



MINUTES

of the

CORPORATE GOVERNANCE & FINANCE COMMITTEE MEETING

CHAIRMAN: *Cr Donna Neilson*

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

on Wednesday 25 January 2012

***Recommendations to be considered for adoption at the
General Meeting to be held on 8 February 2012.***

CORPORATE GOVERNANCE AND FINANCE COMMITTEE MEETING

COMMITTEE MEMBERS:

*Cr DR Neilson (Chairman),
Mayor RJ Dyne, Crs AJ Perrett, GL Engeman, LJ Friske,
RA Gâté, IT Petersen, J Watt and JA Walker.*

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The meeting commenced at 10.52am.

PRESENT: Cr DR Neilson (Chairman), Cr RJ Dyne (Mayor), Cr AJ Perrett, Cr GL Engeman, Cr LJ Friske, Cr RA Gâté, Cr IT Petersen, Cr JA Walker and Cr J Watt.

Also in attendance were Director of Financial Services (Mrs Y Oliver), Chief Executive Officer (Mr B Smith), and Minutes Secretary (Ms T Condon).

DECLARATIONS OF INTEREST BY COUNCILLORS

F07/01/12	Cr J.A. Walker	– Conflict of Interest
F09/01/12	Cr G.L Engeman	– Conflict of Interest
F10/01/12	Cr R.A. Gâté	– Conflict of Interest
F10/01/12	Cr R. Dyne	– Conflict of Interest
F13/01/12	Cr J.A. Walker	– Conflict of Interest
F23/01/12	Cr J. A. Walker	– Conflict of Interest

SECTION 1: LEAVES OF ABSENCE / APOLOGIES

Nil

SECTION 2: CONFIRMATION OF MINUTES OF PREVIOUS MEETING

F01/01/12 Moved: Cr A.J. Perrett Seconded: Cr R. Dyne

That the Minutes of the Corporate Governance and Finance Committee Meeting held on the 23 November 2011 be taken as read and confirmed.

Carried

SECTION 3: INSURANCE AND LEGAL MATTERS

Item 3/1 Reports on Theft/Suspected Theft or Damaged Items

Re: **F02/01/12** Reports on Theft/Suspected Theft or Damaged Items
 From: Director of Financial Services – Y Oliver
 File: 5-6-12-0001
 Date: 16 January 2012

Executive Summary:

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

Report: (Director of Financial Services – Y Oliver)

Stolen/ Suspected theft of	Damaged/ Missing Items	Brief Outline Circumstances	Approx Value	Date Police Notified
Stihl Chainsaw		Chainsaw was stored in container. Council employee got keys to container from 146 truck and went to container to get the chainsaw. The padlock on the container was undone and the chainsaw was missing.	\$700.00	
2 UHF Uniden Radios, ¾ Drive Socket Set, ¾ Rattle Gun, 320 litres Diesel Fuel		On arrival at approx 7am, 1 December 2011, Council employee discovered Plant 209 and 185 had been broken into and tools and fuel stolen.	\$3,000.00	01/12/11
Plant 552 Chainsaw		Chainsaw was left in the back of Budget Line Ute parked in depot, June 23, 2011. On arrival to work on 24 June, Council employee saw that the chainsaw had been removed from ute.	\$700.00	

Strategic Implications:

Corporate Plan:	Key Outcome 4.1 – Council is maintaining responsible financial management.
Key Strategy:	Council continues responsible budgeting and living within its means having regard to the current economic climate.
Operational Plan:	Asset Registers - Develop and maintain property, plant and equipment registers in accordance with finance regulations and professional accounting standards.
Budget Implications:	Cost of replacement of items not included in current budget.
Budget Reference:	All programs within Budget.
Risks:	Low, report only.

F02/01/12 Moved: Cr J.A. Walker. Seconded: Cr G.L Engeman

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

Carried

Manager Corporate Administration – D Jenkins entered the meeting at 10.54am.

SECTION 4: COUNCIL PROPERTY

Item 4/1 Purchase of Reserve Land – Groundwater Road, Southside

Re: **F03/01/12** Purchase of Reserve Land – Groundwater Road, Southside – Native Title Implications
 From: Manager Corporate Administration – D Jenkins
 File: 3-3-01-0004
 Date: 9 January 2012

Executive Summary:

Council has applied to the Department of Environment and Resource Management to purchase part of the Trustee Reserve. One of the conditions for the purchase is that Native Title be extinguished over the site. Legal advice has been sought from MacDonnells Law with regard to this matter.

Report: (Manager Corporate Administration – D Jenkins)**Background:**

Council is the trustee of a Reserve for Camping purposes described as Lot 233 on Crown Plan LX169 situated on the corner of Groundwater and Sorensen Roads, Southside (the Reserve). Council has constructed sewerage infrastructure on part of the Reserve. Council has identified that as the community grows and demand increases that the reticulation system will need to be expanded.

Council has applied to the Department of Environment and Resource Management (the Department) to acquire freehold over that part of the Reserve as indicated on the Plan below. The Department has offered to sell the Land to Council subject to native title being satisfactorily addressed by Council.

A search of the National Native Title Tribunal Register confirms that the Land is not within the area of any registered native title claim or determination. This does not mean that native title does not continue to exist within the Land, but that there is currently no claim made for recognition of native title rights and interests. However it is a requirement of the State of Queensland that any *possible* native title rights and interests be removed before it will grant freehold title.

Property Address:

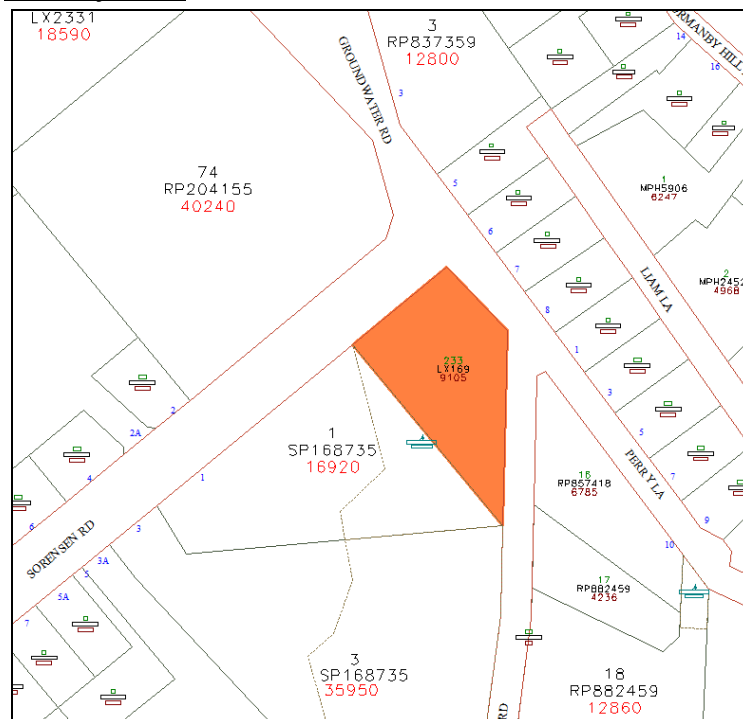
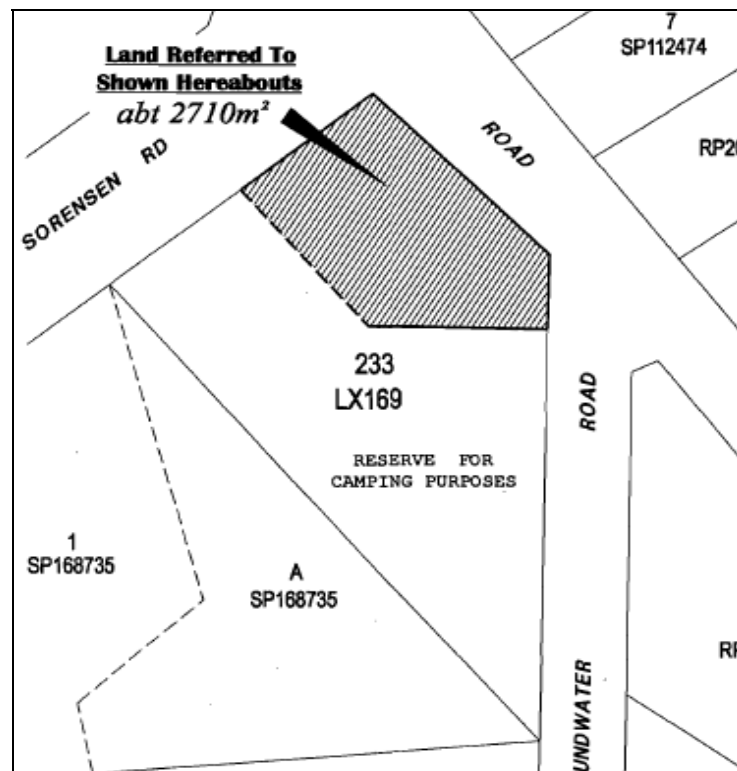
Lot 233 on LX169, Groundwater Road, Southside.

Tenure:

Reserve for Camping where Council is Trustee.

Current Use:

Pump Station

Locality Plan:Area of land to be acquired:Report:

Advice from the Department of Environment and Natural Resources (DERM) is that nothing has occurred in the past which convinces the

State that native title has at law been removed or extinguished over the Land. MacDonnells Law has reviewed the basis of the State's assessment and agrees that native title is likely to continue to exist in the Land.

While no native title claim has been made over the area in question, a grant of freehold cannot proceed unless native title is removed.

MacDonnells Law had advised that the *Native Title Act 1993* ("NTA") provides Council with two options for removing native title:

- a) **Agreement** - The native title party could agree to surrender any native title within the Land by agreement (an indigenous land use agreement ('ILUA') signed with Council. The key requirement for an ILUA is that it needs the voluntary agreement of the native title party. Where there is no registered native title claim made, such as in this case, an ILUA must be made with all of those persons who assert to hold native title. Significant time and resources would need to be expended to attempt to identify all persons who assert to hold native title in the Land. Once identified, there is no time limit on how long negotiations can take. There is also no compulsion on the native title party to agree. Once agreed, the ILUA would need to be entered on the Register of Indigenous Land Use Agreements maintained by the NNTT before the State would act upon the consent and grant the freehold.
- b) **Compulsory Acquisition** - Council can unilaterally decide to compulsorily acquire any native title in or over the Land relying upon provisions contained in the *NTA, Native Title (Queensland) Act 1993* and *Acquisition of Land Act 1967*.

The process is similar to that required for the resumption by Council of other interests in land (eg. freehold or leasehold title) where land is required by Council for a prescribed public purpose eg. road.

As with any other resumption, the compulsory acquisition of native title affords the native title party a right to compensation from Council. More information on the compensation implications is set out below.

Advice has been sought from MacDonnells Law regarding these options. The relevant factors influencing a decision by Council in selecting either option are as follow:

Relevant Factors	Compulsory Acquisition	ILUA
(a) Time frame (perhaps the most critical factor)	Estimate 4 to 6 months (more information below).	Estimate 18 months (minimum) and possibly longer.
(b) Likelihood of outcome	High, provided the process is completed.	Uncertain as any outcome depends on the ability of the parties to agree on the terms of an ILUA. Complicated due to lack of registered claim.
(c) Complexity	Native title resumptions are more complex than resumptions of mainstream titles.	An ILUA is generally more complex than a resumption because of the registration requirements necessary for an ILUA under the NTA and Native Title (Indigenous Land Use Agreements) Regulation.
(d) Parties	Council can initiate a resumption unilaterally although a resumption application will need to be approved by the Minister for DERM.	Those persons who assert to hold native title and the Council
(e) Cost	Council would need to meet the costs of the resumption process.	Council would need to meet the costs of the ILUA process including the native title party's costs. Total costs would be significantly higher than for compulsory acquisition

Relevant Factors	Compulsory Acquisition	ILUA
(f) Policy Considerations	Resumptions can be politically less attractive than ILUAs because they involve the compulsory acquisition of a third party's rights in land. However, in this case, where there is no registered claim, the risk is reduced.	ILUAs can be politically attractive because they involve agreed outcomes following negotiations.
(g) Compensation	Upon completion of the resumption Council will owe a contingent liability to the native title holder to compensate it for the native title. The liability is contingent on firstly a claim being made and secondly the claim being determined.	No compensation can be obtained by the native title party outside the compensation provisions in the ILUA. Those provisions must be agreed by the parties.
(h) Aboriginal cultural heritage	Resumption may still mean Council will need to undertake a separate cultural heritage compliance process for the project, depending upon the extent of disturbance of the Land.	The ILUA can include provisions which provide the project with a cultural heritage clearance as well as clearing any native title.

Compulsory Acquisition of Native Title

Council is empowered to compulsorily acquire native title for public purposes of the type listed in the Schedule to the *Acquisition of Land Act 1967*. In this case, it is proposed that Council specify the purpose of the compulsory acquisition as "sewerage".

The proper processes necessary for the compulsory acquisition will need to be completed. That includes affording rights of objection to

the native title party and a right to be heard. Where, as in this case, there is no registered claim over the Land, the representative Aboriginal body for the area, Queensland South Native Title Services Ltd, is deemed to be the native title party for the purpose of issuing compulsory acquisition notifications.

Compulsory Acquisition Documents

If Council decides to initiate a compulsory acquisition, a Notice of Intention to Acquire Native Title Rights and Interests will need to be issued.

If any objections are received, Council will need to convene an objection meeting and it would be appropriate for Council to delegate authority to the Chief Executive Officer to attend the objection meeting on Council's behalf. The Chief Executive Officer may sub-delegate that power if thought appropriate.

Compensation Implications

As with any resumption of land, the compulsory acquisition of native title over the Land may have compensation implications for Council. However, before a successful compensation claim could be made, a native title claim would need to be made and the native title claimants would need to establish that they in fact held native title over the resumption area. That would be achieved if the claim resulted in a "determination" of native title through the Federal Court claims process.

The entitlement of a native title holder to claim compensation following a compulsory acquisition is contained in the NTA and the *Acquisition of Land Act*. Section 24MD(2)(d) of the NTA provides that the native title holder may request that the whole or part of any such compensation be in a form other than money. In that event, the person providing the compensation must:-

- (a) consider the request; and
- (b) negotiate in good faith in relation to the request.

If the amount or form of any compensation cannot be agreed, the Land Court would need to independently consider the amount of any compensation to be paid. There are no precedents in Queensland as to how a Court would go about assessing the amount of compensation. At this stage, any compensation amount nominated would be entirely speculative and is in any event dependent upon a claim being made. Of course it is by no means certain that any native title claim would be successful. If it is ultimately determined by the Court that native title does not exist, no compensation would be payable at all.

DERM Policy

In accordance with Cabinet Budget Review Committee's decision of 5 November 2003, the State offers a discount on the purchase price of not less than 50% of the market value for the purchase of land by a construction authority, such as Council, of land encumbered by native title, upon production of evidence by the constructing authority that native title has been adequately addressed. Accordingly, Council should be eligible for a discount on the purchase price of at least 50% of the market value (State Policy PUX/952/088: Allocation of Land to State Government Departments and Constructing Authorities (Version 7)).

Strategic Implications:

Corporate Plan:	Outcome 4.3
Operational Plan:	Outcome 6.3(i)
Budget Implications:	Initial costs within budget allocation, further costs have not been identified.
Budget Reference:	Water and Sewerage
Legal/Statutory:	Local Government Act 2009, Land Act 1994, Native Title Act (Queensland) 1993, Acquisition of Land Act 1967.
Risks:	There is a low level of corporate risk associated with having Council infrastructure located on Trustee land which is contrary to the designated purpose of use.

Consultation:

General Manager Water & Sewerage – I Schiefelbein
 Department of Environment and Resource Management – D Cross,
 Senior Land Officer
 MacDonnells Law – J Humphris

Checklist:

- ☒ Engineering Services Directorate

F03/01/12 Moved: Cr L.J. Friske**Seconded: Cr J.A. Walker**

Recommend that Council commences the process to compulsorily acquire any and all native title rights and interests over land described as Lot 233 on Crown Plan LX169 for sewerage purposes.

Further that Council serves a Notice of Intention to compulsorily acquire Native Title Rights and Interests and a Background Information Statement on Queensland South Native Title Services Limited (Aboriginal Corporation) as the Representative Aboriginal body and native title party for the land in order to commence the compulsory acquisition process.

Further that Council delegates authority to the Chief Executive Officer to attend, on Council's behalf, any objection meeting to be held in relation to the proposed compulsory acquisition of native title over the land.

Carried

Mrs Jenkins left the meeting at 10.55am.

SECTION 5: RATES MATTERS

Item 5/1 Various Water Consumption Accounts

Re: F04/01/12 Various Water Consumption Accounts
From: Principal Finance Officer – Revenue – R Watson
File: 5-7-07-0001 Doc ID 1530308, 1535683, 1540988,
1541150, 1543826, 1545782
Date: 17 January 2012

Executive Summary:

A list of ratepayers who have requested a reduction in their Water Consumption Account due to unforeseen circumstances.

Report: (Principal Finance Officer – Revenue – R Watson)

Assess No	Amount	Reason	Recommended Action
A960	1 st Tier – 211 2 nd Tier – 225	Undetected leak	Write off \$286.00
A7992	1 st Tier – 7 2 nd Tier –	Undetected leak	Write off \$3.00
A3745	1 st Tier – 125 2 nd Tier –	Undetected leak	Write off \$53.44
A3017	1 st Tier – 209 2 nd Tier – 461	Undetected leak	Write off \$417.80
A10415	1 st Tier – 160 2 nd Tier – 508	Undetected leak	Write off \$430.35
A40600	1 st Tier – 126 2 nd Tier – 476	Undetected leak	Write off \$393.02

Strategic Implications:

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

Operational Plan: 1.3 (ii) Financial Accounting
Maintain a revenue base which emphasises user pays principles where appropriate. Manage the efficient issue of accounts by providing timely and accurate revenue entitlements.

Budget Implications: Loss of revenue due to a part write-off of water accounts.

Budget Reference: Rate Revenue 1320201.1

Legal/Statutory: Local Government Act 2009

Risks: Medium, loss of revenue due to part write-off of water account.

Consultation:

Water & Sewerage staff

Checklist:

- ☒ Financial Services Directorate
- ☒ Engineering Services Directorate

F04/01/12 Moved: Cr G.L Engeman Seconded: Cr R.A. Gâté

Recommend that Council endorses staff action.

Carried

Item 5/2 Request for Lost Discount on Rates - Various

Re: **F05/01/12** Request for Lost Discount on Rates – Various
 From: Principal Finance Officer – Revenue – R Watson
 File: 5-7-05-0007 Doc ID 1539391, 1541266, 1542469, 1542702,
 Date: 18 January 2012

Executive Summary:

A list of ratepayers who have requested a reinstatement of lost discount due to unforeseen circumstances.

Report: (Principal Finance Officer – Revenue – R Watson)

Assess No	Amount	Reason	Recommended Action
A11991A1	\$38.96	Overseas	Disallow
8458	\$71.82	Overseas	Disallow
A8592	\$59.66	Postal problems	Disallow
A17244	\$56.94	Did not receive notice	Disallow
A41000	\$44.11	Possible staff error	Allow
A31024	\$25.11	Did not receive notice	Disallow

Strategic Implications:

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

Operational Plan: 1.3 (ii) Financial Accounting
 Maintain a revenue base which emphasises user pays principles where appropriate. Manage the efficient issue of accounts by providing timely and accurate revenue entitlements.

Budget Implications: Loss of revenue due to a write off of discount amounts.

Budget Reference: 1130101 General Rate Revenue

Legal/Statutory: Local Government Act 2009

Risks: Medium, may set a precedent if discount written off.

Checklist:

☒ Financial Services Directorate

F05/01/12 Moved: Cr J.A. Walker Seconded: Cr A.J. Perrett

Recommend that Council endorses staff action.

Carried

SECTION 6: FINANCIAL REPORTING
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Item 6/1 Investment and Rate Collection Report as at 31 December 2011

Re: **F06/01/12** Investment and Rate Collection Report as at 31 December 2011
From: Director of Financial Services – Y Oliver
File: 5-1-09-0003
Date: 18 January 2012

Executive Summary:

Council's Investments and Rate Collection Reports are presented for Council's information and consideration.

Report: (Director of Financial Services – Y Oliver)

Refer "Attachment 1".

The report indicates interest received on Council's investments and the current position of rate collection with a comparative for the previous year.

Strategic Implications:

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

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

Operational Plan:	<p>Council continues to undertake long-term financial planning to ensure that it remains financially sustainable.</p> <p>1.3 Financial Services - To achieve effective and efficient management of Council's financial assets and economic resources.</p>
Budget Implications:	<p>Budget allocation set at the commencement of the budget year may change as a result of variances occurring throughout the year.</p> <p>Financial institution deposits at call and term deposits maturing in less than 12 months, which can be immediately accessed without penalty, are treated as cash equivalents.</p>
Budget Reference:	Budget 2011/12
Legal/Statutory:	Local Government Act 2009, Statutory Bodies Financial Arrangements Act (SBFA) 1982 9 as amended) Part 6, Division 3 (Duties of Statutory Body when investing Council Funds); SBFA Regulation 2007.
Risks:	Medium – Low.

Checklist:

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

F06/01/12 Moved: Cr G.L Engeman Seconded: Cr J. Watt

Recommend that the information be received.

Carried

CONFLICT OF INTEREST

In accordance with Section 173 of the Local Government Act 2009;

Cr Walker declared a Conflict of Interest in Recommendation F07/01/12 due to being the Patron for Lake Borumba Fish Stocking Association Inc. Cr Walker left the meeting at 10.58am while the matter was discussed and voted on.

SECTION 7: FINANCIAL ASSISTANCE REQUESTS**Item 7/1 Various Groups Thanking Council**

Re: **F07/01/12** Various Groups Thanking Council
 From: Director of Financial Services – Y Oliver
 File: 3-2-07-0001 Doc ID 1538386, 1541620, 1542498,
 Date: 18 January 2012

Executive Summary:

Council has received letters of thanks from various community groups for financial assistance or assistance in kind from Council. This assistance is generally granted through Council's Community Grants function.

Report: (Director of Financial Services – Y Oliver)

Organisation/Group/Individual	Event/purpose	Amount	Date of Event
Lake Borumba Fish Stocking Assoc. Inc.		\$6,000.00	
Cooloola Christian College Ltd	2001 Graduation Dinner	\$150.00	
Kilkivan State School P-10	Awards Night	\$150.00	

F07/01/12 Moved: Cr R. Dyne

Seconded: Cr J. Watt

Recommend that the report be received.

Carried

Cr Walker returned to the meeting at 10.59am.

Item7/2 Request for Financial Assistance – Kilkivan Great Horse Ride

Re: **F08/01/12** Request for Financial Assistance – Kilkivan Great Horse Ride.
From: Secretary, Kilkivan Great Horse Ride Association Inc.,
PO Box 52, Kilkivan Qld 4600
File: 5-3-15-0001 Doc ID 1539931
Date: 2 December 2011

“In reference to your letter sent on 2 November 2011 (5/3/15/1 YJO:BJF01190 to return the amount of \$3000 for the Financial Assistance Grant I wish to request that the Kilkivan Great Horse Ride Association retain the \$3000.

The 2011 Kilkivan Great Horse Ride didn't run due to a number of events that were beyond our Committee's control including the Flooding in January where we lost the majority of our assets that were in our Horse Ride Shed and then the Hendra Virus in September.

As you can appreciate our Committee still had operating costs including our insurance which was over \$8000. We also spent money on advertising to advise people that our 2011 Kilkivan Great Horse Ride was cancelled.

Our Committee is still trying to recover our costs from the flood and as we didn't run our 2011 Kilkivan Great Horse Ride we have had no significant income this year to assist with our operational costs for organising our 2012 event.

I look forward to hearing from you in response to this letter.”

Executive Summary:

The Kilkivan Great Horse Ride Association Inc. is requesting Council allows it to retain the \$3,000.00 received under the Financial Assistance Grants 2011/12 to assist with operational costs for organising the 2012 event. The 2011 Kilkivan Great Horse Ride was cancelled and the Kilkivan Great Horse Ride Association was sent a letter requesting return of the \$3,000.00 in accordance with Council's guidelines.

Report: (Director of Financial Services – Y Oliver)

The Kilkivan Great Horse Ride Association Inc. is requesting Council allows it to retain the \$3,000.00 received under the Financial Assistance Grants 2011/12 to assist with operational costs for

organising the 2012 event. The 2011 Kilkivan Great Horse Ride was cancelled and the Kilkivan Great Horse Ride Association was sent a letter requesting return of the \$3,000.00 in accordance with Council's guidelines. The Association's financial statements indicate a positive position as at June 2010.

Strategic Implications:

Corporate Plan:	Key Outcome 4.1 – Council is maintaining responsible financial management.
Operational Plan:	1.3 (i) Financial Services Directorate Operations. To provide Directorate resources for operational activities – Ability to meet operational requirements.
Budget Implications:	Funding provided should be returned to Council.
Risks:	Medium – possible risk inherent in setting a precedent in allowing a departure from Council guidelines.

F08/01/12 Moved: Cr A.J. Perrett Seconded: Cr L.J. Friske

Recommend that the Kilkivan Great Horse Ride Association Inc. be not asked to refund the \$3,000.00 provided for the 2011/12 financial year due to the funds being expended prior to the event being cancelled for reasons beyond their control.

Carried

CONFLICT OF INTEREST

In accordance with Section 173 of the Local Government Act 2009;

Cr Engeman declared a Conflict of Interest in Recommendation F09/01/12 due to being Member of the Gympie District Show Society Inc. Cr Engeman left the meeting at 11.21am while the matter was discussed and voted on.

Item 7/3 Request for Sponsorship – Gympie District Show Society Inc.

Re: **F09/01/12** Request for Sponsorship – Gympie District Show Society Inc.
From: Show Secretary, Gympie District Show Society Inc., PO Box 478, Gympie Qld 4570
File: 5-3-15-0001 Doc ID 1540365, 1545499
Date: 5 December 2011

“The Gympie District Show Society is a non-profit organisation that, with the help of volunteers, organises our Annual Gympie Show. The Gympie Show is the longest running community event in Gympie. This year over 40,000 patrons came and enjoyed the event.

Our focus has always been, and always will be to provide families with a unique show experience. The 2012 Show will continue the tradition of showcasing the whole of what the Gympie Region has to offer. Some of our main attractions in 2012 will be:

- *Monster Trucks*
- *Working Farm Displays / Working Dog Demonstrations*
- *Animal Nursery*
- *Show Jumping*
- *Racing Mowers*
- *Nickleby The magician*
- *2 Nights of Fireworks*

We hope that you would give us your support by joining us as sponsors. I have attached a sponsorship commitment along with a letter that details the different packages available for your consideration.

Payments can be made in instalments but must be fully paid before the show. I look forward to hearing a positive response from you. Please feel free to contact me on 5482 1721 or email gympieshow@gympieshow.org.au.”

Refer “Attachment 2”

Executive Summary:

The Gympie District Show Society has requested sponsorship for the 2012 Gympie Show.

Report: (Director of Financial Services – Y Oliver)

The Gympie District Show Society has requested sponsorship for the 2012 Gympie Show. Council granted the Society the amount of

\$3,540.00 in the Financial Assistance Grants Program for the 2011/12 financial year.

Strategic Implications:

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

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

F09/01/12 Moved: Cr I.T. Petersen Seconded: Cr J. Watt

Recommend that Council advises the Gympie District Show Society that Council has already allocated financial assistance for the 2012 show event.

Carried

Cr Engeman returned to the meeting at 11.22am.

CONFLICT OF INTEREST

In accordance with Section 173 of the Local Government Act 2009;

Cr Gâté declared a Conflict of Interest in Recommendation F10/01/12 due to being on the SCIC Management Committee. Cr Gâté left the meeting at 11.22am the matter was discussed and voted on.

CONFLICT OF INTEREST

In accordance with Section 173 of the Local Government Act 2009;

Cr R. Dyne declared a Conflict of Interest in Recommendation F10/01/12 due to being Patron of SCIC. Cr Dyne left the meeting at 11.23am while the matter was discussed and voted on.

Item 7/4 Request for Assistance – Supporting Chemotherapy In Cooloola Inc.

Re: **F10/01/12** Request for Assistance – Supporting Chemotherapy In Cooloola Inc.
From: President, Supporting Chemotherapy in Cooloola Inc.
File: 5-3-11-0001 Doc ID 1547061
Date: 3 January 2012

“The Supporting Chemotherapy in Cooloola Inc. aims to provide accommodation to people who are undergoing chemotherapy treatment and have some distance to travel. The land is located off Everson Road, Gympie. Gympie Regional Council has kindly entered into a lease agreement with SCIC to enable the units to be built.

Building commenced in February 2011 and is still continuing. SCIC has fundraised the monies through the Gympie Community with the support of the Lions Club.

The units are almost completed but SCIC required \$30,000 to complete the project. Some of the pledges have not come through due to the economic downturn experienced this year.

SCIC respectfully requests assistance from Gympie Regional Council with the shortfall to complete the building so that the units can commence being used by patients and their carers. SCIC are seeking a temporary loan to enable the completion.

SCIC hold a gala ball bi-annually in July. The ball will be held in July 2012. To date each ball has raised substantial funds which have gone towards the fundraising for the Units to be built. The ball generally raises \$30,000 to \$40,000. The intent is to repay the loan from Council with the proceeds from the 2012 gala ball.

The SCIC Committee looks forward to your reply in this matter. Please do not hesitate to contact the president for further information.”

Executive Summary:

The Supporting Chemotherapy in Cooloola Inc. (SCIC) has requested assistance from Council by way of a temporary loan to enable the completion of units being built to provide accommodation to people who are undergoing chemotherapy treatment and have some distance to travel. The loan amount would be \$30,000.00 which SCIC intends to repay with the proceeds from the 2012 gala ball.

Further information to that contained in the original request was sought from the group President relative to the project, and his reply is as follows:

1. The estimated completion date of the project – *two to three months on receipt of loan, subject to weather.*
2. The Value of the works to complete the project – *the shortfall is approximately \$30,000.00 to complete the project.*
3. Specifically what will the \$30,000.00 be funding – *Fit Out – completion of 5 support units and caretaker accommodation.*
4. Your contingency arrangements should the fundraising event not raise the anticipated funds – *To continue to fundraise to finish the project, at this stage we have invested approximately \$400,000.00 into this project.*
5. Your ongoing management arrangements for the project – *On completion we will seek a suitable person to live on site and their role will be to welcome people, clean and answer general questions.*

Debbie Jenkins (Manager Corporate Administration) advises that Supporting Chemotherapy in Cooloola Inc. currently has a 20 year freehold lease with Council from 31 October 2008 to 30 October 2028 over lease Area B on SP 22525 within Lot 2 MPH 24364, with a nominal rent of \$100.00 +GST+CPI per annum. Within the lease it is noted that the ongoing maintenance is the responsibility of SCIC. It is noted that no contribution towards the car park or the road upgrade has been required from SCIC.

Report: (Director of Financial Services – Y Oliver)

Whilst Council is not in the business of banking, it has assisted various local or community groups by way of short term loans at an appropriate rate of interest. Council may wish to consider entering into a loan agreement with SCIC for the loan in the amount of \$30,000 at an interest rate of 5.5%, with the intent that the principal and interest shall be paid in full in July 2012 following the SCIC gala ball.

Strategic Implications:

Corporate Plan:	Outcome 4.1 Council is maintaining responsible financial management.
Operational Plan:	1.3 (i) Financial Services Directorate Operations. To provide Directorate resources for operational requirements.
Budget Implications:	Additional funding required to provide financial assistance.
Budget Reference:	No current provision.

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

Checklist:

- ☒ Financial Services Directorate
- ☒ Corporate Services Directorate
- ☒ Office of the Chief Executive Officer

F10/01/12 Moved: Cr G.L Engeman Seconded: Cr A.J. Perrett

Recommend that Council enters into a loan agreement with SCIC for a loan in the amount of \$30,000 at an interest rate of 5.5%, with the intent that the principal and interest shall be paid in full by 30 September 2012.

Carried

Cr Dyne returned to the meeting at 11.25am.
Cr Gâté returned to the meeting at 11.27am.

Item 7/5	Request for Financial Assistance – Goomeri State School Centenary Celebrations
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Re: **F11/01/12** Request for Financial Assistance – Goomeri State School Centenary Celebrations
 From: Principal, Goomeri State School, 5 Munro Street, Goomeri Qld 4501
 File: 5-3-15-0004 Doc ID 1496707
 Date: 13 January 2012
 Reference: F08/06/11

This matter was previously considered at a Corporate Governance and Finance Meeting (F08/06/11). This item is resubmitted as Council's resolution did not have an outcome and was to be reviewed. Item as follows:

“Goomeri State School P-10 is fast approaching an important milestone as 2012 will mark 100 years since the opening of our school. An event celebrating the Centenary will be held on Saturday 3rd March 2012.

A Centenary committee has been formed and are working together to organize a fete to celebrate this occasion. As well as celebrating 100 years of Goomeri State School P-10, we are hoping to incorporate the event with the opening of the new school Resource Centre.

It is envisaged the event will attract visitors into the town for the weekend including many past residents of the township and surrounding districts. We have already received interest from visitors as far away as New South Wales, discussions and excitement about the event will continue to grow as this important day draws closer.

The school community is seeking your financial support of our Centenary Celebrations and is hoping that Gympie Regional Council will be part of this important occasion. In return, the Centenary committee will ensure that the Gympie Regional Council's involvement is acknowledged by displaying the council logo where ever possible.

If you have any questions, please do not hesitate to contact me on the number below. We hope you will be interested in participating and ensuring the success of this event."

We look forward to your favourable reply."

Executive Summary:

Goomeri State School will be holding an event on 3 March 2012 to celebrate its Centenary. The school community is seeking financial support from Council towards the event.

Previous Council Considerations: F08/06/11

Recommend that Council refers the matter for further funding consideration to the three monthly budget review in October.

Report: (Director of Financial Services – Y Oliver)

There is no allocation of funds in the current Budget for this request.

Strategic Implications:

Corporate Plan:	Outcome 4.1 Council is maintaining responsible financial management.
Operational Plan:	1.3 (i) Financial Services Directorate Operations To provide Directorate resources for operational activities - ability to meet operational requirements.
Budget Implications:	Additional funding required to provide financial assistance.

Budget Reference: Ledger number 2110802 Regional Marketing, Corporate Governance Program.

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

Consultation:

Director of Financial Services

Checklist:

☒ Financial Services Directorate

F11/01/12 Moved: Cr J. Watt Seconded: Cr G.L Engeman

Recommend that the Goomeri State School be advised that there is no Budget provision for this request and unfortunately Council is unable to assist.

Lost

F12/01/12 Moved: Cr A.J. Perrett Seconded: Cr L.J. Friske

Recommend that Council provides assistance in the amount of \$200.00 towards the Goomeri State School Centenary Celebrations.

Carried

Cr J. Watt voted against the motion.

CONFLICT OF INTEREST

In accordance with Section 173 of the Local Government Act 2009;

Cr Walker declared a Conflict of Interest in Recommendation F13/01/12 due to being a Member of Orchid Society. Cr Walker left the meeting at 11.34am while the matter was discussed and voted on.

Item 7/6	Request for Assistance – Gympie Garden Expo
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Re: **F13/01/12** Request for Assistance – Gympie Garden Expo
From: Secretary, Gympie Garden Expo, PO Box 565, Gympie Qld 4570
File: 5-3-15-0001
Date: 13 January 2012

“The committee of the Gympie Garden Expo would like to thank Council for their sponsorship of our Expo in making the Pavilion available free of charge for this event in May 2012.

We are endeavouring to make this a substantial Community event to showcase our Region and to promote community spirit and awareness. Our Theme this year is Sustainability and our Guest Speaker will be Jerry Coleby Williams from Gardening Australia.

We are planning a Garden Competition in conjunction with Expo this year with sustainability and water wise practices as an integral part. School gardens maintained by students will be involved and a section for Commercial Gardens including Nursing Homes and Retirement Villages. We are seeking to involve many sections of the Community.

We do need Sponsorship for this event and would be most appreciative of any further help that could be offered by Council for our Garden Competition. The theme is going to raise awareness of gardening practices needed in our current environment.”

Refer “Attachment 4”

Executive Summary:

Gympie Garden Expo is planning to run a Garden Competition in conjunction with the Expo in 2012. The Secretary has written to Council requesting sponsorship for the Garden Competition.

Previous Council Considerations: F14/11/11

Recommend that Council waives the hire fee of the Pavilion for the staging of the Gympie Garden Expo 2012 on the provision that they make a donation as has been the long standing practice.

Further that Gympie Garden Expo Committee be advised that the anticipated cost of hire of the pavilion will be \$4000.00.

Report: (Director of Financial Services – Y Oliver)

Council resolved to rebate the Pavilion hire costs for the conduct of the Garden Expo. This assistance equates to approximately \$4,000.00.

No provision has been made in the 2011/12 Budget for any further assistance to this community group.

Strategic Implications:

Corporate Plan:	4.1 Council is maintaining responsible financial management.
Operational Plan:	1.3 (i) Financial Services Directorate Operations To provide Directorate resources for operational activities - ability to meet operational requirements.
Budget Implications:	The budget would be negatively affected as no allowance was made for this request.
Risks:	Medium – possible risk inherent in the matter not being included in the original budget. Any proposed budget allocation would need to be assessed through the quarterly budget review process.

Checklist:

☒ Financial Services Directorate

F13/01/12 Moved: Cr I.T. Petersen Seconded: Cr R.A. Gâté

Recommend that Council provide sponsorship for Best Overall Garden in the amount of \$200.00.

Carried

Cr Watt voted against the motion.

Cr Walker returned to the meeting at 11.40am.

Director Corporate Services – C Manson entered the meeting at 11.40am.

SECTION 8: STAFF MATTERS

Item 8/1 Workplace Health and Safety Report – January 2012

Re: **F14/01/12** Workplace Health & Safety Report – January 2012
 From: Workplace Health & Safety Officer – L Latemore
 File: 3-7-19-0001
 Date: 12 December 2011

Executive Summary:

This report summarises all incidents reports that have been received since the last meeting. These reports include: Lost Time Injuries, First Aid/Medical Treatment Injuries and Near Miss Incidents where no injury was sustained.

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

Codes	Totals for 03/12/11 – 12/01/12
NM – Near Miss Incident	1
A - Accidents (damage to property/no injury)	2
FA - First Aid / Medical Treatment Injury	1
LTI – Time Lost Injury	0
E – Electrical Incident	0
Total Days Lost For Incidents Reported During This Period	0

Strategic Implications:

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

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

Legal/Statutory: Workplace Health and Safety Act 2011

Risks: Nil, report only.

Consultation:

Supervisors

F14/01/12 Moved: Cr L.J. Friske**Seconded: Cr R.A. Gâté****Recommend that the Report be received.****Carried**

Item 8/2 Training Report for November/December 2011

Re: **F15/01/12** Training Report for November/December 2011
From: Training & Development Co-ordinator – R McCormack
File: 7-10-02
Date: 17 January 2012

Executive Summary:

A total of \$43,075.59 was spent for November and \$47,658.08 for December on a variety of training across all directorates.

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

Much of the training undertaken during November was training related to renewal of certification in a number of areas – particularly Traffic Management Level 2 and Traffic Control. New employees in the Parks and Gardens division were trained in the use of chainsaws leading up to the summer period. Also of interest was the training undertaken by many of our front line staff in Dealing with Difficult People. Participants felt the training was very beneficial and will enable them to handle a variety of issues when they arise.

During December the largest expenditure was in regard to Animal Behaviour training for the Local Laws staff to better handle animals while undertaking these duties. Many individuals also successfully completed their study programs and were reimbursed for the costs of these programs.

A new initiative for 2012 will be the introduction of a Mentoring program aimed initially at supporting trainees and apprentices in our workplace. The program aims to increase the completion and retention rate for these employees and facilitate their transition into the workplace.

Training Report - November 2011				
Directorate	Training Description	Program Cost	Total for Period	Total for Year
Finance			\$0.00	\$90.91
Corporate Services			\$890.90	\$5,308.18
	Governance Forum	\$290.90		
	Records management	\$600.00		
Planning & Development			\$2,344.10	\$1,629.10
	Dealing with Difficult People	\$2,344.10		
Community			\$2,664.65	\$3,604.74
	Branch Library Training	\$76.50		
	Animal Behaviour	\$900.00		
	Environmental Health	\$950.00		
	Workplace Investigation	\$348.15		
	Gallery Workshop	\$390.00		
Engineering			\$18,660.85	\$120,699.54
	Basic Chainsaw	\$2,525.05		
	Traffic Control	\$3,065.95		
	Civil construction	\$409.22		
	Roadcraft Prof Drivers	\$3,597.64		
	Construc'n Whitecard	\$122.54		
	Supervisor Training	\$318.60		
	GIS Training	\$169.97		
	General Induction	\$622.63		
	Traffic Managem't Lev 2	\$6,327.64		
	Plant Tickets	\$1,316.73		
	On-the-job Plant Training	\$184.88		
All Directorates			\$611.70	\$9,524.02
	Fire Safety	\$218.55		
	Cert IV TAE	\$382.49		
	Dip Local Govt	\$10.66		
Individuals			\$5,036.32	\$34,241.25
Hecs Payments			\$0.00	\$0.00
Study Leave		\$4,600.82	\$4,600.82	\$12,115.76
Training Resources		\$1,175.00	\$1,175.00	\$1,346.13
Training Officer - wages		\$7,091.25	\$7,091.25	\$35,338.07
	Total for period		\$43,075.59	
			Total YTD	\$223,897.70

Strategic Implications:

Corporate Plan:	Complies with Outcome 4.4
Operational Plan:	Sub Program 1.2 Corporate Services 1.2(v)
Budget Implications:	Spending remains within budget forecast.
Budget Reference:	Corporate Services – HR – Training, WH&S, General.
Legal/Statutory:	Training provided is largely a result of compulsory training required to meet WH&S Legislative requirements.
Risks:	Report Only.

Consultation:

Acting Director of Corporate Services
Manager Human Resources

F15/01/12 Moved: Cr G.L Engeman Seconded: Cr J.A. Walker

Recommend that the Report be received.

Carried

Mr Manson left the meeting at 11.45am.

Item 8/3 Staff Numbers Report

Re: **F16/01/12** Staff numbers Report
From: Financial Accountant – D Hatherell
File: 3-7-19-0002
Date: 17 January 2012

Executive Summary:

A summary and comparison table of all Council staff.

Report: (Financial Accountant – D Hatherell)

STAFF NUMBERS						
DIRECTORATES	Departments	Dec-10	Mar-11	Jun-11	Sep-11	Dec-11
(Kilkivan Staff Numbers reported in respective Directorates from December 2011)						
Permanent						
Office of CEO	<i>Office of CEO</i>	4	4	4	4	4
Finance	<i>Finance</i>	28	29	27	29	29
Corporate Services	<i>Corporate Services</i>	26	29	28	31	38
Community Services	<i>Health/Community Services</i>	25	22	24	25	27
	<i>Library/Gallery</i>	10	10	10	10	10
Engineering	<i>Design</i>	20	22	23	22	23
	<i>Water & Sewerage</i>	46	46	46	45	44
	<i>Technical Services</i>					15
	<i>Works (including Technical Services to Sept 11)</i>	141	137	140	137	151
Planning	<i>Planning</i>	30	30	30	28	27
TOTAL PERMANENT		330	329	332	331	368
Part-Time Employees - In Payroll System						
Office of CEO	<i>Office of CEO</i>	1	2	1	1	1
Finance	<i>Finance</i>	0	0	0	0	0
Corporate Services	<i>Corporate Services</i>	5	3	3	3	5
Community Services	<i>Health/Community Services</i>	2	3	4	6	7
	<i>Library/Gallery</i>	1	1	1	1	1
Engineering	<i>Design</i>	0	0	0	0	0
	<i>Water & Sewerage</i>	0	0	0	0	0
	<i>Technical Services</i>					1
	<i>Works (including Technical Services to Sept 11)</i>	2	3	3	3	2
Planning	<i>Planning</i>	6	7	6	5	5
TOTAL PART-TIME		17	19	18	19	22
Casuals/Term Contracts - in Payroll System						
Office of CEO	<i>Office of CEO</i>	2	1	1	2	2
Finance	<i>Finance</i>	1	2	1	2	1
Corporate Services	<i>Corporate Services</i>	6	2	5	3	6
Community Services	<i>Health/Community Services</i>	9	10	7	3	8
	<i>Library/Gallery</i>	23	22	22	23	23

STAFF NUMBERS						
DIRECTORATES	Departments	Dec-10	Mar-11	Jun-11	Sep-11	Dec-11
Engineering	<i>Design</i>	4	3	3	3	2
	<i>Water & Sewerage</i>	1	0	0	0	1
	<i>Technical Services</i>					1
	<i>Works (including Technical Services to Sept 11)</i>	21	25	25	24	34
Planning	<i>Planning</i>	5	3	4	7	7
TOTAL CASUAL		72	68	68	67	85
Kilkivan Branch Staff Included in relevant Directorate Numbers from December 2011 Report						
	<i>Internal Full-time</i>	15	16	16	15	0
	<i>Internal Part-time</i>	4	5	4	5	0
	<i>Internal Casual/Fixed Term</i>	2	1	3	5	0
	<i>External Full-time</i>	26	26	27	26	0
	<i>External Casual/Fixed Term</i>	5	4	6	7	0
TOTAL KILKIVAN BRANCH		52	52	56	58	0
Contract Employees						
(WideBay Group Trainees)	Works	0	1	1	1	1
	Workshop	3	4	4	3	3
	Parks	0	0	0	0	0
	Water & Sewerage	1	2	2	1	1
	Finance	0	0	0	0	0
	Community Services	1	2	2	2	2
	Planning	0	0	0	0	0
	Building	0	0	0	0	0
	Corporate Services	1	1	1	1	1
	Design / Eng	0	0	0	0	0
	Library	1	2	2	2	2
Total Trainees		7	12	12	10	10
(IPA Personnel) -	<i>Community Services</i>	0.5	0.5	0.5	0.5	0.5
Total IPA Personnel (full-time equivalent)		0.5	0.5	0.5	0.5	0.5
TOTAL		479	481	487	486	486

Strategic Implications:

Corporate Plan:	4.4: The Council is able to attract and retain quality staff by being an employer of choice.
Operational Plan:	1.2 (v) Human Resource Management & Training.
Budget Implications:	Nil – report only.
Budget Reference:	All programs.
Risks:	Nil – report only.

Checklist:

☒ Financial Services Directorate

F16/01/12 Moved: Cr R. Dyne Seconded: Cr R.A. Gâté

Recommend that the report be received.

Carried

SECTION 9: MISCELLANEOUS ITEMS

Item 9/1 Asset Management Recognition and Valuation Policy
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Re: **F17/01/12** Asset Management Recognition and Valuation Policy
 From: Assets Officer – Finance – T Fanshaw
 Date: 25 November 2011

Executive Summary:

The Asset Management Recognition and Valuation Policy has been reviewed to reflect changes to the Local Government Act 2009. Apart from the legislation references, no other changes have been made at this stage. See attached policy highlighting the alterations.

Report: (Assets Officer – Finance – T Fanshaw)

The Asset Management Recognition and Valuation Policy has been reviewed and altered to include the Local Government Act 2009 references.

Refer “Attachment 5”.

Strategic Implications:

Corporate Plan:	Outcome 4.1 – Maintaining Responsible Financial Management.
Operational Plan:	1.3 To achieve effective and efficient management of Council's financial assets and economic resources.
Legal/Statutory:	Administrative
Risks:	Administrative

Consultation:

Financial Services

Checklist:

☒ Financial Services Directorate

F17/01/12 Moved: Cr L.J. Friske Seconded: Cr G.L Engeman

Recommend that the revised Asset Management Recognition and Valuation Policy (PR-FS-401) as presented be adopted.

Carried

Item 9/2 Review of Forms – Community Grants

Re: **F18/01/12** Review of Forms – Community Grants
 From: Director of Financial Services – Y Oliver
 Date: 16 December 2011

Executive Summary:

In November Council approved the new Community Grants Policy (previously Financial Assistance Grants). Attached are the associated Guidelines and Application Form which have been updated.

Refer “Attachment 6” FS-I-270 Community Grants Guidelines
 Refer “Attachment 7” FS-F-270 Community Grants Application Form
 Refer “Attachment 8” Register of Recurrent Community Organisations Support

Report: (Director of Financial Services – Y Oliver)

In November Council approved the new Community Grants Policy (previously Financial Assistance Grants). Attached are the associated Guidelines and Application Form which have been updated.

These forms are to be circulated for Council's perusal and approval.

Strategic Implications:

Corporate Plan: Outcome 4.1 – Maintaining Responsible Financial management.

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

Legal/Statutory: Administrative

Risks: Administrative

Consultation:

Director of Financial Services

Checklist:

☒ Financial Services Directorate

F18/01/12 Moved: Cr G.L Engeman Seconded: Cr R.A. Gâté

Recommend that Council adopts the Community Grants documents as follow:

- **FS-I-270 Community Grants Guidelines**
- **FS-F-270 Community Grants Application Form**

Carried

Item 9/3 Renewal of 10 Preferred Supplier Arrangements
--

Re: **F19/01/12** Renewal of 10 Preferred Standing Offer Arrangements
 From: Procurement Co-ordinator – P Parkman
 File: 5-6-02-0002
 Date: 15 December 2011

Executive Summary:

Council has ten Preferred Supplier Arrangements (PSAs) in place that are due to expire in February and March 2012. These arrangements are for a period of one year with an option to extend by twelve (12) months subject to satisfactory performance. The arrangements are in place so that frequently used goods can be sourced with a better value for money outcome.

An open tender for the ten (PSAs) was called to allow current and any new suppliers the opportunity to respond.

It is recommended that the Preferred Supplier Arrangements be accepted as outlined in the report.

Report: (Senior Procurement Adviser – D Buchanan)

Ten tenders were advertised in late October 2011 and we have received a total of 35 responses.

Tenders called for are listed below:

- 2011/12 T107 – Precast Concrete Products,
- 2011/12 T108 – Bagged Cement and Concrete Products,
- 2011/12 T109 – Chemical Agents and Cleaning Products,
- 2011/12 T110 – Personal Protective Equipment,
- 2011/12 T111 – Paint and Paint Brushes,
- 2011/12 T112 – Roads Sweeping Brooms and Brushes,
- 2011/12 T113 – Toiletry Paper Products,
- 2011/12 T114 – PVC Mains Pressure Pipes,
- 2011/12 T115 – Delineators, Signs and Reflective Materials, and
- 2011/12 T116 – Water Meters, Boxes and Valve Enclosures.

Table 1 provides an overview of the tenders sent out and responses received.

Table 1 – Summary of Tenders sent and received

Tender	No. of Tenders Requested	Number of Responses Received	Number of Suppliers Able to fully Meet Requirements	Number of Suppliers providing Value for Money	Proposed Expenditure for 12 Month Period for each PSA
2011/12 T107	7	5	4	3	\$208,556.95
2011/12 T108	8	5	3	2	\$123,243.26
2011/12 T109	10	5	2	1	\$33,254.87
2011/12 T110	17	5	6	4	\$30,568.49
2011/12 T111	5	3	3	2	\$25,871.26
2011/12 T112	7	3	2	1	\$14,452.00
2011/12 T113	7	3	3	1	\$29,253.80
2011/12 T114	7	2	2	1	\$564,577.90
2011/12 T115	2	1	1	1	\$22,469.46
2011/12 T116	13	3	2	2	\$135,756.90
Notes: 1. Some suppliers could not price all products requested. 2. Prices varied with quantities and quality of products offered.					

Recommendations by Individual Tender

2011/12 T107 – Precast Concrete Products

Everhard Industries, Rocla and Humes have met compliance with the specifications requested in the tender documentation. Each supplier must be considered due to specific engineering design of their products so as to ensure the compatibility with Council's existing infrastructure.

2011/12 T108 – Bagged Cement and Cement Products

Blackwoods offers the best value for money for the following products – Items 1340, 1380, 1390, 1395 and 1520. Blackwoods is a local supplier and has provided an excellent service to Council.

Budget Steel is able to supply the remaining products under this arrangement as it offers the best value for money and is a local supplier.

2011/12 T109 – Chemical Agents and Cleaning Products

Blackwoods offer is the most advantageous for the chemical agents and cleaning products listed in the offer documentation.

2011/12 T110 – Personal Protective Equipment

Compliant offers were received from five suppliers.

SafetyQuip's offer is the most advantageous offer and meets compliance with the specifications as requested in the tender documentation.

SafetyQuip are able to provide a mobile service van that restocks stores inventory on a weekly basis if required.

2011/12 T111 – Paint and Paint Brushes

Crescent Discount Paints (Dulux) and Blackwoods have offered quality products and meet compliance with the specifications as requested in the tender documentation.

2011/12 T112 – Roads Sweeping Brooms and Brushes

Two suppliers responded to this offer however only one is fully compliant.

Longara, are able to meet compliance with the items specified as requested in the tender specification.

2011/12 T113 – Toiletry Paper Products

Compliant offers were received from three suppliers.

Blackwoods offer is the most advantageous and meets compliance with the specifications as requested in the tender documentation.

2011/12 T114 – PVC Mains Pressure Pipes

Compliant offers were received from two suppliers.

Vinindex offer is the most advantageous and meets compliance with the specifications as requested.

2011/12 T115 – Delineators, Signs and Reflective Materials

Artcraft was the only supplier to respond to this tender.

Artcraft meets compliance with the specifications as requested in the tender documentation.

2011/12 T116 – Water Meters, Boxes and Valve Enclosures.

Compliant offers were received from two suppliers.

Each supplier must be considered due to specific engineering design of their products so as to ensure the compatibility with Council's existing infrastructure.

Strategic Implications:

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

Key strategy: Strategic approach to procurement to ensure greater transparency, value for money and

simplified procurement processes for the duration of Preferred Supplier Arrangements.

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

Budget Implications: Within budget allocations

Budget Reference: Budget 2011/12 and 2012/13

Legal/Statutory: Local Government Act 2009.
Local Government (Finance, Plans and Reporting) Regulation 2010.

Risks: Non compliance of financial expenditure and the Local Government Act. Negatively impact on supply of services to the community.

F19/01/12 Moved: Cr L.J. Friske Seconded: Cr J.A. Walker

Recommend that the following Preferred Supplier Arrangements be established with the following suppliers:

List of recommended suppliers

Tender	Supplier 1	Supplier 2	Supplier 3
2011/12 T107	Everhard**	Rocla**	Humes**
2011/12 T108	Budget	Blackwoods	
2011/12 T109	Blackwoods		
2011/12 T110	SafetyQuip		
2011/12 T111	Blackwoods	Crescent (Dulux)	
2011/12 T112	Longara		
2011/12 T113	Blackwoods		
2011/12 T114	Vinidex		
2011/12 T115	Artcraft [#]		
2011/12 T116	Promains**	Elster**	

** = only supplier for some products as Council's Engineering Designs require a specific product

= only respondent to tender

Further that Rocla, Everhard Industries and Humes be appointed on a preferred supplier arrangement (2011/12 T107) for Precast Concrete Products.

Further that Blackwoods be appointed on a preferred supplier arrangement (2011/12 T108) to supply the spacers, bagged cement and poly sheeting – items 1340, 1380, 1390, 1395 and 1520.

Further that Budget Steel be appointed on a preferred supplier arrangement (2011/12 T108) to supply the remaining products listed in the offer documentation.

Further that Blackwoods be appointed as the preferred supplier (2011/12 T109) for the supply of Chemical Agents and Cleaning Products.

Further that SafetyQuip be appointed as the preferred supplier (2011/12 T110) for Personal Protective Equipment.

Further that Crescent Discount Paints (Dulux) be appointed on a preferred supplier arrangement (2011/12 T111) to supply the following items: 4700, 4701, 4730, 4770, 4771, 4772, 4773, 4774 and 4775, and

Further that Blackwoods be appointed on a preferred supplier arrangement (2011/12 T111) to supply the following items: 4740, 4750, 4760, 4761, 4762, 4763, 4764, 4765, 4766, 9840, 9845, 9850 and 9860.

Further that Longara be appointed as the preferred supplier (2011/12 T112) for all road sweeping products.

Further that Blackwoods be appointed as the preferred supplier (2011/12 T113) for Toiletry Paper Products.

Further that Vinidex be appointed as the preferred supplier (2011/12 T114) for PVC Mains Pressure Pipes.

Further that Artcraft be appointed as the preferred supplier (2011/12 T115) for the supply of Delineators, Signs and Reflective Materials.

Further that Promains be appointed as the preferred supplier (2011/12 T116) for the following items: 16421, 16441, 16450, 16480, 16521, 16740, 16760, 16780, 17970, 17975, 17980, 17995, 18000, 18020 and 16540; and

Further that Elster be appointed as the preferred supplier (2011/12 T116) for the following items: 1700, 16420, 16440, 16460 and 16520.

Carried

ADJOURNMENT OF MEETING

The meeting adjourned for lunch at 12.07pm.

RESUMPTION OF MEETING

The meeting resumed at 12.48pm.

PRESENT: Cr DR Neilson (Chairman), Cr RJ Dyne (Mayor), Cr AJ Perrett, Cr GL Engeman, Cr LJ Friske, Cr RA Gâté, Cr IT Petersen, Cr JA Walker and Cr J Watt.

Also in attendance were Director of Financial Services (Mrs Y Oliver), Chief Executive Officer (Mr B Smith), and Minutes Secretary (Ms T Condon).

COUNCIL IN COMMITTEE

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

1. Outstanding Accounts 3 months & over – Sundry Debtors as at 31 December 2011
2. Arrears of Rates
3. Heart of Gold International Film Festival, Inc.
4. Six Monthly Budget Review

F20/01/12 Moved: Cr J.A. Walker

Seconded: Cr R. Dyne

That pursuant to the provisions of Section 72 of the Local Government (Operations) Regulation 2010, Council resolves to close the meeting to the public and move “into committee” to consider the following matter/s:-

- 1. Outstanding Accounts 3 months & over – Sundry Debtors as at 31 December 2011**
- 2. Arrears of Rates**
- 3. Heart of Gold International Film Festival, Inc.**
- 4. Six Monthly Budget Review**

Further, that in relation to the provisions of Section 171 of the Local Government Act 2009, 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

F21/01/12 Moved: Cr J.A. Walker

Seconded: Cr R. Dyne

That proceedings be resumed in Open Council.

Carried

SECTION 10: IN COMMITTEE MATTERS

Item 10/1 Outstanding Sundry Debtor Report as at 31 December 2011

Re: **F22/01/12** Outstanding Sundry Debtor Report as at 31
December 2011
File: 5-3-08-0003
Date: 4 January 2012

F22/01/12 Moved: Cr J. Watt

Seconded: Cr J.A. Walker

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

Carried

CONFLICT OF INTEREST

In accordance with Section 173 of the Local Government Act 2009;

Cr J.A. Walker declared a Conflict of Interest in Item 10/2 due to a family member being on the Board. Cr J.A. Walker left the meeting at 1.08pm while the matter was discussed and voted on.

Item 10/2 Arrears of Rates

Re: **F23/01/12** Arrears of Rates
File: 5/7/01/0001
Date: 16 January 2012

F23/01/12 Moved: Cr G.L Engeman Seconded: Cr R.A. Gâté

Recommend that the information be noted and that the Finance Director be instructed to prepare a list of properties with rates outstanding for 3 years or more for consideration at the February Corporate Governance & Finance Meeting.

Carried

Cr Walker returned to the meeting at 1.15pm.

Item 10/3 Heart of Gold International Film Festival Inc.

Re: **F24/01/12** Heart of Gold International Film Festival, Inc.
File: 5-3-15-0005 Doc ID 1549013
Date: 12 January 2012

F24/01/12 Moved: Cr R. Dyne Seconded: Cr J.A. Walker

Recommend that the matter be held over pending further investigation.

Carried

Late Item 1 Six Monthly Budget Review
--

Re: **F25/01/12** Six Monthly Budget Review
File: 5-1-09-0003
Date: 23 January 2012

F25/01/12 Moved: Cr R.A. Gâté

Seconded: Cr A.J. Perrett

Recommend that the report be noted and budget allocations adopted.

Carried

SECTION 11: ATTACHMENTS

Attachment 1	Refer Item 6/1 Summarised Budget
Attachment 2	Refer Item 7/3 Request for Sponsorship
Attachment 3	Refer Item 10/3 Request for Assistance
Attachment 4	Refer Item 7/6 Request for Assistance
Attachment 5	Refer Item 9/1 Policy Review
Attachment 6, 7 & 8	Refer Item 9/2 Review of Forms

There being no further business the meeting closed at 1.40pm.

Confirmed this 22 day of February 2012.

Cr. D.R. Neilson
CHAIRMAN



Corporate Governance and Finance Committee Meeting Agenda

Wednesday 25 January 2012

ATTACHMENT 1

Refer Item 6/1

INVESTMENT REPORT as at 31 December 2011

(IN ACCORDANCE WITH COUNCIL'S INVESTMENT POLICY)

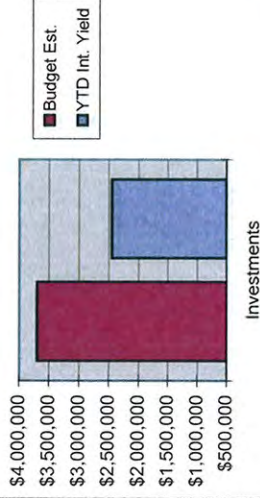
Investments	Invested Balance	% Year Completed		
		YTD Int. Yield	Budget Est.	% of Budget Est.
Consolidated Operating Fund	\$83,058,884	\$2,449,375	\$3,700,000	66.20%
Trust Fund	\$1,661,634	N/A		
Indicative Interest Rate	5.40%			

Comment: Investments placed in accordance with Council's Investment Policy PR-FS-023

Revenue: N/A

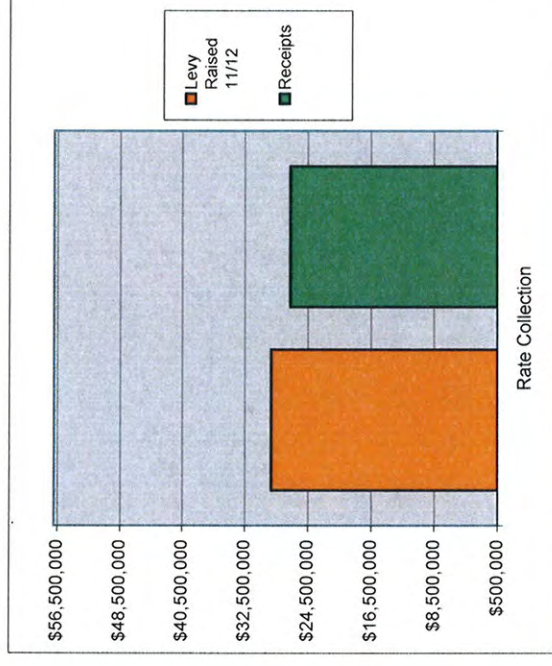
Expenses: N/A

Capital: N/A



RATE COLLECTION **as at 31 December 2011**

Rate Collection	31/12/11	Rate Collection	% Year Completed	31/12/10
Arrears 1 July 2011	\$4,391,862	Arrears 1 July 2010		\$3,099,614
Levy Raised 11/12	\$29,141,069	Levy Raised 10/11		\$27,539,707
Interest Raised	\$296,415	Interest Raised		\$222,961
Receipts	\$26,726,631	Receipts		\$25,681,598
Discount Applied	\$1,051,471	Discount Applied		\$1,047,987
Pensioner Rebate (Govt)	\$501,206	Pensioner Rebate (Govt)		\$432,552
Pensioner Rebate (Council)	\$254,215	Pensioner Rebate (Council)		\$243,427
Balance Outstanding	\$5,295,823	Balance Outstanding		\$3,456,718
Credit Balance	\$784,145	Credit Balance		\$699,712
Balance Outstanding	\$6,079,968	Balance Outstanding		\$4,156,430



Comment:
Revenue: N/A
Expenses: N/A
Capital: N/A



Corporate Governance and Finance Committee Meeting Agenda

Wednesday 25 January 2012

ATTACHMENT 2
Refer Item 7/3

Sponsorship Packages 2012

- **Mate of The Show: \$100.00 +**
 - Logo on the big screen
 - Your business logo to appear on Show Society Website
- **Friend of The Show: \$300.00 +**
 - Two Adult Season passes to the show
 - 1 ad + logo on the big screen
 - Your business logo to appear on Show Society Website
- **Bronze: \$500.00 +**
 - Four Adult Season passes to the show
 - Right to use GDSS logo in advertising
 - 4 ads + logo on the big screen
 - Your business logo to appear on Show Society Website
- **Silver: \$800.00 +**
 - Six Adult Season passes to the show
 - Right to use GDSS logo in advertising
 - 6 ads + logo on the big screen
 - Announcements over section specific PA system when and where appropriate
 - Invitation for two people to attend sponsors networking function Thursday night of the show
 - Your business logo to appear on Show Society Website
- **Gold: \$1500.00 +**
 - Eight Adult Season passes to the show
 - Right to use GDSS logo in advertising
 - 8 ads + logo on the big screen
 - Announcements over section specific PA system when and where appropriate
 - Invitation for two people to attend sponsors networking function Thursday night of the show
 - Your business logo to appear on Show Society Website
- **Platinum: \$3000.00 +**
 - Ten Adult Season passes to the show
 - Right to use GDSS logo in advertising
 - 10 ads + logo on the big screen
 - Announcements over section specific PA and whole of grounds PA systems when and where appropriate
 - Invitation for two people to attend sponsors networking function Thursday night of the show
 - Mention in Show advertising and promotions when and where appropriate
 - Your business logo to appear on Show Society Website
- **Naming Rights for major acts will be available on request**

*Must have own ad to display on big screen. \$275 charge to produce ad for you.

*Payments may be made in instalments but must be fully paid before the show.

*More ads can be bought on top of our sponsorship packages.

Please contact Show Secretary Deb Rowlands on 5482 1721 or
gypieshow@gypieshow.org.au

1. DATE:

2. PARTIES:

(A) **RECIPIENT:** GYMPIE DISTRICT SHOW SOCIETY INC. (ABN 13 216 319 725) OF GYMPIE SHOW GROUNDS, EXHIBITION ROAD, GYMPIE QUEENSLAND 4570 FOR AND ON BEHALF OF ITSELF.

(B) **SPONSOR:** (ABN), OF
FOR AND ON BEHALF OF ITSELF

3. CONTRIBUTION:

I AM COMMITTING TO PAY \$ _____ +GST TO THE GYMPIE DISTRICT SHOW SOCIETY INC. FOR THE
SECTION OF THE 2012 GYMPIE SHOW.

4. TERMS OF AGREEMENT:

This Agreement will terminate on the earliest of the following:

- (a) 9pm Saturday 19th May 2012
- (b) Breach of this Agreement
- (c) If either party is or is likely to be unable to pay its debts as and when they fall due;

5. LIMITATION AND INDEMNITY

This Agreement does not create or grant to the Recipient any proprietary rights or goodwill. It does not create or grant any other rights apart from those specifically set out herein. The Recipient will not act or refrain from acting in any way which might adversely affect the reputation or goodwill of the Sponsor, nor grant any other sponsorship rights which are prejudicial to the Sponsor.

This agreement acknowledges the Sponsorship Rights of the Executive Show Sponsor who has the right to place signage anywhere around the show grounds within reason.

6. CONFIDENTIALITY AND PRIVACY

The obligations in this clause will survive the termination of this Agreement.

- (a) *Recipient Obligations:* The Recipient will not disclose any non-public information relating to the business of the Sponsor, including that disclosed prior to the date of this Agreement, nor use it for any other purpose than for the purposes of this Agreement. All such information in tangible form will be returned on termination of this Agreement.

The Recipient must comply with all applicable data protection laws. Moreover, all of the Sponsor's Personal Information shall be handled by the Recipient as if it were regulated by the Privacy Act 1988 (Cth), whether or not it is in fact so regulated. The Recipient must comply with all reasonable directions of the Sponsor in relation to the handling of the Sponsor's Personal Information. For the purposes of this clause, Personal Information means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

- (b) *Sponsor Obligations:* The Sponsor will not disclose any non-public information relating to the business of the Recipient, including that disclosed prior to the date of this Agreement, nor use it for any other purpose than for the purposes of this Agreement. All such information in tangible form will be returned on termination of this Agreement.

The Sponsor must comply with all applicable data protection laws. Moreover, all of the Recipient's Personal Information shall be handled by the Sponsor as if it were regulated by the Privacy Act 1988 (Cth), whether or not it is in fact so regulated. The Sponsor must comply with all reasonable directions of the Recipient in relation to the handling of the Recipient's Personal Information. For the purposes of this clause, 'Personal Information' means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

7. MISCELLANEOUS

- (a) This Agreement is governed by the law applicable in Queensland and each party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of that state.
- (b) Notices must be in writing and are deemed effective three business days after posting or on the following business day after personal delivery or faxing to the address above.
- (c) If any provision of this Agreement is held invalid, unenforceable or illegal, it shall be severed and the remaining provisions must not be affected but construed so as most nearly to give effect to the intent as it was when this Agreement was originally executed.
- (d) No waiver or variation will be effective unless in writing and executed by both parties
- (e) This Agreement does not give the Recipient any rights in the intellectual property of the Sponsor other than as stated above. In particular, the Recipient does not gain the right to sublicense any rights, alter any trademarks or commence any infringement actions.

8. EXECUTION:

Executed for and on behalf of

*Executed for and on behalf of the
Gympie District Show Society Inc.*

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Please Sign, retain a Copy for your files and Return Original to the

Gympie District Show Society Office

In the Reply Paid envelope provided – Thank you



Corporate Governance and Finance Committee Meeting Agenda

Wednesday 25 January 2012

ATTACHMENT 4

Refer Item 7/6

The Gympie Times Garden Competition 2012

"In The community for the community- a sustainable lifestyle"

Conditions of Entry:

1: All Gardens will be judged on features illustrating sustainability and water wise practices of the garden area. The garden is to be a liveable outdoor place, illustrating excellent design and eco-friendly gardening practices with respect to the efficient use of resources and utilizing environmentally compatible material to create and sustain the garden effectively; and plantings that are suited and enhance the local environment.

2: The Garden is to be of a high standard, designed to promote infiltration and making optimal use of rainwater retained on-site, minimizing evaporation and thereby having minimal requirement for the application for any additional water. It should have acceptable species diversity with planting grouped according to water needs.

3: Open to all residents of The Gympie Regional Council Area.

Sections:

1: Best overall garden – Grand Champion. All sections are eligible. Grand Champion receives a perpetual trophy plus \$200

Donated by

2: Best Small Garden: Open to all gardens in properties with an area less than 1acre. Judged on whole of garden basics: Front, Backs and sides.

1st Prize \$200

2nd Prize \$100

3rd Prize \$50

Prizes donated by

3: Best Large Garden: Open to all gardens in properties with an area of more than 1 acre. Judged on whole of garden basics – front, backs and sides.

1st Prize \$200

2nd Prize \$100

3rd Prize \$50

Prizes donated by

4: Best Commercial Garden: Open to all commercial premises, hospitals, nursing home and retirement villages, industrial, motels, caravan parks, non-profit organizations, and clubs, institutions and garden nurseries.

1st Prize \$200

2nd Prize \$100

3rd Prize \$50

Prizes donated by

5: Best Vegetable Garden: Gardens are opened to all residential, commercial and schools.

1st prize \$200

2nd Prize \$100

3rd Prize \$50

Prizes donated by

6: Best School Garden: Gardens that have been maintained by the students. Can be vegetable, floral or herb contents.

1st Prize \$200

2nd Prize \$100

3rd Prize \$50

Prizes donated by.....

7: Best Country Garden: Open to all residents NOT residing within 10kms of the Gympie CBD.

1st prize \$200

2nd Prize \$100

3rd Prize \$50

Prizes donated by.....

Method of Entry: Contestants agree to be bound by these terms and conditions. To nominate your garden for judging consideration in The Gympie Times Garden Competition 2012 ("The Competition") contestants must complete an entry form which will appear either in The Gympie Times Newspaper and on The Gympie Garden Expo Website www.gympiegardenexpo.com.au. The entry form can be original newsprint, photocopy or web prints will be accepted. Entrants must nominate on the entry form which they wish to enter their garden in.

The completed entry form (which must be signed to indicate your acceptance of these terms and conditions) must be placed in an envelope marked "The Gympie Times Garden Competition 2012" and then:

- 1) Sent by post to "The Gympie Times Garden Expo"
Expo..... or
- 2) Apply Online through The Gympie Garden Website
www.gympiegardenexpo.com.au

Competition Duration: The nomination period commences 1st Feb 2012 to 31st March 2012

Deadline for nomination is 5pm 13th April 2012 ("Closure Time") entries received after the closure time will not be eligible. Entrants are requested to have their Garden open to public for viewing each day from 23rd April 2012 to 6th May 2012 during the hours of 10am- 5pm.

Judging: Judging of the competition will commence on Friday 27th April 2012 and be completed by Sunday 29th April 2012 (weather permitting). The judging team may arrive at your property on any of these judging dates. Access to your property will be required.

Notification: The winners of the classes will be announced in the Gympie Times Newspaper on the Tues 1st May 2011 and awards will be given at a presentation ceremony on the Sunday 6th May 2011 at the Gympie Garden Expo. Judges decision is final and no correspondence will be entered into. Winner's names will be published in The Gympie Times. All contestants acknowledge that the promoter has the right to utilize publicity photos in any reasonable manner it sees fit without compensation to the contestant.

Prize Collection: Prizes are to be claimed in person at the Awards Presentation to be held on Sunday 6th May 2011 at the Gympie Garden Expo 2011 Gympie Showgrounds, at 1.30P.M. Where a prize is claimed in person ID that includes a photograph may be required. Upon request by the promoter a copy of the general contests rules and/or a signed receipt and acknowledgement must be signed and endorsed by any winner to indicate his/her understanding and acceptance of these terms.

Promoter's limitation to liability: The Promoter is not responsible for the loss of prizes due to incorrect or imprecise delivery details provided by a winner. The Promoter also takes no responsibility for prizes lost or stolen after they have been released for delivery via postage or courier. The Promoter makes no representations or warranties as to the quality/suitability/merchantability of any of the goods/services offered as prizes. To the extent permitted by law, the Promoter is not liable for any loss suffered or sustained by persons or to personal property including, but not limited to consequential (including economic) loss, by reason of any act or omission, deliberate or negligent, by the Promoter, or its servants or agents, or any third party, in connection with the competition. To The extent permitted by law, the Promoter and associated sponsors of the Competition will not be liable for, nor indemnify contestants against or respond to, any claims made for damage or injury suffered by them or any third party while participating in the competition. Contestants should take their own advice in regard to their insurance position but it is recommended that they notify their own insurer of their intention to participate in the Competition and request that their insurer confirm that it will respond under their policy to any claim made for damage or injury suffered by a third party while a contestant is participating in the Competition. By signing the entry form contestants acknowledge and understand the insurance terms and conditions outlined above. Unsigned entry forms will not be accepted.

Entries and privacy: All entries become and remain property of the Promoter (subject to the limits contained in the Promoters Privacy Statement+ and will be used only for competition purposes. Under the Privacy Act the names and addresses of all entrants in the competition will not be shared or distributed to other parties unless specified.
Promoter: The Gympie Times



Corporate Governance and Finance Committee Meeting Agenda

25 January 2012

ATTACHMENT 5

Refer Item 9/1

ASSET MANAGEMENT RECOGNITION & VALUATION POLICY

1 PURPOSE

To set guidelines for implementing consistent asset management, recognition and valuation processes throughout Gympie Regional Council.

2 OBJECTIVE

To ensure adequate provision is made for the long-term replacement of major assets by:

- Ensuring services and infrastructure are provided reliably and with the appropriate quality levels to residents, visitors and the environment.
- Encouraging all Gympie Regional Council employees to take an active and integral part in the overall management of assets by creation of an asset awareness management system.
- Provision of financial and technical integration to ensure compliance with the **Local Government Act 2009**, Australian Accounting Standard (AASB 116), Australian Accounting Standards otherwise mentioned in, or not in contravention of AASB 116, and the Australian International Financial Reporting Standards (AIFRS).
- Future development of life cycle management systems to incorporate the optimisation of operations and maintenance of existing assets which should head towards the lowest life cycle costs.
- Safeguarding Gympie Regional Council assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial treatment of those assets.
- Development of transparent and responsible asset management processes.

3 SCOPE

This policy shall apply to all Council assets.

4 POLICY

BACKGROUND

- Gympie Regional Council is committed to a planned and strategic management system to ensure all assets are created, operated, maintained and replaced or disposed of within Council's service priorities.
- Council currently owns and operates a large quantity of non-current assets to support its principle business of delivery of services to the community.
- Asset management has a direct impact on the delivery of community services and appropriate corporate and operational planning is required for asset management requirements.
- The Corporate Plan refers directly to Asset Management in its major goals.
- A strategic approach to Asset Management will ensure the delivery of the highest level of service provided by assets, which will have an impact on:
 - Members of the public and staff;
 - Financial position of Council;
 - Ability to deliver the required services;
 - Political environment Council operates in;
 - Legal liability of Council.

PRINCIPLES

- All Gympie Regional Council Departments must develop consistent and strategic asset management methodologies.
- Legislative requirements as well as social, political and environmental factors must be considered in asset management planning.
- Asset management is to be progressively integrated into planning and operational processes.
- In order for services to be maintained and to identify asset renewal principles, an inspection regime shall be progressively developed as part of asset management, where practical.
- Services agreed to in the budget will be fully funded through the annual budget estimates.
- Asset renewal plans will be systemically prioritised and implemented progressively, based on the level of service required and the ability of the non-current assets to deliver that level of service.
- Cyclical asset renewal reviews will be applied to all asset types to ensure assets are managed, valued and depreciated according to applicable Australian Standards.
- Each Council asset will be categorised into both asset function, indicative of the operational programs of Council, and asset type, as set out hereunder:

Asset Functions

Corporate Governance
Engineering
Water Supply
Sewerage
Community Services
Planning and Development

Asset Types

Land and Improvements
Assets Held for Resale
Plant and Equipment
Plant and Equipment under Lease
Buildings
Infrastructure
Other

- * Capital Expenditure is relatively large (material) expenditure which has benefits expected to last for more than 12 months. Capital expenditure can be separated into a number of categories including Renewal, Replacement, Upgrade, Expansion and New. Where capital projects involve a combination of these categories, the total project cost needs to be allocated accordingly. The categories are defined as:

Capital Renewal / Replacement Expenditure

Capital Renewal Expenditure finances construction works to rehabilitate an existing asset so as to provide similar or agreed alternative, level of service. These works are hybrids between a capital construction request and controlled maintenance. Controlled maintenance works usually focus on one or a number of asset components of the parent asset.

Capital Replacement Expenditure finances the complete replacement of an asset that has reached the end of its life, so as to provide a similar or agreed alternative, level of service.

Capital Upgrade Expenditure enhances an existing asset to provide a higher level of service or increases the life of the asset beyond that which it had originally.

Capital Expansion / New Expenditure

Capital Expansion Expenditure extends an existing asset, at the same standard as is currently enjoyed by residents, to a new group of users.

Capital New Expenditure creates a new asset providing a new service to the community that did not exist beforehand. As it increases service potential, it may impact revenue and will increase future operating and maintenance expenditure.

5 AUTHORITY TO VARY POLICY

This policy may be varied by Council resolution.

OPERATING GUIDELINES TABLE OF CONTENTS

1.	<u>FS-P-402</u>	Definition and Recognition of Current Assets
2.	<u>FS-P-403</u>	Definition and Recognition of Non-current Assets
3.	<u>FS-P-404</u>	Classification of Non-current Assets for Reporting Purposes
4.	<u>FS-P-405</u>	Depreciation of Non-current Assets
5.	<u>FS-P-406</u>	Depreciation Variables - Useful Life, Depreciation Rate, Residual Value etc.
6.	<u>FS-P-407</u>	Valuation and Revaluation of Non-current Assets.
7.	<u>FS-P-408</u>	Valuation of Infrastructure Assets



Corporate Governance and Finance Committee Meeting Agenda

25 January 2012

ATTACHMENT 6

Refer Item 9/2

COMMUNITY GRANTS GUIDELINES

FOR COMMUNITY ORGANISATIONS

2012/2013

Gympie Regional Council supports the following areas with financial assistance

- CULTURE
- EDUCATION
- PUBLIC FACILITIES
- SAFETY
- SPORT & RECREATION
- WELFARE
- REGIONAL PROMOTION & ECONOMIC DEVELOPMENT

Council requires that community organisations seek to obtain financial assistance from all other avenues prior to making application to Council.

Other avenues of funding may be available to your organisation. Information can be found by visiting the following websites:

www.grantslink.gov.au
www.olgr.qld.gov.au
www.qld.gov.au/grants
www.srq.qld.gov.au

Should you require any further information please don't hesitate to contact Barbara Fevre on 5481 0748.

Advertising Commences:	January 2012
Applications Close:	19 March 2012
Approval Date:	June/July 2012

Council aims to enhance the lifestyle of its residents and visitors by providing services and facilities for culture, education, health, recreation, sport and welfare enrichment.

Council recognises the valuable support given by local organisations and volunteers to achieve this goal. The objective of this grants program is to maximise the benefit that can be provided to the community by allocation of limited Council financial resources in a fair and equitable manner.

Associations/Clubs are advised these grants will be used as the last resort and every endeavour should be made to obtain alternative funding arrangements.

Total allocations for Community Grants are determined annually as part of Council's budget process.

INSTRUCTIONS FOR COMPLETING APPLICATION FORMS

- **PLEASE READ THESE INSTRUCTIONS CAREFULLY**
- **FAXED APPLICATIONS WILL NOT BE ACCEPTED**
- **INCOMPLETE AND LATE APPLICATIONS**

Applications must be complete.

Late applications will not be accepted (other than rebate of fees and charges) unless in the opinion of the Chief Executive Officer, the community will be seriously disadvantaged or funds from alternative sources may be lost.

Completing the form is not difficult, simply:

1. Read these guidelines.
2. Follow the instructions as you fill out the form – FS-F-270.
3. Go through step by step, completing only one section at a time.
4. Complete **EVERY** section.
5. Make sure the budgeted items section is complete and accurate. If your organisation is registered for GST, please **exclude** GST from these budget amounts.
6. Ensure the application is signed by the appropriate people.

Section 1: Organisation Details

This section should contain the name of the organisation applying for the grant and its address. The contact person would normally be the person completing this form. This person should be available during working hours to allow us to contact them regarding the application, if necessary. Should office bearers change, please advise Council so that your application can be amended.

NOTE: *If your organisation or service is a branch of a state wide or national organisation, please contact your head office concerning incorporation details and certification of the application form.*

Section 2: Accountable Officer

The Accountable Officer is the President or Chairperson of the incorporated body.

Section 3: Supporting documents

A copy of the Constitution or Rules of the organisation is **NOT** required.

The following documents **MUST** be attached to each application:

- A copy of the certificate of incorporation
- A copy of current public liability insurance policy
- A copy of the organisation's current audited financial statement

If your organisation has been operating for less than twelve months and you have not been audited you will not be able to provide the audited financial statements listed above. In that case please attach the following information:

- income and expenditure statements and
- financial balance sheet

***NOTE:** *Your Application will not be considered for funding if these documents are not included with your application.*

Section 4: Primary Purpose of Grant

Please indicate the primary purpose of the grant by ticking the relevant box (*one only*).

Section 5: Rate & Charges Rebates

Please indicate by ticking the relevant box.

Section 6: Benefit Statement

A Benefit Statement **MUST** be included with each application and include the following information:

***NOTE:** *The term 'project' relates to the purpose of the grant, eg if you request funding for a motor vehicle, then in relation to the application, the 'project' is the motor vehicle.*

- A full description of the project.
- The need for the project.
- Who will derive benefit from the project and approximately how many will benefit.
- How will the community benefit from your project.
- Do other local organisations support your project? If yes, then letters of support from these organisations will strengthen your application.

***NOTE:** *Preference will be given to those projects which will have benefit beyond the organisation's existing membership.*

Section 7: Primary Target Group for Project

For statistical purposes please indicate the primary target group for the project by ticking the relevant box (*one only*). If more than one box is ticked, Gympie Regional Council staff will then need to choose one of the target groups, which may not be the primary choice of your organisation.

Section 8: GST

Please direct all queries to your group/organisation's accountant or the Australian Taxation Office (ATO).

Section 9: Budget Items

Applicants for assistance less than \$1,000 need only complete budget details in the boxes in Section 9.

Items for which grants of \$1,000 or more are sought are to be listed with costing details, in priority order, on the Budget Sheet of the application together with Section 9.

If your organisation is registered for GST, please exclude GST from these budget amounts. A copy of any quotation for items listed should be attached.

Section 10: Recurrent Implications of Project

Please advise whether your organisation will be self-supporting in relation to this project, or whether further applications will be made to Council for financial support.

Section 11: Other Funding

Please give full details of other sources of funding for this project, whether they be approved or pending.

Section 12: Certification

Certification and witnessing of the application form should be completed as follows:

- For an incorporated organisation, it should be signed by the Accountable Officer listed in Section 2 and witnessed by another office bearer in the organisation.
- For a branch of a state wide or national organisation, the certification will be signed by the President or Treasurer of the state or national office and witnessed by an office bearer of that organisation.

COMMUNITY GRANTS

FOR COMMUNITY ORGANISATIONS

2012/2013

CATEGORIES AND LIMITS OF SUPPORT

Assistance shall be by way of:

- Cash donation
- Assistance-in-kind (works carried out by Council)
- Rebates of Fees, Rates and Charges

REBATES are not granted in relation to the operation of premises licensed to sell liquor and or used for gaming purposes.

LIMIT OF SUPPORT:

Applications shall be categorised into three broad areas:

- 1) Operational Grants
- 2) Event Sponsorship
- 3) Fees, rates and charges rebates

CULTURE

Operational Grants \$1,000 maximum

Event Sponsorship \$500 maximum

Fees, Rates & Charges Rebates

50% of normal fee (excluding Building & Planning Fees, where a separate policy exists), rates or charges, provided they are not subject to any conditions of a registered lease agreement.

Further, the fees (excluding Building & Planning Fees, where a separate policy exists), rates or charges rebates are not granted in relation to the operation of premises licensed to sell liquor and/or used for gaming activities.

EDUCATION

Operational Grants \$500 maximum

Event Sponsorship \$200 maximum

Fees, Rates & Charges Rebates

50% of normal fee (excluding Building & Planning Fees, where a separate policy exists), rates or charges provided they are not subject to any conditions of a registered lease agreement.

Further, the fees (excluding Building & Planning Fees, where a separate policy exists), rates or charges rebates are not granted in relation to the operation of premises licensed to sell liquor and or used for gaming activities.

PUBLIC FACILITIES

Operational Grants \$10,000 maximum

Event Sponsorship \$200 maximum

Fees, Rates & Charges Rebates

100% of normal fee (excluding Building & Planning Fees, where a separate policy exists), rates or charges, provided they are not subject to any conditions of a registered lease agreement.

Further, the fees (excluding Building & Planning Fees, where a separate policy exists), rates or charges rebates are not granted in relation to the operation of premises licensed to sell liquor and/or used for gaming activities.

SAFETY

Operational Grants \$1,000 maximum

Event Sponsorship \$500 maximum

Fees, Rates & Charges Rebates

100% of normal fee (excluding Building & Planning Fees, where a separate policy exists), rates or charges, provided they are not subject to any conditions of a registered lease agreement.

Further, the fees (excluding Building & Planning Fees, where a separate policy exists), rates or charges rebates are not granted in relation to the operation of premises licensed to sell liquor and/or used for gaming activities.

SPORT & RECREATION

Operational Grants \$1,000 maximum

Event Sponsorship \$200 maximum

Fees, Rates & Charges Rebates

50% of normal fee (excluding Building & Planning Fees, where a separate policy exists), rates or charges, provided they are not subject to any conditions of a registered lease agreement.

Further, the fees (excluding Building & Planning Fees, where a separate policy exists), rates or charges rebates are not granted in relation to the operation of premises licensed to sell liquor and/or used for gaming activities.

**REGIONAL PROMOTION / ECONOMIC DEVELOPMENT
(Excluding Gympie Cooloola Tourism)**

Operational Grants \$7,500 maximum

Event Sponsorship \$5,000 maximum

Fees, Rates & Charges Rebates

100% of normal fee (excluding Building & Planning Fees, where a separate policy exists), rates or charges provided they are not subject to any conditions of a registered lease agreement.

Further, the fees (excluding Building & Planning Fees, where a separate policy exists), rates or charges rebates are not granted in relation to the operation of premises licensed to sell liquor and/or used for gaming activities.

WELFARE

Operational Grants \$1,000 maximum

Event Sponsorship \$500 maximum

Fees, Rates & Charges Rebates

100% of normal fee (excluding Building & Planning Fees, where a separate policy exists), rates or charges provided they are not subject to any conditions of a registered lease agreement.

Further, the fees (excluding Building & Planning Fees, where a separate policy exists), rates or charges rebates are not granted in relation to the operation of premises licensed to sell liquor and/or used for gaming activities.

SUMMARY OF LIMIT OF SUPPORT

	Operational Grants	Event Sponsorship	Rebates Max. of normal fee
Culture	\$1,000	\$500	50%
Education	\$500	\$200	50%
Public Facilities	\$10,000	\$200	100%
Safety	\$1,000	\$500	100%
Sport & Recreation	\$1,000	\$200	50%
Regional Promotion	\$7,500	\$5,000	100%
Welfare	\$1,000	\$500	100%



Corporate Governance and Finance Committee Meeting Agenda

25 January 2012

ATTACHMENT 7

Refer Item 9/2

2012/2013 COMMUNITY GRANTS**APPLICATION FORM COMPLETED & RETURNED ON OR BEFORE 19 MARCH 2012**

Ref FS-1-270

Applicants should read the **Community Grants Guidelines** carefully before completing this application form. Please answer each question fully and submit copies of requested documents with the application form.

Faxed copies of completed forms will not be accepted. Incomplete application forms will not be considered for funding.

Enquiries about the Grant or the completion of this application form can be directed to Barbara Fevre by telephoning (07) 5481 0748.

When completed, please forward the application form and attachments to:

Chief Executive Officer
Gympie Regional Council
PO Box 155
GYMPIE QLD 4570

1. Organisation Details

The "organisation" is the body applying for the grant and undertaking the proposed project or activity.

Name or Organisation**Postal Address**

Postcode

Street Address *(Do not enter if organisation is a welfare haven)*

Postcode

Contact Person *(For enquiries regarding application)*

Mr ☐ Mrs ☐ Miss ☐ Other *(please specify)*

Full Name**Telephone** *(Business Hours)***Position in Organisation****2. Accountable Officer**

The Accountable Officer should be the President or another office bearer of the incorporated body.

Mr ☐ Mrs ☐ Miss ☐ Other *(please specify)*

Full Name**Telephone** *(Business Hours)***Position in Organisation****3. Supporting Documents**

*A copy of the following documents **must be attached** to the application form. Please tick relevant box to indicate documents attached.*

Certificate of incorporation; **and** YES ☐ NO ☐

Certificate of public liability insurance; **and** YES ☐ NO ☐

Current audited financial statement of applicant organisation YES ☐ NO ☐

4. Primary Purpose of Grant

Please indicate the primary purpose of the grant by ticking the **relevant box** below. (Please tick one box only)

- | | |
|---|--------------------------|
| Culture | <input type="checkbox"/> |
| Education | <input type="checkbox"/> |
| Public Facilities (Halls, Swimming Pools) | <input type="checkbox"/> |
| Safety | <input type="checkbox"/> |
| Sport & Recreation | <input type="checkbox"/> |
| Regional Promotion/Economic Development | <input type="checkbox"/> |
| Welfare | <input type="checkbox"/> |

5. Rate & Charges Rebates

- | | |
|---------------|--------------------------|
| General Rates | <input type="checkbox"/> |
| Water | <input type="checkbox"/> |
| Sewerage | <input type="checkbox"/> |
| Cleansing | <input type="checkbox"/> |

6. Project Description and Community Support

Please **attach** a benefit statement which describes the proposed purpose of grant.

Tick box to indicate statement attached ☐

This statement should provide:

- A full description of the project;
- An assessment of need for the project, including any relevant research, or other information to support the application
- Details of the benefit the proposed target group will derive from the project including an estimate of the number of people who will benefit; and
- Evidence that the local community supports your project. Letters of support for the project from other local services (eg. clubs, community organisations) and community leaders will strengthen your application.

If you are a branch of a statewide or national organisation, a letter of endorsement from your state or national office should be attached to the application.

7. Primary Target Group for Project

For statistical purposes, please indicate the primary target group for project by ticking the **relevant box** below. (Please tick one box only.)

- | | |
|---|--------------------------|
| Aboriginal and/or Torres Strait Islanders | <input type="checkbox"/> |
| Australian South Sea Islanders | <input type="checkbox"/> |
| Carers | <input type="checkbox"/> |
| Children | <input type="checkbox"/> |
| Community – general | <input type="checkbox"/> |
| Families | <input type="checkbox"/> |
| Isolated people | <input type="checkbox"/> |
| Men | <input type="checkbox"/> |
| Older people | <input type="checkbox"/> |
| Members of ethnic communities | <input type="checkbox"/> |
| People with disabilities | <input type="checkbox"/> |
| Sole parents | <input type="checkbox"/> |
| Unemployed | <input type="checkbox"/> |
| Women | <input type="checkbox"/> |
| Women and children in crisis situations | <input type="checkbox"/> |
| Young people | <input type="checkbox"/> |

8. GST

Does your Group-Organisation have an ABN (Australian Business Number)?

PLEASE TICK YES ☐ NO ☐

If Yes, what is your ABN

If No, does your Group/Organisation intend to register for an ABN?

PLEASE TICK YES ☐ NO ☐

Is your Group/Organisation registered for GST?

PLEASE TICK YES ☐ NO ☐

If No, does your Group intend to register for GST?

PLEASE TICK YES ☐ NO ☐

Is your Group/Organisation prepared to issue Council with a "Tax Invoice" if Council approves the Grant?

PLEASE TICK

YES ☐

NO ☐

9. Budget Items

For applications less than \$1,000 please complete budget details here.

For applications equal to or more than \$1,000 please complete the Budget sheet on Page 5 of this form and transfer totals as indicated to the corresponding letters below.

Total Project Cost

A

Less: Funds in hand/to be raised
(Where Applicable)

B

TOTAL GRANT

C

10. Recurrent Implications of Project

Will the project require funds in subsequent years (eg to replace depreciating equipment)?

NO ☐

YES ☐ → Please indicate how the organisation will meet resulting recurrent commitments, without reliance on further grants from this fund.

11. Other Funding

Does your organisation currently receive funding from Commonwealth, State or Local Government?

NO ☐

YES ☐ → Please specify the program name, source, and level of funding provided..

Have you made, or do you intend to make, an application for a grant from any other sources (government or non-government) for this project or activity?

NO ☐

YES ☐ → Please specify the program name, source, and level of funding sought. Also the date by which the outcome will be known.

12. Certification

*This application should be signed by the **Accountable Officer** as nominated in Section 2, and by another **office bearer** in the organisation (eg – Secretary or Treasurer).*

We certify that:

- The information given in this application is true and correct and that all conditions of the grant will be complied with should the grant be approved;
- This application is consistent with the aims of objectives of the incorporated body as set out in its Constitution: and

We understand that where financial assistance is provided, it is to be used specifically and solely for the purpose applied for in this application, and not for any other purpose. Should the project not go ahead, or should there be any funds remaining after the objectives have been met, such funds must be returned to Council.

We understand that a Community Grant of greater than \$5,000 cash will be subject to an acquittal process. Acquittal is to be completed within 6 weeks of the event date or completion date of project. Financial Assistance of \$5,000 or less in cash may be selected for scrutiny and/or acquittal at Council's discretion.

We authorise the Gympie Regional Council to confirm details of information provided in Section 10 of this application form with relevant government department and/or non-government sources.

We understand these enquiries would be for the sole purpose of assessing the eligibility of a grant from Gympie Regional Council.

Full Name of Accountable Officer

Full Name of other Officer Bearer

Position in Organisation

Position in Organisation

Signature

Signature

Date

Date

EXPENDITURE (*what it costs*)

INCOME: (how you will pay for the project)

**TOTAL PROJECT
EXPENDITURE ITEMS**

Total
Project
Cost

Indicate
Council
Contribution

ITEM

\$

§

TOTAL PROJECT INCOME ITEMS

Amount

Applicants contribution

9

Sponsorship - Cash (not other grant money)

Sponsorship - in kind support

Other Government Grant/s (name of department & program)

Sub-Total (B)

Amount requested from Council

TOTAL EXPENDITURE (A)

**IF YOUR ORGANISATION
IS REGISTERED FOR GST
PLEASE EXCLUDE
GST FROM THESE
BUDGET AMOUNTS**

NOTE: The EXPENDITURE and INCOME totals should be the same (i.e. what the project costs – how you will pay for it).

PRIVACY STATEMENT: Gympie Regional Council collects personal information where it is directly related to a function or activity of Council and where the collection of such information may be reasonably considered as necessary for that purpose. It will only use personal information for that purpose, and will not disclose it, except as permitted under the Information Privacy Act 2009



Corporate Governance and Finance Committee Meeting Agenda

25 January 2012

ATTACHMENT 8

Refer Item 9/2

GYMPIE REGIONAL COUNCIL	
REGISTER OF RECURRENT COMMUNITY ORGANISATIONS SUPPORT	
Organisation	Category
Anzac Day Functions	Civic Ceremonies
Goomeri Pumpkin Festival Inc	Regional Promotion
GRC School Speech Night Bursaries	Education
Gympie & District Eisteddfod Association	Culture
Gympie & District Historical Society Inc	Regional Promotion
Gympie & District Hockey Assn Inc	Sport & Rec
Gympie Aussie Rules	Sport & Rec
Gympie Cooloola Veterans Tennis Association Inc	Sport & Rec
Gympie District Gold Rush Festival Inc	Regional Promotion
Gympie Regional Council - RADF	Culture
Gympie Regional Council Halls	Public Facilities
Gympie Senior Citizens Centre Inc	Public Facilities
Kandanga Cemetery Association Inc	Public Facilities
Kilkivan Great Horse Ride Association Inc	Regional Promotion
Lake Borumba Fishing Club	Miscellaneous
Mary Valley Heritage Railway Museum Assn Inc	Regional Promotion
Rainbow Beach Sports Rec & Memorial Club Inc	Regional Promotion
Rainbow Beach Surf Life Saving Club Inc	Sport & Rec
Rates Rebates	All Categories
Tin Can Bay Chamber of Commerce & Tourism	Regional Promotion