Slatter

COPY NUMBER: **CONTROLLED/UNCONTROLLED**

Council authorises the Chief Executive Officer to settle claims against Council for damage allegedly caused by Council plant and equipment where the amount of such claim is less than the insurance cover excess amount and that the following procedure be adhered to:

Upon receipt of a claim for reimbursement for damages, the Chief Executive Officer shall obtain from the relevant Director/Manager a report relative to the incident. The Chief Executive Officer shall consider the report and if satisfied that the claim is reasonable, authorise payment. If the Chief Executive Officer is of the opinion that the claim is disputed, the matter shall be referred to the Corporate Governance and Finance Committee for consideration. Any claims greater than the insurance cover excess shall be referred to the Council's Insurers.

F29/01/09 Moved: Cr I.T. Petersen Seconded: Cr L.J. Friske

Recommend that PR-FS-315 “Insurance Claims Delegated Authority” as presented above be acknowledged as the previous policy, however, that the policy no longer be recognised as a policy, but rather, as a procedure.

Carried

Item 10/6 Treatment of Excess Funds PRF119T - Tiaro Shire Council Document
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MINUTE F30/01/09 Treatment of Excess Funds PRF119T - Tiaro Shire Council Document

From: Director of Financial Services: Yvonne Oliver

File:

Date: 15 January 2009

The following was a former Tiaro Shire Council policy and is no longer required.

POLICY SECTION:	Finance
POLICY NAME:	Treatment of Excess Funds
DOCUMENT NO:	231910
AIM:	To document the methods of treating excess funds provided to Council.
DATE ADOPTED:	10 th May 2007
RESOLUTION No.:	18-05-07
DATE AMENDED:	
BACKGROUND:	An issue has been raised by Councils auditors regarding the processes Council staff follow when dealing with the provision of funds to Council in excess of monies owed.
RESPONSIBLE DEPARTMENT:	Corporate & Community Services
RELATED LEGISLATION:	Nil
RELATED LOCAL LAW:	Nil
RELATED POLICIES:	Nil

Gympie Regional Council

RELATED DELEGATIONS: Nil

CODE OF CONDUCT: Nil

POLICY:

Where excess funds are provided to Council they will be dealt with in the following ways:

- Rates Payments – A credit in the amount of the excess funds will remain against the rate assessment until such time as further charges are levied. Should the owner make a request the amount can be refunded or transferred to another rate assessment.
- Dog Registration – A credit in the amount of the excess funds will remain against the animal until such time as further charges are levied. Should the owner make a request the amount can be refunded or transferred to another animal.
- Debtors – Recurring Debts - A credit in the amount of the excess funds will remain against the debtor until such time as further charges are made against the debtor.
One Off Debts – If the amount is in excess of \$25 then a refund cheque will be drawn. If the amount is \$25 or under the amount will only be refunded if requested by the debtor.

F30/01/09 Moved: Cr J.A. Walker

Seconded: Cr R.A. Gâté

Recommend that as policy document 231910 is now surplus to Gympie Regional Council's needs, that it be archived.

Carried

Item 10/7	Policy Review PR-FS-270 (PR-FS-016) Advertising Expenditure Policy
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MINUTE F31/01/09 Policy Review PR-FS-270 (PR-FS-016) Advertising Expenditure Policy

From: Director of Financial Services: Yvonne Oliver

File:

Date: 19 January 2009

The following policy replaces both the Gympie Regional Council and Tiaro Shire Council policies.

POLICY NUMBER: PR-FS-270

TITLE: ADVERTISING EXPENDITURE POLICY

Gympie Regional Council

MEETING DATE WHEN REVISED	MINUTE NUMBER	APPROVED
20/06/06	F42/06/06	K MASON

COPY NUMBER:**CONTROLLED/UNCONTROLLED****Intent**

To provide guidelines of what is considered to be appropriate advertising expenditure by Gympie Regional Council.

Scope

This policy applies to all advertising expenditure made by Gympie Regional Council including print, broadcast or electronic media. Editorials, media releases and other forms of promotion which occur but do not require the expenditure of Council funds are not covered by this Policy.

“Advertising” – is the activity of attracting public attention to a product or service in the form of paid announcements in the print, broadcast or electronic media.

Principles

1. Gympie Regional Council recognises the need for advertising to publicise issues of interest to the community including service initiatives, employment opportunities and issues and/or events of general community benefit and/or interest.
2. Expenditure can only be incurred if advertisements are providing information or education to the general public and are in the public interest.
3. Public funds will not be used for Council advertising where:-
 - Registered political parties are mentioned by name
 - A reasonable person could misinterpret the message as being on behalf of a political party or other grouping
 - A political party or other grouping is being disparaged or held up to ridicule
 - Members of Council are named, depicted or otherwise promoted in a manner that a reasonable person would regard as excessive or gratuitous.

- Council staff are named, depicted or otherwise promoted in a manner that a reasonable person may regard as excessive or gratuitous

4. An elected member of Council may only be included in advertised material if that member is specifically representing Gympie Regional Council or the event or initiative.

5. To avoid perceptions of conflict of interests, for three months prior to a Local Government election, advertising may only be done during this period if the event was arranged prior to the election being announced or the expenditure is approved by the Chief Executive Officer.

6. All advertisements shall be in Council's approved format (with logo) unless an exemption is granted by the Chief Executive Officer.

Types of Advertising Considered Appropriate

- Position Vacancies
- Tenders/auctions/expressions of interest for sale/purchase of Council Property
- Community information/events/initiatives
- Advertising Council's business activities or undertakings
- Requests for funding applications
- Promotional material aimed at advertising the benefits of living, working and visiting the Gympie Regional Council

Delegation and Authority

The Chief Executive Officer is authorised to incur advertising expenditure on behalf of Council as outlined in Gympie Regional Council's Purchasing Policy.

The Chief Executive Officer may delegate advertising expenditure to the appropriate Director/s and General Managers.

F31/01/09

Moved: Cr G.L Engeman

Seconded: Cr R.A. Gâté

Recommend that Policy PR-FS-270 "Advertising Expenditure Policy" be adopted as a policy by Gympie Regional Council with an alteration to the area of delegation to include "General Managers".

Carried

Item 10/8 Alternative Meeting Venues for Council & Committee Meetings**MINUTE F32/01/09** Alternative Meeting Venues for Council & Committee Meetings

From: Chief Executive Officer, Ken Mason

File:

Date: 16 January 2009

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

There has been a suggestion raised that Council meetings and/or committee meetings could be held at alternative venues during the year. From a logistics point of view this is achievable as was evidenced during the amalgamation process, where Local Transition Committee meetings were held at Kilkivan and at Curra. The Local Government Act has provision for Council to meet at locations other than its public office, subject to a Council resolution.

A “positive” of holding the meetings at locations other than Gympie would be that people from the smaller communities could have easier access to witness the functioning of Council and Councillors would be available to discuss in person, issues affecting the community.

The “negative” is the travel and staff costs which would be incurred in attending outlying areas.

A possible timetable should Council wish to proceed is:

11/03/09 Kilkivan – Council General meeting followed by Community & ED Committee

24/06/09 Tin Can Bay Community Centre – Council General meeting followed by Corporate Governance & Finance Committee

09/09/09 Imbil – Council General meeting followed by Com & ED Committee

09/12/09 Curra – Council General meeting followed by Com & ED Committee

F32/01/09 Moved: Cr I.T. Petersen Seconded: Cr L.J. Friske

Recommend that Council does not proceed with this suggestion.

Carried

Item 10/9	Training Report for December 2008
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MINUTE F33/01/09 Training Report for December 2008

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

File:

Date: 19 January 2009.

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

December was a quieter month with the completion of First Aid Training and other yearly training. The largest cost was for training for Traffic Road Use Management, necessitated by the change in regulations by Main Roads. This training has now become compulsory for all employees involved in the design of road safety plans and the placement of signage for all roadworks. Also significant was training undertaken by Water and Sewage staff for Nutrient Removal in our treatment plants.

Training Report – December 08

Directorate	Training Description	# of Participants	Total Hours	Total for Period	Year to Date
Finance				\$0.00	\$1,716.03
Corporate Services				\$1,107.17	\$15,307.85
	Safety Reps				
	Fire Warden Training	20	40		
	Safety Officer Training				
Planning & Development				\$0.00	\$3,264.73
Community				\$1,060.00	\$10,542.51
	Responsible Management of Licensed Venues				
Engineering Works				\$47,009.96	\$280,861.69
				\$36,985.64	
	Traffic Control				
	Civil Construction	5	40		
	First Aid	32	512		
	Inductions	6	24		
Directorate	Training Description	# of Participants	Total Hours	Total for Period	Year to Date
	Heavy Plant Tickets				
	Forklift	5	40		
	Chem Cert	1	8		

Training Report – December 08				
Water & Sewerage	Traffic Road Use Management	32	256	
				\$10,024.32
	Safeplan Training - WHS	20	80	
	General Induction	4	32	
	BNR Nutrient Removal	15	120	
Design				\$0.00
Individuals				\$1,550.47
				\$13,241.37
Hecs Payments				\$0.00
				\$6,190.20
Study Leave				\$0.00
				\$8,610.33
Training Resources				\$1,953.55
Staffing Costs				\$6,542.36
				\$40,476.52
Depreciation & Asset Management			Total for Period	\$0.00
				-\$3,400.00
				<u>\$57,269.96</u>
	Hours	1152		
				<u><u>\$378,764.78</u></u>

F33/01/09 Moved: Cr R.A. Gâté Seconded: Cr J.A. Walker

Recommend that the information be received.

Carried

SECTION 11: ATTACHMENTS

Attachment 1 – Item 7/2 - Six Monthly Budget Review

Attachment 2 – Item 5/3 - Cooloolo Range Complex Association

Attachment 3 – Item 5/4 - Licence to Occupy Agreement (Woodworks Museum)

SECTION 12: GENERAL BUSINESS

Item 12/1 Gympie Carcass Classic

Re: **MINUTE F34/01/09** Gympie Carcass Classic

From: Cr G.L Engeman

File:

Date: 28 January 2009

F34/01/09 Moved: Cr G.L Engeman Seconded: Cr A.J. Perrett

Recommend that Council sponsors the 2009 Gympie Carcass Classic to the amount of \$600.00.

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

COUNCIL IN COMMITTEE

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

1. Outstanding Accounts 3 Months and Over Sundry Debtors 7/1/09
2. Arrears of Rates
3. Rateable Properties Affected by Dam

4. Proposed Price Increase – Standing Offer Arrangement 2007/08-120
Ground Engaging Tools

F35/01/09

Moved: Cr R.A. Gâté

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. Outstanding Accounts 3 Months and Over Sundry Debtors 7/1/09**
- 2. Arrears of Rates**
- 3. Rateable Properties Affected by Dam**
- 4. Proposed Price Increase – Standing Offer Arrangement 2007/08-120 Ground Engaging Tools**

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

F36/01/09

Moved: Cr R.A. Gâté

Seconded: Cr J.A. Walker

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 7 January 2009
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MINUTE F37/01/09 Outstanding Accounts 3 Months and Over Sundry
Debtors – as at 7 January 2009

File: FG94/00011

Date: 7 January 2009

F37/01/09 Moved: Cr J. Watt**Seconded: Cr R.A. Gâté**

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
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MINUTE F38/01/09 Arrears of Rates

File: FR94/00009

Date: 19 January 2009

F38/01/09 Moved: Cr A.J. Perrett**Seconded: Cr R.A. Gâté**

Recommend that the report be received for Council's information.

Carried

Cr G.L Engeman declared a conflict of interest in In Committee Item 3 as one of the properties in the item is leased by his nephew and Cr G.L Engeman pays the rates on the property. Cr Engeman chose to remain in the room.

In Committee Item 3 Rateable Properties Affected by Dam

MINUTE F39/01/09 Rateable Properties Affected by Dam

File: CG06/00223

Date: 16 January 2009

F39/01/09 Moved: Cr R.A. Gâté**Seconded: Cr R J Dyne**

Recommend that the report be received for Council's information.

Carried

In Committee Item 4 Proposed Price Increase - Standing Offer Arrangement
2007/08-120 Ground Engaging Tools

MINUTE F40/01/09 Proposed Price Increase - Standing Offer Arrangement
2007/08-120 Ground Engaging Tools

File: Re MC: FAB02950

Date: 12 January 2009

F40/01/09 Moved: Cr L.J. Friske Seconded: Cr G.L Engeman

Recommend that Council advises Cutting Edges as follows:

- 1. That the original order (No.85600, dated 15 December 2008) stands as per contract conditions and Gympie Regional Council is not prepared to pay increased costs for the products contained in the order; and**
- 2. Further that if the advised increases are applied by Cutting Edges, that Gympie Regional Council will seek alternative quotations on an “as needed” basis.**

Carried

There being no further business the meeting closed at 1.32 pm.

Confirmed this Twenty-eighth day of January 2008.

Cr. D.R. Neilson
CHAIRMAN