



COOLOOLA SHIRE COUNCIL

AGENDA

of the

**ADMINISTRATION AND FINANCE
COMMITTEE MEETING**

CHAIRMAN: Cr. Ian T. Petersen

**Held in the Boardroom
Old Bank Building
Cnr Channon & Nash Streets, Gympie Qld 4570**

**On Tuesday 22 January 2008
to commence at the conclusion of the preceding
General Meeting**



Cooloola Shire Council

ADMINISTRATION AND FINANCE COMMITTEE MEETING AGENDA

*Councillor I.T. Petersen. (Chairman),
Mayor M.J. Venardos OAM, N.R. Ellis, S. S. Jocumsen,
F.G. Nissen AM, R. Owen, M. Prior, W.W. Sachs*

APPOINTMENTS etc.

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

Recommendation: (Finance Manager – Mrs Y.J. Oliver)

That the Minutes of the Administration and Finance Committee Meeting held on 20 November 2007 be taken as read and confirmed.

**SECTION 2: VOUCHERS FOR PAYMENT AND
CONFIRMATION AND STAFF ACTION
ENDORSED AS AT 30 NOVEMBER 2007 AND
31 DECEMBER 2007**

2/1a Vouchers for Payment and Confirmation and Staff Action endorsed as at
30 November 2007

Re: Vouchers for Payment and Confirmation and Staff Action
endorsed as at 30 November 2007
From: Creditors Systems Officer – Kerri Sutton
File: FG94/00042
Date: 3 December 2007

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

VOUCHERS TO BE CONFIRMED FOR PAYMENT

Operating Fund:- Vrs 87640 - 87647 \$12,811.82

VOUCHERS TO BE CONFIRMED

Operating Fund:- Vrs 87513 - 87639 \$151,619.20

EFT:- Batch 1111 - 1131 \$2,510,640.44
(NO BATCH 1110-SYSTEM ERROR)

EFT Total Salaries and Wages: \$898,606.14

See list of vouchers “Attachment 1a Nov & 1b Nov.”

Recommendation: (Finance Manager – Mrs Y.J. Oliver)

That the above list of vouchers be confirmed and staff action endorsed.

2/1b	Vouchers for Payment and Confirmation and Staff Action endorsed as at 31 December 2007
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Re: Vouchers for Payment and Confirmation and Staff Action endorsed as at 31 December 2007
 From: Creditors Systems Officer – Kerri Sutton
 File: FG94/00042
 Date: 15 January 2008

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

VOUCHERS TO BE CONFIRMED FOR PAYMENT

Operating Fund:- Vrs 87794 - 87796 \$15,553.90

VOUCHERS TO BE CONFIRMED

Operating Fund:-	Vrs 87652 - 87793	\$322,278.25
	(No 87648-51)	
EFT:-	Batch 1132 - 1149	\$4,454,312.25
	(No 1148)	
EFT Total Salaries and Wages:		\$925,285.90

See list of vouchers “Attachment 1a Dec & 1b Dec.”

Recommendation: (Finance Manager – Mrs Y.J. Oliver)

That the above list of vouchers be confirmed and staff action endorsed.

SECTION 3: SUNDRY DEBTORS MATTERS
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3/1	Parking Infringement - 24105
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Re: Parking Infringement - 24105
 From: Graeme Bradley, 2 Mildura Venue, SANDRINGHAM VIC 3191
 File: WR97/00168
 Date: 3 December 2007

“I, Graeme Bradley of 2 Mildura Avenue, Sandringham, Vic do solemnly and sincerely declare that I drove my hire car from Brisbane to Mary St not knowing the time hours for parking as I am from Melbourne here to see my brother in hospital in Gympie dying of cancer as I was buying a few goodies for my brothers needs.”

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

Mr Bradley's vehicle was noted at 9.58am and booked at 10.49 in a half hour parking bay on 3 December 2007.

Upon receipt of the infringement notice Mr Bradley came to the Council office and completed the above statutory declaration. Mr Bradley was advised that Council was unable to waive the infringement notice and he has now requested reconsideration of this decision.

Recommendation: (Finance Manager – Mrs Y.J. Oliver)

For the Committee's consideration.

SECTION 4: INSURANCE AND LEGAL MATTERS

4/1 Reports on Theft/Suspected Theft or Damaged Items
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Re: Reports on Theft/Suspected Theft or Damaged Items
 From: Finance Manager – Yvonne Oliver
 File: FI94/00037
 Date: 16 January 2008

Report: (Finance Manager - Mrs Y.J. Oliver)

Stolen/ Suspected theft of	Damaged/ Missing Items	Brief Outline Circumstances	<u>Approx Value</u>	Date Police Notified
	240 Volt System includes electrical components, light & electrical box	Vandalism at 5 Ways Roundabout reported by public 4.30am 17/2/07	\$600.00	01/03/07
	Husqvarna Chainsaw 340 Plant No 550	Item placed on pallet with other articles at John St workshop. Could not be located when item was required later.	\$450.00	23/10/07
	Nokia 6233 Mobile Phone	Phone misplaced between Gympie and Brisbane.	\$405.00	N/A

Recommendation: (Finance Manager – Mrs Y.J. Oliver)

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

SECTION 5: COUNCIL PROPERTY

5/1	Gympie and District Historical Society Inc. – Request for Long Term Lease and Development of former Scottish Mine Site
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Re: Gympie and District Historical Society Inc. – Request for Long Term Lease and Development of former Scottish Mine Site
 From: The Gympie & District Historical Society
 File: PG01/00286
 Date: 30th September 2007 and 3rd November 2007

1. *“..You will be aware that the Society is keen to develop the former Scottish Mine Site on Brisbane Road as a long term, flood free historic precinct. As an initial step in this process, since we have recently provided comprehensive documentation relating to the operation of the Society, application is made for a long term lease of the site.*

The immediate plan is to erect the old Gympie Hospital Boiler House, which the Society has had custody of for some years as an initial heritage building, to serve as a restoration workshop, store and base for the ultimate conditions of the Old Gympie Town project in accordance with the scaled diorama prepared as a part of our project planning. The diorama may be viewed if required.

Your early favourable consideration is requested please..’

2. *‘..I refer to your letter of 30th October 2007.*

Before modifying our Policy, would you please clarify the matter of ownership of the property in question. We understand that the property is owned by the Department of Natural Resources and the Cooloola Shire Council is trustee. This would need to be correctly covered in the policy if modified. Perhaps you could advise the wording applicable to all the other organisations using such property and confirm that all other organisations using such property and confirm that all such policies are compliant. We have no objections in complying with this request but need to feel that there is no loss of equity and the Society is not being just singled out for special treatment in this case.

The Gympie City Council passed a resolution to set aside the Scottish mine site for an old Gympie Town, (Sovereign Hill system open Museum). Could you please supply details of when this motion was rescinded or altered as the Society has spent considerable time, effort and resources, researching, planning and designing a project for this site and have recently completed a scale Diorama and developed information for the Business plan.

We wish to progress this project further and need to establish some tenure arrangements from Council.'

Report: (Administration Manager – Simon Graham)

1. Council will note that the matter of the proposed Scottish Mine Site redevelopment came before it on Tuesday, 20th November 2007 wherein more information was requested on the site of the Scottish Mine Site which we were informed fell over Lot 356 on Crown Plan No. 910156.

This property is Trust Land where Council hold a Deed of Grant in Trust for the nominated purpose of use as Local Government (Tourist and Recreation) use only.

It would appear that the proposed development of an 'Old Gympie Town' project is within the required use of the Trust Land.

The Retort House is listed with -

- Queensland Heritage Register.
- National Trust of Queensland.
- Register of the National Estate.

It should be noted that Lot 356 on CP 910156 is listed with the Environmental Protection Agency as a contaminated site.

Upon inspection of the site, it is apparent that there are a number of buildings close to the Retort House which appear to have been constructed for Eldorado. The area in which these buildings are situated is fenced (compound) and does not appear to have been used in recent times. There is no formal agreement to cover these buildings. This issue needs to be resolved prior to any lease being offered to the Historical Society.

Further, it should be noted that there is a large lagoon situated in close vicinity to the Retort House.

Council may wish to consider requesting further information from the Historical Society, such as development / building plans rather than viewing the diorama as suggested in their letter.

2. Council will note that during recent negotiations with respect to a proposed lease being offered, Council requested that the Historical Society have noted on their insurance policy that Council is an 'interested party'.

Council's Finance Department will attend to the inquiry with respect to wording of other insurance policies, direct with the Historical Society.

Council's Corporate Services will attend to the inquiry regarding the Gympie City Council minute for the matter of the proposed historical village.

3. Council may also wish to determine whether it intends to offer a Lease to the Historical Society over the various parcels of land described below.

Council is aware that negotiations for leases over Reserve and Council owned land have been ongoing over a number of years. The Society has had issues with the terms and conditions in Council's standard lease format.

The Trustee Lease being considered is over Lot 42 on SP 159642 which is a reserve for Mining purposes.

The Freehold Lease would be over the following Council owned lots:

- Lot 1 on MPH30572
- Lot 2 on MPH24041
- Lot 1 on MPH33223
- Lot 2 on MPH 6290

(SEE ATTACHED PLANS – Attachment 2)

The Trustee Lease requested is over Lot 356 on CP910156 which is held by Council as a Deed of Grant in Trust. The Retort House is situated on this parcel of land. Council currently leases part of this Lot to BHP Gold Mines Limited and Gympie Eldorado Gold Mines PTY. LTD. as the Scottish Gympie No. 3 Shaft is situated on the Demised Land. The lease states the purpose of use is for:-

- (i) emergency access to and from underground mining operations;
- (ii) drainage of water from the Scottish Gympie No. 3 shaft and from underground mining operations; and
- (iii) ventilation of underground mining operations.

The area of Lot 356 on CP910156 required by the Gympie & District Historical Society needs to be clarified.

The matters relating to the Office of Fair Trading are now finalised. The Working Group set up to consider the matter of leasing to the Gympie & District Historical Society Inc has, after lengthy deliberations suggested the matter be referred to Council for a decision.

There are 2 options available to Council:-

- (i) Offer Trustee or Freehold Leases over the respective lots in Council's standard lease format at nominal rental of \$100 p.a.. Should Council consider this option, it is suggested that the leases offered are not offered for a long term (eg. 9 years 11 months.); or
- (ii) That Council decide not to offer any leases at this stage. This option would allow Council to revisit the matter in the future should it so desire.

The feeling from the Working Group was to not offer leases at this stage. No doubt Councillors on the Working Group will offer comment at the Meeting.

Recommendation: (Acting Director of Corporate Services - Mr B. Hayes)

- 1. That Council advise Gympie & District Historical Society Inc that a lease over land described as Lot 356 on CP 910156 would not be granted at this stage until further investigations into current usage and infrastructure on the site is completed.**
- 2. That Council staff contact Eldorado Mines with a view to ascertaining ownership of the buildings on Lot 356 on CP 910156 and intended use of same.**
- 3. That Council consider whether to offer relevant standard Council leases over the respective parcels of land or decide not to offer leases at this stage and advise the Gympie and District Historical Society Inc accordingly.**

SECTION 6 RATES MATTERS

6/1 Various Water Consumption Accounts

Re: Various Water Consumption Accounts
From: Principal Finance Officer – Revenue – Russell Watson
File: FR95/00026
Date: 16 January 2008

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

Assess No	Owner	Property Address	Amount	Reason	Recommended Action
1439	MS Westbrook	59A Louisa St	1 st Tier – 147 2 nd Tier – ----	Undetected leak	Write off \$39.30
1597	JW & LM Greaney	34 Parsons Road	1 st Tier – 150 2 nd Tier – 212	Undetected leak	Write off \$177.20
1702	BE & MC Adams	20 Tucker St	1 st Tier – 85 2 nd Tier – 6761	Undetected leak	Write off \$4,403.70
1789	NA Ashford	30 Beresford Cr	1 st Tier – 214 2 nd Tier – 10 1 st Tier – 230 2 nd Tier – 619	Undetected leak Undetected leak	Write off \$59.10 Write off \$462.85
6499	RH & IL Eckersley	4 Rumbalara Ave	1 st Tier – 128 2 nd Tier – ----	Undetected leak	Write off \$25.35
7831	RK & PL Horne	61 Groundwater Rd	1 st Tier – 83 2 nd Tier – ----	Undetected leak	Write off \$22.30
18642	JJ Gorka	172 Queen Elizabeth Drv	1 st Tier – 290 2 nd Tier – 2190	Undetected leak	Write off \$1,486.40
19553	GJ & PL Andrews	2 Fishermans Hvn	1 st Tier – 212 2 nd Tier – 1420	Undetected leak	Write off \$921.50

Recommendation: (Finance Manager – Mrs Y.J. Oliver)

Recommend that Council endorse staff action.

6/2	Water Consumption Account – Barnes
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Re: Water Consumption Account – Barnes
 From: LG & L Barnes, 2 Hall Lane, GYMPIE QLD 4570
 File: FR95/00026
 Date: 18 November 2007

“Please find enclosed statement from plumber certifying that he has located and replaced leaking water pipe at our property as above.

We note that water consumption has increased from a \$16.83 charge in 1st half year 2006 to \$421.60 for the latest account. As we were absent for most of the past 6 months realised something was amiss.

On checking our previous accounts we note excess charges of \$290.97 and \$298.22 respectively.

In accordance with our discussion with one of your officers, we seek reimbursement of \$1,010.00 being the excess water charges paid due to the leaking pipe.”

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

Assess No	Owner	Property Address	Period	Amount	Reason	Recommended Action
2983	LG & L Barnes	2 Hall Lane	2005/06	1 st Tier – 257 2 nd Tier – 83	Undetected leak	Write off \$108.35
“	“	“	2006/07	1 st Tier – 202 2 nd Tier – 12	“	Write off \$302.15
“	“	“	2007/08	1 st Tier – 114 2 nd Tier -----	“	Write off \$30.30

The problem with Mr & Mrs Barnes water service appears to have started in early 2006 when their consumption went from 33kls to 380kls. It appears that Mr & Mrs Barnes ignored the problem until October 2007 when the service was repaired.

Section 2.6.2(g) of Council's Revenue Statement does not set a time limit on relief from payment of an increased water charge caused by an undetected leak, however, Council may feel that allowing relief back to 2005/06 is not acceptable.

Recommendation: (Finance Manager – Mrs Y.J. Oliver)

For the Committee's consideration.

6/3	Request for lost discount on Rates – Various
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Re: Request for lost discount on Rates – Various
 From: Principal Finance Officer – Revenue – Russell Watson
 File: FR95/00026
 Date: 16 January 2008

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

Assess No	Owner	Property Address	Amount	Reason	Recommended Action
6351	Hillcrest Investments	69 Cooloola Drive	\$291.56	Staff error	Allow Discount
2377	MS & S Byrne	70 Horseshoe Bend	\$84.98	Solicitor or DNR error	Disallow Discount
2468	MS & S Byrne	15 Lawrence St	\$83.33	Solicitor or DNR error	Disallow Discount
11443	MS & S Byrne	158 Rammutt Rd	\$65.57	Solicitor or DNR error	Disallow Discount
5517	AM & RE Burton	38 York Street	\$86.24	Late change of ownership	Disallow Discount
5974	JE & CA Brittain	22 Kurana Street	\$86.96	BPay error	Disallow Discount
12719	Foxplan P/L	1428 Tin Can Bay Road	\$67.30	Wrong address	Disallow Discount

Recommendation: (Finance Manager – Mrs Y.J. Oliver)**Recommend that Council endorse staff action.****6/4 Request for Reconsideration of Lost Discount**

Re: Request for Reconsideration of Lost Discount
 From: Kerry Lawson, 278 Elphinstone Street,
 NORTH ROCKHAMPTON QLD 4701
 File: FR94/00013
 Date: 30 November 2007

Re: MINUTE F10/11/07 Request for lost discount on
 Rates – Various
 From: Principal Finance Officer – Revenue – Russell
 Watson
 File: FR95/00026
 Date: 12 November 2007

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

Assess No	Owner	Property Address	Amount	Reason	Recommended Action
6757	KB & RJ Lawson	18 Leonard St	\$83.88	Absent from home	Disallow Discount

F10/11/07

Recommend that Council endorse staff action.

Carried

CURRENT CORRESPONDENCE

“We have received a response from Cooloola Shire Council by letter dated 27 November 2007 advising that Council has made a decision to refuse our genuine and not unreasonable request regarding discount to rates.

It is noted that the request has been denied because Council is unable to offer the discount under Section 1021 of the Local Government Act 1993. I have pasted the Act as printed 2007. It states the Council can reimburse discount if it so chooses due to mitigating circumstances etc.

1. *I do not agree that Council is unable to, I believe Council greed and mean spiritedness is the reason here.*
2. *I also believe, because our address is noted in Rockhampton, Council has the mindset that this is just a rental.*

3. *I point out here that work situation forced a move from this residence that was our family home for 18 years and was never in arrears with rates.*

I duly request reconsideration and fairness.

The rates were remitted as I recall one (1) day late.”

Recommendation: (Finance Manager – Mrs Y.J. Oliver)

For the Committee’s consideration.

6/5a Objection to General Rate – Cooloola Coast Fisherman’s Association
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Re: Objection to General Rate – Cooloola Coast Fisherman’s Association
From: Robert Rogers, Cooloola Coast Fisherman’s Assoc P/L, c/-
 6 Sailfish Street, TIN CAN BAY QLD 4580
File: FR94/00016
Date Received: 8 November 2007

“New Rates have been charged to us asking for an extra large increase and back rates. We object to this. We believe our leased area which has not been rated in the past should still be classified as non rateable because the current lease we have with Qld Transport is a seabed lease with a 50m² area for car parking added to this lease, we pay extra to QT for this (seabed lease + car park lease as well as a rental fee per berth). All the onshore area leased to us goes underwater during spring tide events and well under water in floods. Other than a small area which was reclaimed and the car park area all the other area is less than 2 meters wide with most being under 1 meter wide (running along back of rock wall).

While the area is a “shared area” with the general public we pay the costs associated with the upkeep and maintenance of it. We are non profit, the costs are shared with and paid by our members. There has been no prior notice or consultation with us. As we already pay one set of fees (to QT) we feel a second charge is unfair (double dipping). We are happy to continue to pay the Council fees (rates) charged to us in the past. We would like the rates notice amended and the Department of Natural Resources advised that this area is non rateable.

We appreciate your help and that of other members of Council. Thank you.”

6/5b	Objection to General Rate – Tin Can Bay Fishing Association
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Re: Objection to General Rate – Tin Can Bay Fishing Association
From: Alan Clark, Butler McDermott Lawyers, P O Box 117,
NAMBOUR QLD 4560
File: FR94/00016
Date: 13 November 2007

“We act on behalf of Tin Can Bay Fishing Association who instruct us that they wish to object in the strongest possible terms to your Supplementary Rate Notice dated 26 October 2007. We bring the following matters to your attention:-

- (1) As you are aware this is the first time you have chosen to issue general rates to our client. Our client has always accepted and paid rates you have issued for services. This is not in dispute;*
- (2) For reasons beyond our client’s understanding, you have unilaterally issued rate notices back to 30 June 2005 without consultation with our client and without providing any explanation as to why you have chosen this arbitrary date to seek to obtain general rates from our client;*
- (3) Our client is a not for profit organisation and simply provides facilities to enable the fishing fleet of Tin Can Bay to properly, efficiently and safely operate;*
- (4) This is an integral part of the business community of Tin Can Bay and through the operation of its business, attracts substantial tourism to Tin Can Bay for the benefit of the whole community;*
- (5) Our client pays all costs of management and upkeep of the facilities;*
- (6) Our client leases the land from the Queensland Government, it not being freehold land. The majority of the land is below the high water mark and that area which is above the high water mark is reclaimed land that has been filled;*
- (7) As the land is state leasehold land, our client has to pay rental to the State Government every year and as such, should not be required to pay the Shire Council general rates in addition other than those for provision of services which our client has always accepted and paid in the past.*

Accordingly, we ask that you withdraw the Rate Notice and issue a fresh Rate Notice without the inclusion of any general rate and which covers the services provided solely. Please give the matter your urgent attention. We await your positive response and thank you in anticipation.”

6/5c	Objection to General Rate – Tin Can Bay Yacht Club Inc
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Re: Objection to General Rate – Tin Can Bay Yacht Club Inc
From: Jon Jones, Tin Can Bay Yacht Club Inc, P O Box 170,
TIN CAN BAY QLD 4580
File: FR94/00016
Date: 31 October 2007

“With reference to Lot 98 CP842445.

We have just received your notice of Supplementary Levies for the period 30/06/2005 to 31/12/2007, requesting payment of an additional \$3,482.63, being for Valuation General Rate for this period. Receipt of this notice has come as a shock, as it appears to have increased our annual rates by approximately 45%. We did not receive any prior notification or explanation from either DNR, QT or CSC that supplementary levies would be charged or why.

It has been noted that you have referred to the Club’s location on previous rate notices as at Lot 111/MCH5138, an area that is marked on our plans as the water area of the snapper Creek Boat Harbour adjoining the western side of Norman Point. On Monday 29/10/2007, a conversation with one of your staff (Miranda) indicated that the change from Lot 111/MCH5138 to Lot 98/CP842445 was recently done by the Department of Natural Resources. However, we have documented evidence that the site has been Lot 98/CP842445 since the lease was first taken over the demised land in May/June 1987.

We lease (rent as tenants) the property from Queensland Transport and pay an annual rent fee. Our lease is a concessional lease – ie, not commercial – and therefore are restrictions as to what we can do business wise on the property whilst leasing. As tenants, we cannot benefit from the sale of the demised land, so it doesn’t matter to us if it is worth \$2 or \$2,000,000. On previous rates notices, while we have not paid a General Rate, we have paid for utilities used and levies and have done so since the commencement of the lease. Was this failure to bill us for General Rate an oversight on your part? And if so, are there further notices to come associated with the ratings periods prior to 30/06/2005? If the error in not charging us General Rate for the period is yours, we feel you should take responsibility for the error.

Who instigated the current valuation? What was the valuation prior to 30/06/2005? Why the sudden need to double the expense to a small community-based organisation? Your staff could only indicate that the current valuation is now the commercial value of the property if it was sold on the open market for commercial purposes. The Department of Natural Resources indicated that QT provided little information about leaseholds on Norman Point and that Council required the rateable value. Surely Queensland Transport, as the owner of the property (landlord) is responsible for Council fees based on commercial valuations.

Or are QT pushing to get the commercial value recognised before any future developments take place in that area, thereby maximising their stake hold? It should be noted that TCBYC has provided and continues to maintain at its expense all infrastructure currently on the leasehold, as per the conditions of the lease.

The Tin Can Bay Yacht Club is a non-profit sporting club, operating under the rules of the Associations Incorporation Act 1981. The club is run by volunteers and its primary objectives are to provide a venue for organised club and inter-club sailing events, such as the starting venue for the Bay to Bay annual trailer sailor classic, training young people to enjoy the pleasure of safe boating in the TCB area through involvement with the TCB P10 School, Gympie High School special needs children and our own Club Junior sail training scheme that instils good sportsmanship, self confidence and team building.

We have members travelling from Gympie, Tarragindi, Kandanga, Bli Bli, Doonan, Glenwood, Glastonbury, Mountain Creek, Maryborough, Tewantin, Pomona, Kingaroy, Noosa, Poona, Rainbow Beach and Tin Can Bay/Cooloola Cove to take part in club events, thereby fulfilling a community need for such a venue to the general community of the Cooloola region.

All these events and programs are run by volunteers who give up their own time, and often at their own expense, to ensure the Club keeps ahead of its expenses. Many sailing clubs – in fact clubs in general who operate under the same regulatory constraints as we do (ie, non-profit, associated incorporations) are experiencing downturns in levels of membership and therefore income, making it harder to meet expenses.

As we are here to provide a service to the community (ie, provision of an organised body under which to organise, promote and conduct sailing and boating activities), we would therefore be seeking consideration of a revision/reduction/removal of these Supplementary levies.

A quick and satisfactory resolution in this matter would be appreciated.”

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

Valuations were issued on properties leased by the above associations by the Department of Natural Resources and Water backdated to 30 June 2005 and rate notices were issued accordingly. The Associations now wish Council to consider making the properties non rateable so that no general rate would apply.

Under Section 957 1(f) of the LGA Council may exempt land used for religious, charitable, educational or public purposes.

All three associations claim to be non profit community organisations. The general rates levied are as follows:

Group	Valuation Issued	General Rate
Cooloola Coast Fisherman's Assoc	\$265,000	\$3,452.63
Tin Can Bay Fisherman's Assoc	\$690,000	\$8,989.84
Tin Can Bay Yacht Club	\$265,000	\$3,452.63

Recommendation: (Finance Manager – Mrs Y.J. Oliver)

For the Committee's consideration.

SECTION 7: FINANCIAL REPORTING

7/1	Financial Summary Report – Fund Balance and Investment Report as at 31 December 2007 and Rate Collection as at 31 December 2007
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Re: Financial Summary Report – Fund Balance and Investment Report as at 31 December 2007 and Rate Collection as at 31 December 2007

From: Management Accountant, Cindy Savage & Principal Finance Officer, Russell Watson

File: FG94/00043

Date: 7 January 2008

Report: (Management Accountant – Miss C Savage)

FUND BALANCE

as at 31 December 2007

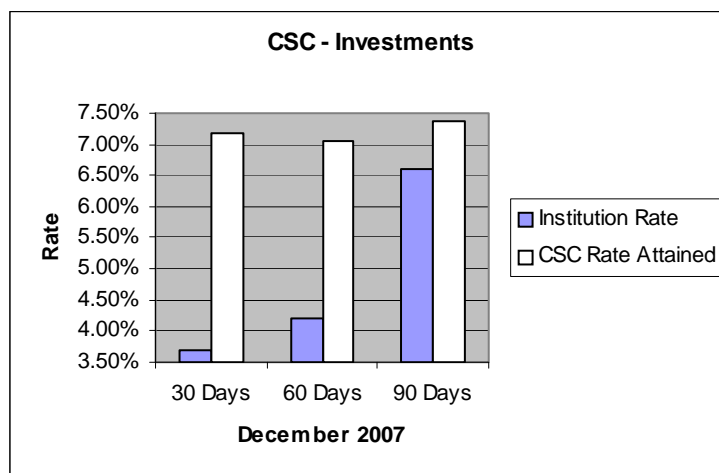
Operating Fund	+ \$1,839,173.71
Trust Fund	- \$1,194,118.40

INVESTMENT REPORT

as at 31 December 2007

	Invested Balance	YTD Interest Yield	Budget Est.	% of Budget Est.
Consolidated Operating Fund	\$55,401,290.48	\$1,844,138.00	\$1,894,000	97.4%
Trust Fund	\$1,161,634.00	N/A		

Indicative Interest Rate 7.20%



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

RATE COLLECTION

Arrears 1 July 2007	\$1,582,771.85
Levy Raised 2007/2008 Financial Year	\$17,196,013.67
Interest Raised	\$71,989.84
Receipts	\$15,632,466.19
Discount Applied	\$1,398,455.37
Pensioner Rebate (Government)	\$321,553.51
Pensioner Rebate (Council)	\$124,596.88
Balance Outstanding	\$1,373,703.41
Credit Balance	\$371,238.41
Balance Outstanding 31 December 2007	\$1,744,941.82
Balance Outstanding 31 December 2006	\$1,875,557.32

Recommendation: (Finance Manager – Mrs Y.J. Oliver)

Recommend that the report be received.

7/2 Six Monthly Budget Review as at 31 December 2007

Re: Six Monthly Budget Review as at 31 December 2007
 From: Finance Manager, Yvonne Oliver
 File: FG94/00043
 Date: 17 January 2008

Report: (Finance Manager – Mrs Y.J. Oliver)

Refer to “Attachment 3” for the Six Monthly Budget Review.

Recommendation: (Finance Manager – Mrs Y.J. Oliver)

That the report be received and budget allocations adopted.

SECTION 8: FINANCIAL ASSISTANCE REQUESTS

8/1 Individual Sportsperson Donations as at 16 January 2008

Re: Individual Sportsperson Donations as at 16 January 2008
 From: Finance Manager – Yvonne Oliver
 File: FC00/00073
 Date: 16 January 2008

Report: (Finance Manager – Mrs Y.J. Oliver)

Organisation/Person	Level of Support & Event	Representative	Action
Jones Hill State School	Futsal Australasian Champion of Champions Gold Coast, Oct 07	9 Students to share \$800	Representing Qld - \$800
Jamie Paulsen	CPISRA World Championships – CP Football, Brazil, Nov 07	Jamie Paulsen	Representing Aust - \$300
Gympie State High School	Australian Schools Futsal Championships, Melbourne, 1-5 Oct 07	18 students	Futsal allocation fully expended – no sponsorship
Nathan Green	School Sport Australia Primary Track and Field Exchange, Tasmania, Nov/Dec 07	Daniel Green	Representing Qld - \$100
Wayne & Janelle Westlake	School Sport Australia Primary Track and Field Exchange, Tasmania, Nov/Dec 07	Brendan Westlake	Representing Qld - \$100
Paul & Julie Wade	School Sport Australia Primary Track and Field Exchange, Tasmania, Nov/Dec 07	Kloe Wade	Representing Qld - \$100

Organisation/Person	Level of Support & Event	Representative	Action
Les & Marion Kahler	All Schools Athletics Championships Sydney, Dec 07	Ryan Kahler	Representing Qld - \$100
Ashley Farrugia	China Futsal Tour, Beijing & Chengdu, April 08	Ashley Farrugia	Tour only, no sponsorship
Ashlee Beutel	China Futsal Tour, Beijing & Chengdu, April 08	Ashlee Beutel	Tour only, no sponsorship
Jackie Curran	All Schools Athletics Championships Sydney, Dec 07	Jack Curran	Received \$100 in Aug 07, no sponsorship
Special Olympics Qld	2008 Junior National Games, Canberra, April 08	9 Students	\$800 (includes 5 athletes to share \$400 – remainder of athletics allocation)
Neil Jones	Australian Schools Futsal Championships, Melbourne, 1-5 Oct 07	Lochlan Jones	Futsal allocation fully expended – no sponsorship
Mitch Cummings	Vikings Futsal Tour of Brazil, May 2008	Mitch Cummings	Tour only, no sponsorship

Recommendation: (Finance Manager – Mrs Y.J. Oliver)

That Council endorse staff action.

8/2	Various Groups Thanking Council
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Re: Various Groups Thanking Council
 From: Finance Manager – Yvonne Oliver
 File: FC00/00073
 Date: 14 January 2008

Report: (Finance Manager – Mrs YJ Oliver)

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

Organisation/Group/Individual	Event/Purpose	Amount	Date of Event
Tin Can Bay Country Club Ladies Bowls Club	Annual Two Day Bowls Carnival	\$200.00	5-6 May 2008

Recommendation: (Finance Manager – Mrs Y.J. Oliver)

That the information be received.

8/3	Celebrating with Mary – A Community River Festival
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Re: Celebrating with Mary – A Community River Festival
From: Joolie Gibbs, Cooloola Community Arts Council Inc, P O Box
342, GYMPIE QLD 4570
File: FC00/00073
Date: 5 November 2007

“The Cooloola Community Arts Council is undertaking the lead organisational role for the ‘Celebrating with Mary – a Community River Festival’ for Sunday 2 March 2008. The festival will be held at the touch-footi fields near Albert Park, being the closest and most convenient to the Mary River we could find. It is hoped in future years the festival will travel around different parts of the Mary River, but the inaugural one will be here in Gympie.

It is planned to be a day of stalls, workshops, river walks, entertainment, demonstrations, speakers tents and environmental displays.

As this is a community festival, the budget is pretty tight and we are looking for assistance from different groups for certain parts of the festival. Council could help out with certain in-kind assistance for example generators for the bands (due to the location), providing the rubbish bins and collection before and after the event, and ensuring the grounds around the river bank and along the paths are safe and tidy for the public to use. Bodies for the collection and return of marquees and other heavy items would also be appreciated.

There may be other requests still to be sorted out, but some assurance of these items would be helpful. If there was any hope of receiving financial assistance for the festival that would also be welcome.

Look forward to your reply, and if you need any more information, please contact me at the Gallery on 5481-0732.”

Report: (Parks & Gardens Superintendent – E. French)

Permission to hold any functions on the Albert Park grounds requires permission from the Gympie Recreation Association. Council controls the use within the riverbank areas.

Council staff or contractors will endeavour to ensure that the riverbank and Albert Park will present suitably, weather permitting. The safety of public utilising the riverbank area may be compromised in areas if over crowded or additional measures are not undertaken. Organisers of the event will need to liaise and plan with Council staff to ensure that any anticipated problems may be addressed adequately.

Parks and Gardens does not have the resources to undertake works other than those involved within the normal maintenance of the riverbank and Albert Park.

Report: (Health and Community Services Manager - Mr M Grant)

Arrangements are able to be made directly with the Cooloola Community Arts Council regarding supply and removal of refuse bins.

Recommendation: (Works Department Manager, Greg Ingham)

That the Cooloola Community Arts Festival be advised that permission from the Gympie Recreation Association is required to utilise the Albert Park Sports grounds for organised or public events.

Further, that Council approve the use of the riverbank adjacent to and either side of the Albert Park Sports grounds for the location of the Community River Festival, with the provision that the organisers must liaise with the Parks & Gardens Superintendent a minimum of one month prior to the event.

Further, that Council allocates sufficient resources to cover any works beyond ordinary maintenance requirements.

8/4	Circus Quirkus
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Re: Circus Quirkus
From: Paul Stewart, Rotary Club of Noosa Inc, P O Box 130,
TEWANTIN QLD 4565
File: FC00/00073
Date Received: 28 November 2007

“Thank you for your interest in the Circus Quirkus being hosted by the Rotary Club of Noosa for the enjoyment of local special needs and underprivileged children.

The Circus Quirkus is a truly unique non-animal circus employing some of the most skilled local and international performers, steeped in traditional circus disciplines such as clowning, juggling, balancing, contorting and acrobatics; along with large doses of that special ingredient, laughter.

The Circus Quirkus will be held at the Nambour Civic Centre on Tuesday March 11 2008. In addition to giving local special needs and underprivileged children the opportunity for a wonderful outing, funds raised from hosting the Circus Quirkus will assist the following organisations:-

Hear and Say Centre – Nambour: The Hear and Say Centre teaches young children and babies, who are hearing impaired or deaf to listen and speak, to communicate in the hearing world. The Sunshine Coast Centre was officially opened in 2004 and was built almost entirely with community support. This local centre means families on the Sunshine Coast have easy access to a world-class program for their deaf and hearing impaired children without the financial and emotional stress of weekly travel to Brisbane.

Rosies Youth Mission – Caloundra: A not-for-profit organisation that provides outreach services, friendship and hope to marginalised, homeless, houseless and abandoned people living in the community. Through Rosie's outreach programs, volunteers assist the lives of over 5000 people per year.

Queensland Institute of Medical Research (QIMR): To continue the ongoing research into cancers that primarily affects children.

Circus Quirkus is a once a year event for special needs and disadvantaged children, and we are asking businesses, on behalf of these children, to put their support behind them. Sponsorship of each child is \$50. Many of these children need a carer to assist, making the cost of a child and carer \$100. We would be most grateful if you could support them with one of the following groups:

30 - \$1500 25 - \$1250 20 - \$1,000 15 - \$750

Of course, we realise that it may not be within your means to assist with a group of this size, and we definitely need your help, so any support would be greatly appreciated.

Please feel free to enclose with your sponsorship: business cards or company logos to be attached to the tickets you have sponsored so the children and their families are made aware of who is responsible for their attendance. Should you require tickets for your own distribution we will be happy to forward these to you on request.

Again thank you for your support; your participation will make a difference in the lives of many families throughout the Sunshine Coast. I look forward to speaking to you in the next few days."

Report: (Finance Manager – Mrs Y.J. Oliver)

The Rotary Club of Noosa Inc applied for similar funding in 2006 and was unsuccessful.

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

Recommendation: (Finance Manager – Mrs Y.J. Oliver)

For the Committee's consideration.

8/5	New Years Eve Dance – Request for Reduction in Hire Fees
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Re: New Years Eve Dance – Request for Reduction in Hire Fees
From: Mary Brown, Supporting Chemotherapy in Cooloola Inc, P O Box 54, GYMPIE QLD 4570
File: FG94/00038
Date: 12 December 2007

“I write to you on behalf of SCIC to request that Council consider giving our Group a discount on the hire of the Civic Centre for the New Years Eve Dance on 31 December 2007.

As you are aware we continue to raise money for chemotherapy in Cooloola and a reduction in costs of hiring the Civic Centre on this occasion would allow us to raise more funds for this worthwhile cause. Our ultimate goal is to build a house for family and friends of our patients to help them during the time when treatments are being carried out.

We now await your favourable reply.”

Report: (Finance Manager – Mrs Y.J. Oliver)

SCIC has requested a discount on the hire charges for its New Years Eve Dance held at the Centre on 31 December 2007.

As the function was held on a Monday evening a reduction of 20% of the hire fees on the Prospectors Hall and the kitchen applies. No other rebating of the hiring fees is applicable as this is outside of Council's hiring policy.

Recommendation: (Finance Manager – Mrs Y.J. Oliver)

That SCIC be advised that the hiring charges are subject to a reduced rate in accordance with Council's hiring policy for hire of the Centre on Monday to Thursday. Any other rebating of the fees is outside of Council's hiring policy.

8/6	Financial Assistance Grants Program Form 2008/09
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Re: Financial Assistance Grants Program Form 2008/09
From: Finance Manager, Yvonne Oliver
File: FC00/00073
Date: 14 January 2008

Report: (Management Accountant – Miss C Savage)

Attached is the Financial Assistance Grants/Loans Community Organisations 2008/2009 Policy and application which are being submitted for review prior to advertising. First advertising date will be Saturday 2 February 2008 with applications closing 31 March 2008.

Investigations have been conducted of the Financial Assistance Grants/Loans process of Burnett Shire Council, Caloundra City Council, Caboolture Council, Cairns City Council, Gladstone City Council, Maroochy Shire Council and Noosa Shire Council.

It has been noted from the information obtained that these Council have dedicated Grants Officers whose sole responsibility is the collation and acquittal of various grants. For instance, Noosa Shire Council has a different person responsible for each type of grant and three funding rounds, not including RADF.

Cooloola Shire Council on the other hand has one officer who is responsible for all types of grants and this duty is but one of the duties comprising the employees areas of responsibility.

Cooloola Shire Council has no acquittal process. Applicants are informed that where financial assistance is provided, it is to be used specifically and solely for the purpose applied for in the application and not for any other purpose. If the project does not proceed, or if funds remain after meeting the objectives of the application, then those funds are to be returned to Council.

One of the criteria evident with the comparison of Cooloola Shire Council and the other Councils investigated is that funding is NOT granted for applications which are received after the close date.

Also, applications which were received out of the fund round were not accepted, or they were required to explain why they did not apply for funding when the round was open.

Refer to “Attachment 4”.

Recommendation: (Finance Manager – Mrs Y.J. Oliver)

That the grant application form be accepted and the policy approved.

Re: Request for Exemption from Tyre Disposal Levy
 From: Fiona Pocknee, Endeavour Foundation, P O Box 3555,
 TINGALPA DC QLD 4173
 File: CG99/00180
 Date: 22 November 2007

“I am writing to request an exemption from paying the waste disposal levy of 30 tyres @ \$4.00 per tyre, a total amount of \$120.00. Endeavour Foundation is a non-profit organisation and these tyres has been donated for gardening projects. Due to organisational Workplace Health & Safety regulations, they are no longer required. This is an unexpected expense on our funding and hope you can see your way clear to giving us an exemption. Should an exemption be granted, would it be for this one occasion or does it remain on file, as there are more tyres to be disposed of in the near future?”

Please find attached a copy of the docket received. Thank you.”

Report: (Health and Community Services Manager - Mr M Grant)

The Endeavour Foundation is requesting Council to waive fees for the disposal of 30 car tyres which are no longer required. The disposal cost is \$120.00.

Recommendation: (Health & Community Services Department Manager –Mr M.R. Grant)

That the Endeavour Foundation be advised that Council will waive the fees for the disposal of 30 car tyres.

8/8	Request Review of Impounded Dog Release Fees
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Re: Request Review of Impounded Dog Release Fees
 From: Denise Pickering, PO Box 38, GYMPIE QLD 4570
 File: CA02/00161
 Date: 19 November 2007

“As pensioners, we seek your help with a distressing mishap that occurred on Saturday 17 Nov 2008.

An untrained pup (Caleb) that we had just received chased a neighbour’s cat from our rural land at 199 Hill Road Mothar Mountain onto the neighbour’s unfenced property and was immediately impounded.

We accepted care of Caleb from its previous owner to save it from a death sentence at the RSPCA.

Could you please review this most distressing matter outlined below and kindly remove the penalty summarily forced upon us without any chance for us to explain the situation.

We fully appreciate the need for animals to be controlled and registered and had both in hand. However, we should ask you please to consider the following facts in mitigation of the young dog's doggy actions.

Background

Our newly-acquired dog followed our neighbour's cat's scent from our rural property. Our neighbour took our dog to the pound without speaking to us first. The result was that we had to pay \$185 for our dog to be released; \$185 for which we had not budgeted and which has caused us real financial hardship and embarrassment. We were severely penalised by the pound because the dog was unregistered.

We only acquired the dog the on the Wednesday the 14th November. Its previous owner planned taking it to the RSPCA to be killed. Our agreement to care for the dog was totally unplanned and without notice. We simply felt that the dog, which has already been badly abused in its youth, did not deserve a death sentence because others could neither care for nor train it.

Between Wednesday and Friday, we:

Took our dog to the local vet for a Checkup, Tick treatment and Distemper shots (confirming statements available);

Researched with vets and other dog owners about the right food and training for abused dogs;

Bought correct dog-food, chains, couplings etc as well as tick-and-flea medication;

Twice bathed and groomed the dog which was filthy and removed paralysis ticks;

Arranged for Caleb's details, and our name, address & telephone number to be engraved on a disc;

Arranged for proper training to be given to Caleb, an abused, late developer;

3-4 times daily properly exercised the pup here in town (no easy task for a 64 year old); and twice took Caleb to our 60 acre property for long training and exercise without mishap.

Those who were to assist with the training (one works in a VET clinic here) indicated that they would be very interested in using our dog as stud to breed with their dogs.

It was only on late Friday night that we had time to draw breath, and to realize that if the dog didn't have distemper shots he probably wasn't registered either. On Saturday morning 5.43 am, we emailed a Gympie councillor asking what we needed to do in order to register our dog, copy of email attached.

It was a terrible shock at our land when after Caleb had run about 400 metres beside the car, he disappeared nose to the ground. My husband and his son drove round for hours visiting neighbours, looking for Caleb and calling his name. I heard much later from the capturing neighbour to say he'd taken our dog to the pound. He said falsely that the dog was savage. The RSPCA correctly knew otherwise – the dogs are known for their tolerance and friendliness to adults and young children. We were most grateful that the RSPCA staff then on duty did know the facts and rejected his assertion.

The neighbour failed to say how (if the dog was such a savage beast) he got it into his vehicle unaided! Since collecting Caleb from the pound AM Sunday, we notice with concern that the pup now yelps when patted around the head and is very sensitive near the ears.

For many years I bred and trained bull-terriers and would not tolerate vicious animals. Love, kind and consistent discipline and patient training are the proven canine character-formers.

Our neighbour allegedly had no idea that the dog was ours. We disbelieve him as he had seen it a month before, in our company with the previous owner (whose child was taught by the neighbour's wife). We all had a long conversation at that time in the pups presence.

On that occasion Caleb had chased our neighbour's geese which then roamed over our land. We then had no objection to his geese or cat being on our property, even though we are trying to attract wild birds with bird feeders and nesting boxes high in trees.

Additionally, as our neighbour has said that he can hear a quiet radio way up on the hill, about 400 metres from his house, it's baffling that he couldn't hear my vocal husband shouting and calling for the dog.

I don't know why our neighbour did what he did. He should surely be less reactive and more proactive in these sorts of situations, in the interests of neighbourliness.

On Saturday we phoned the pound at once, and arranged to pick up our dog next day. The staff at the RSPCA were sympathetic to our plight, but were not authorised – due to it being weekend staff – to waive the registration fee penalty/

As Caleb has been abused enough by others and we were anxious to return him to a stable environment, we paid up front.

Other unexpected expenses for the dogs needs had already hit us hard. The \$185 was a very severe, and in the circumstances we feel, unfair blow to folk whose only income is a pension.

We have taken steps to ensure that a repetition of the incident will not occur. We were surprised by Caleb just dashing off in pursuit of the cat. As said, we have arranged to take the dog to a more experienced trainer/owner.

Thank you for considering the above points.

We ask, as an act of special clemency, could you please refund the penalty element that we have paid.”

Report: (Local Laws Officer - R. Potter)

The writer is requesting a refund of \$150.00 impounding fees on the basis of financial hardship.

On the 17th November 2007 the subject dog was privately impounded from a rural property after the dog chased a neighbour's cat from the dog owner's property back onto the property where the cat resides. The writer advises that they take their dog from their place of residence in Alfred Street, Gympie to their rural property in Mothar Mountain for training and exercise.

Subsequently the writer contacted the RSPCA and was advised the dog release fees were \$185.00 (impounding fee \$150 plus \$35.00 dog registration – pension discount). The RSPCA also advised the writer that they were not authorised to waive Council's fees.

Recommendation: (Health & Community Services Department Manager –Mr M.R. Grant)

That Council advise the writer that the impounding release fees of \$150.00 will not be reimbursed.

SECTION 9: LIBRARY MATTERS

9/1 Monthly Library Report – November & December 2007

Re: Monthly Library Report – November & December 2007
From: Libraries Manager – Leonie Day Wilson
File: FG94/00062
Date: 7 January 2008

Report: (Libraries Manager – Ms L Day Wilson)**NOVEMBER 2007****CIRCULATION (Number of items borrowed):**

Gympie	27 566
Tin Can Bay	4 369
Rainbow Beach	874
Imbil	870
Total	33 679

MEMBERSHIP (Active Borrowers from: 29 July 2003 onwards):

Gympie	19 337
Tin Can Bay	2 790
Rainbow Beach	1 139
Imbil	848
Total	24 114

Total Number of New Members this month: 179**Branch Breakdown:**

Gympie	121
Tin Can Bay	36
Rainbow Beach	14
Imbil	8

STOCK (now including magazines):

Gympie	71 404
Tin Can Bay	11 653
Rainbow Beach	5 628
Imbil	6 527
Total	95 212

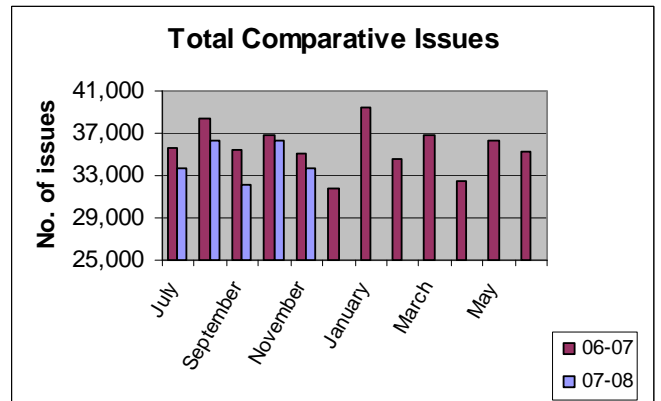
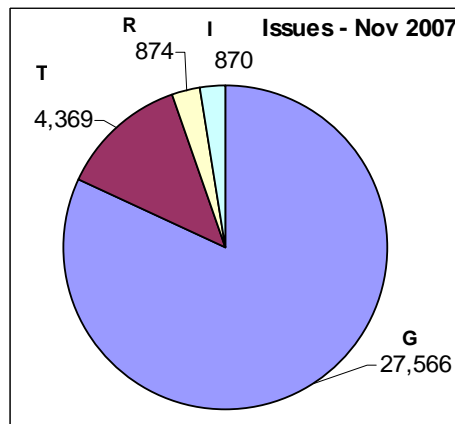
VISITS TO THE LIBRARY (no. of people through the door):

Gympie	13 856
Tin Can Bay	3 139
Rainbow Beach	1 959
Imbil	787
Total	3 139

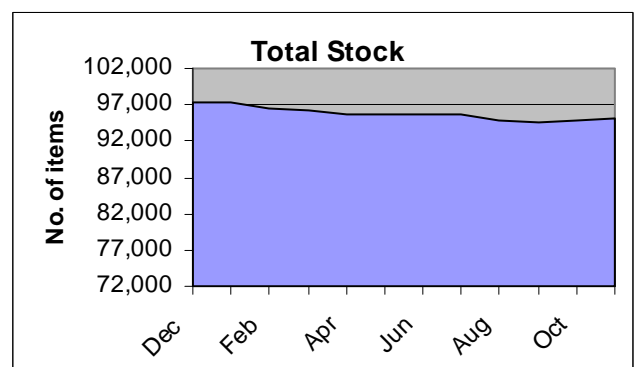
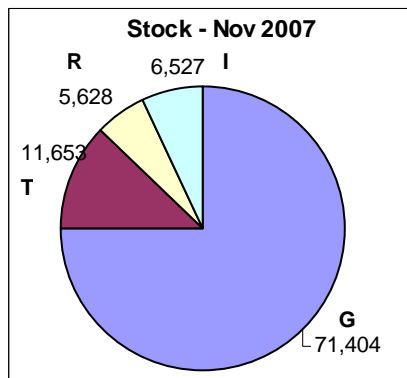
VIRTUAL VISITS TO THE LIBRARY**(i.e. no. of times the Library Web Page was accessed this month):****Total =4013**

STATISTICS:

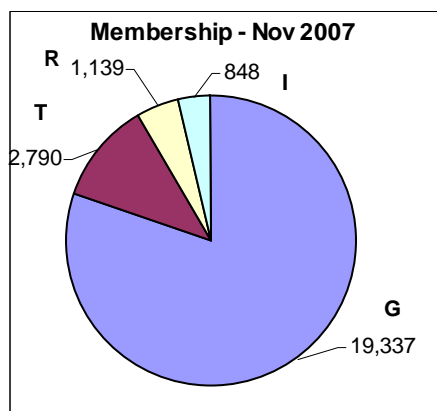
Issues



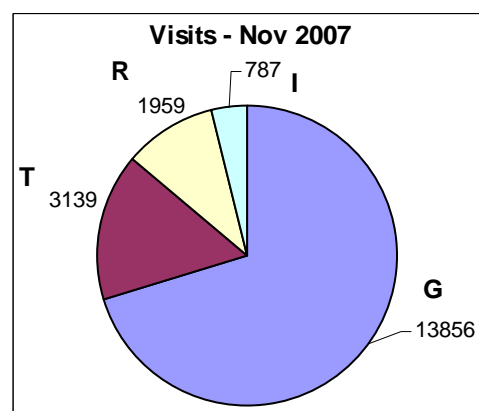
Stock



Membership



Door Count



GENERAL

Interviews for the Library Assistant - Technical Services position were held late this month.

- Five internal applicants were interviewed, with the successful applicant being Melissa Jones. Melissa has been a school-based trainee at the library for the past two years and having now completed her Higher School Certificate and Certificate III in Library Science, is eager to further her library studies and commence a career in local government libraries.
- Melissa’s appointment to the full time staff means that the library service is again operating with a full complement of permanent staff that make up a dedicated, professional team, offering the highest standard of library service to all patrons. *The Library Services Workgroup*, which involves three Cooloola Library staff and three Kilkivan staff is progressing well with ongoing joint discussions and agreed recommendations for the library service in the upcoming amalgamation of the two Shires.
- It is recommended that the libraries become “one” library service, operating with Civica’s library management system, Spydus, (hopefully from 17 March 2008), and projecting uniform policies and procedures, once the new Council is formed and overall uniformity is practicable. Two meetings were held this month, with the next one planned for 6 December, prior to the submission of the Library Workgroup’s 1st draft for inclusion in the Draft Transition Action Plan to the Department of Local Government Planning, Sport and Recreation.
- Currently the main objective of the workgroup is to achieve the merging of Kilkivan/Goomeri data to the Spydus Library Management System.
- A time-line will then be set for the training of Kilkivan staff, in-house, thus reducing Civica’s costs.
- Policies and procedures are also under discussion. Many of these are day-today operational tasks, whilst the implementation of others are reliant on decisions made by Gympie Regional Council. (i.e. adopted fees and charges, retention of overdue fines etc).

CLIENT SERVICES

In keeping with the role of the library service in meeting the recreational, cultural and educational needs of Cooloola Shire, free Internet demonstrations are conducted on a monthly basis in Gympie and on demand at the branch libraries. November’s class at Gympie was well-attended and covered basic internet skills, database searching, how to use the library website and how to set up email accounts.

INFORMATION SERVICES

The Information Services Desk was again a busy outlet throughout November, with the following queries being attended to:

Reference Queries	2644
Inter-Library Loans requests	100
Local History Enquiries	66

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- ***Cooloola Then and Now:*** In 2006 Cooloola Libraries were successful in securing a State Library of Queensland Strategic Development Grant to create the *Cooloola Then and Now* website. The website went live this month and the official launch is planned for Thursday 24 January at the Gympie Library. The State Librarian, Lea Giles-Peters and Cooloola Mayor, Cr Mick Venardos have, to date, accepted invitations to the launch of this well regarded project.
- ***Working on the Information Desk Handbook:*** This month saw the implementation of the “Working on the Information Desk Handbook”. These handbooks were distributed to staff at the general staff meeting on Thursday 8 November and sent to all other library service point staff. The handbook is designed to be a useful tool to assist staff in ensuring consistency of reference service standards, and to re-enforce the responsibilities assumed whilst one is working on the Information Desk.
- ***The BIG Book Club:*** Cooloola Libraries are proud to support the BIG Book Club. This national campaign sponsored in Queensland by the Courier Mail promotes reading, the discussion of books and Australian authors. Information advertising how people can be part of the club is available from all service points or by visiting www.thebigbookclub.com.au . This month’s selection is “Skin and Bone” by Kathryn Fox.
- ***Skin Cancer Awareness:*** In conjunction with the Cancer Council Queensland, Cooloola Libraries mounted Skin Cancer Prevention displays at all library service points, coinciding with Skin Cancer Prevention Week. With summer already here, this promotion presents a good opportunity to bring the *sunsafer* message to Cooloola residents.
- ***Environmental Impact Statement - Traveston Crossing Dam:*** The Environmental Impact Statement Reports, in relation to the Traveston Crossing Dam, are on display at Gympie and Imbil Libraries. The CD version of the reports is also available for loan. Library staff received an extra 30 copies to give to members of the public.
- Submissions to the EIS can be made to the Coordinator-General and will be accepted until the mid January 2008. Staff have expanded the display to include: beneficial information on how to send one’s submission and the website that one should visit to sign the e-petition, allowing time to support the expansion of the timeline and lodging of submissions.
- ***Cooloola Shire Open Space and Recreation Plan:*** The final draft of this document is available for viewing at all service points, along with feedback forms. At Gympie Library this plan is available for perusal in the library foyer.

CHILDREN’S & YOUNG ADULT SERVICES

Total attendances at children’s storytelling and activity sessions this month totalled **172** children and their carers.

EVENTS:

- This month Children's and Young Adult Services staff planned primary proposed projects in this area of library services for the 2008 period.
- The Parental Guidance collection is currently being revamped and new book lists will be available shortly.
- The Storytelling Resource kits have undergone an update and reorganisation.
- The puppets purchased by the FOLs for use in C&YAS activities are now housed appropriately, making them readily accessible for use.
- The general C&YAS work space area has also been tidied and reorganised.

FRIENDS OF THE LIBRARY: Contributed 328 hours to the Library Service this month.

DECEMBER 2007**CIRCULATION (Number of items borrowed):**

Gympie	26 579
Tin Can Bay	3 781
Rainbow Beach	1 319
Imbil	718
Total	32 397

MEMBERSHIP (Active Borrowers from: 29 July 2003 onwards):

Gympie	19 466
Tin Can Bay	2 804
Rainbow Beach	1 157
Imbil	850
Total	24 277

Total Number of New Members this month: 168

Branch Breakdown:

Gympie	133
Tin Can Bay	15
Rainbow Beach	18
Imbil	2

STOCK (now including magazines):

Gympie	71 431
Tin Can Bay	11 594
Rainbow Beach	5 624
Imbil	6 598
Total	95 247

VISITS TO THE LIBRARY (no. of people through the door):

Gympie	12 224
Tin Can Bay	2 991
Rainbow Beach	2 011
Imbil	634
Total	17 760

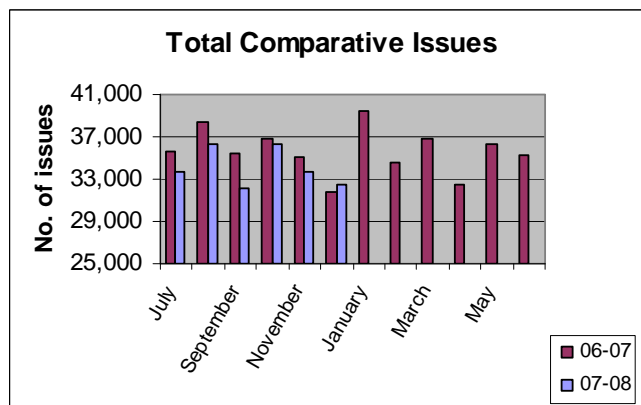
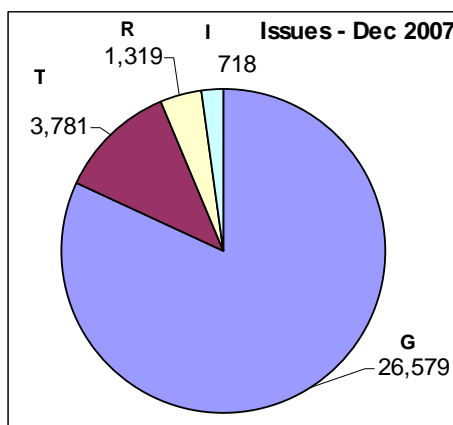
VIRTUAL VISITS TO THE LIBRARY

(i.e. no. of times the Library Web Page was accessed this month):

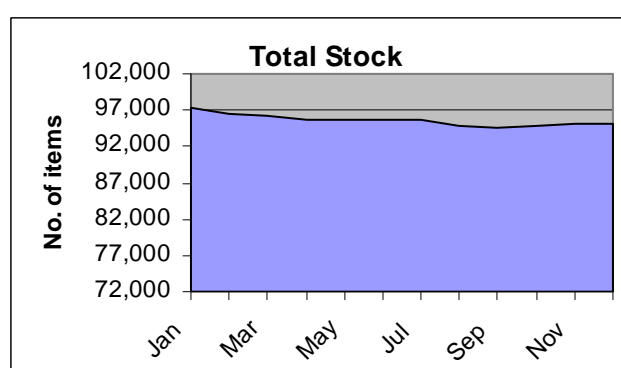
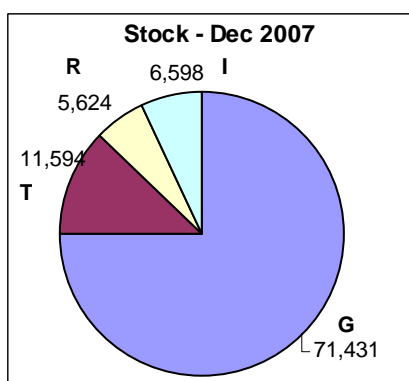
Total =2899

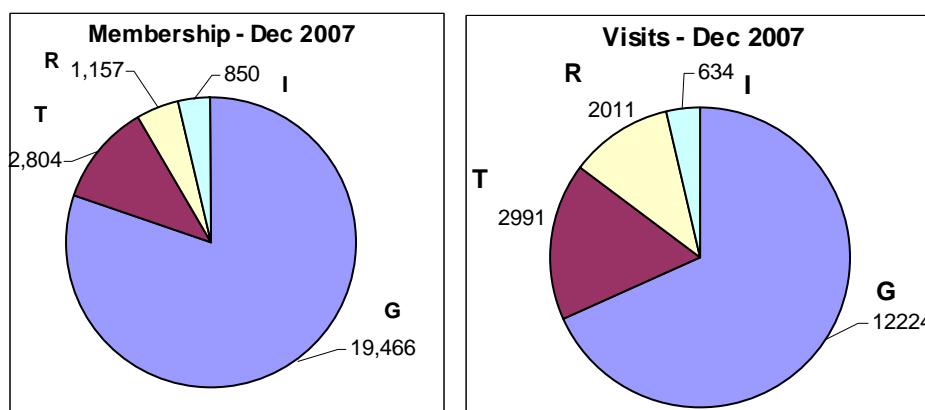
STATISTICS:

Issues



Stock



Membership**Door Count****GENERAL:**

Amalgamation update: Civica supplied the quote early this month to extract the data from Kilkivan and Goomeri Libraries in order to create a merged library management system, enabling the computerised operation of Gympie Regional Library Services.

- The cost for 5 days data conversion, 4 days commissioning and 4 days project management totals: \$18,850. (plus GST)
- Cooloola Libraries staff will conduct the training of Kilkivan/Goomeri staff “in-house” resulting in a cost saving of \$4,350.
- It is anticipated that on March 17, 2008, the library service will operate as one, with many day-to-day operational policies and procedures already in place.
- Following direction and guidelines from the newly formed Gympie Regional Council, other policies will be implemented on a uniform basis, as soon as practicable.

Changes to the Library webpage are currently under review by the I/T Workgroup (in consultation with library staff) re: the incorporation of Kilkivan and Goomeri libraries.

The need for a daily courier service from Gympie Library to the Kilkivan offices and then on to the branch libraries has been referred to the Corporate Services Workgroup.

A Safety Risk Management Policy for branch library service points has been drafted by library staff and flagged to the WH&S Workgroup for assessment and recommendation/s as required.

Additional costs of amalgamation at this point in time include the cost of two receipt printers to be used in the issuing of library materials. (\$1,500)

Library Workgroup Meetings to date have been productive, revealing “common” aims and goals and the anticipated implementation of best practice methods to satisfactorily meet the needs of residents and library users, as well as a number of additional value added services to Kilkivan/Goomeri patrons.

CLIENT SERVICES

- In keeping with the role of the library service in fulfilling the recreational, cultural and educational needs of Cooloola Shire, an Internet demonstration was conducted at Tin Can Bay Library on 12 December to meet growing demand from members of the local community. The class was well attended and covered basic internet skills, database searching, how to use the library website and how to set up email accounts.
- A class is planned for Rainbow Beach Library early in the New Year.

INFORMATION SERVICES

The Information Services Desk was again a busy outlet throughout November, with the following queries being attended to:

Reference Queries	2600
Inter-Library Loans requests	100
Local History Enquiries	48

Cooloola Then and Now: The Cooloola Then and Now website has gone live. The official launch will be on Thursday 24 January. A display showcasing a selection of images from the Cooloola Then and Now website has been assembled in the library foyer. This month there have already been 976 on-line searches across this site and many enquiries have been received in regard to the historical images. To view, one needs only visit www.cooloola.qld.gov.au/library/thenandnow to peruse these on-line images.

The BIG Book Club: Cooloola Libraries are proud to support the BIG Book Club. This national campaign sponsored in Queensland by the Courier Mail promotes reading, the discussion of books and Australian authors. Information advertising how people can be part of the Club is available from all service points or by visiting www.thebigbookclub.com.au. This month's selection is "Skin and Bone" by Elizabeth Jolley. The club is open to everyone and there are no joining fees.

CHILDREN'S & YOUNG ADULT SERVICES

Total attendances at children's storytelling and activity sessions this month totalled **364** children and their carers.

- Activities were conducted at Gympie, Imbil, Rainbow Beach and Tin Can Bay Libraries.
- *Santa* visited two of the sessions at Gympie Library, and as a direct result of the popularity of these visits, consideration will be given to introducing *Santa visits* to the branch service points in 2008.
- Toyworld continued their support of Council's library service by providing the prizes again this year for "Design a Christmas bauble".

FRIENDS OF THE LIBRARY: Contributed 21 hours and 37 minutes to the Library Service this month.

Recommendation: (Acting Director of Corporate Services - Mr B. Hayes)

That the reports as presented be received.

SECTION 10: ART GALLERY MATTERS

10/1 Cooloola Shire Public Gallery Monthly Report – November & December 2007

Re: Cooloola Shire Public Gallery Monthly Report – November & December 2007
 From: Gallery Coordinator – Joolie Gibbs
 File: FG95/00073
 Date: 14 January 2008

Report: (Gallery Coordinator – Joolie Gibbs)

Exhibitions:

The Gympie Times Exhibition Space 23rd – 17th November, *‘Hi-artworks – Footprints on the Planet’*. Annual Cooloola high school exhibition involving seven schools. This year’s added component was the workshops ‘Reflecting Our Nature’ held with the students at Bethland Art Festival and two at the Gallery with Sandra Ross, funded by RADF.

Gallery Three: 23rd October – 25th November, *‘From Darkroom to Digital’* an exhibition of photography to celebrate 50 years of the Gympie Camera Club. Official opening on 14th November. Opened by Graham Burstow on 14th November.

The Gympie Times Exhibition Space & The Hugo Du Rietz Gallery, 20th November – 5th January 2008: ‘Peter Harris Retrospective’. Opened by Dr Lisa Chandler, Design Lecturer of the Sunshine Coast University.

Gallery Three: 27th November – 5th January 2008, Annual *‘Friends of the Gallery Art & Craft Spectacular’*.

Public Programs:

- **Lunchtime Lecture 7th November** – by Karen Milder, photography tutor, Brisbane Institute of Art
- **Lunchtime Lecture 5th December** – Bob Whitworth talked about his property.
- **Artist Floor Talk by Peter Harris** before exhibition opening 24th November.

<u>Visitor Numbers for November:</u>	928	<u>December:</u>	706
<u>Gallery Sales for November:</u>	\$655.00	<u>December:</u>	\$639.99
<u>Friends of the Gallery Shop Sales for November:</u>	\$804.00		
<u>December:</u>	\$2,203.00		

Gallery Focus Group

Meetings held on 22nd November and 6th December to finalise plans for the Gallery's 10th birthday function – 'Twilight of the Tin Tiaras'. The function will be held at the Gallery and in the Skillcentred carpark, with the Skillcentred large marquee. Two bands will be playing, and the ticket price will be \$30. Commemorative wine will be for sale, with the winning entry from the label competition. There will also be a commemorative plate and stubbie holder for sale.

RADF

I attended the RADF Conference in Cairns from 14 – 16th November. The cheque presentation for the latest recipients was held at the Gallery on 19th November. Report on the applications has been given previously. Contact will be made with Kilkivan and Tiaro in the New Year in regards to the Amalgamation.

Workshops, Rentals/Room usage

Weekly:

- Cooloola Arts Society every Wednesday, Tribal Dance Group every Wednesday, Friends of the Gallery Painting Workshops every Tuesday, Soul Sisters Choir Group, Life Drawing class every Thursday evening, U3A French Class.

Monthly:

- Friends of the Gallery, Performers Cafe, Gympie Camera Club, Field Naturalists, QCWA Younger Set (twice a month), U3A Creative Writing Group, U3A Book Club, U3A Book Ends, CHATI, FOGlets (Friends of the Gallery little ones) art group. Most groups took a break over the Christmas period.

Other:

- Celebrating with Mary Festival meetings,
- Gold Rush meetings for debrief (5th November), and for the special meeting (10th December).
- MINS Karaoke night.
- Gallery Selection Committee

Friends of the Gallery:

President Roy Skinner has informed us that he will be moving to Kalgoorlie at the end of March and will be replaced by vice President Wally Braddish until the next AGM. The Friends are organising Bizzart Day on Saturday March 1st, with many activities for children in the planning.

The FOG Tuesday painting group finally opened their gallery space at the MVHR on 1st December, which I was the guest speaker for. The Friends also opened their annual Art & Craft Spectacular on 28th November, and held their Christmas party on 12th December.

Volunteers:

<u>Approximate Hours for month of :</u>	<u>November</u>	<u>December</u>
Front Desk	236	210
Catering events	7	5
Installation approx.	90.5	31.5
Volunteer Office assistance	67.5	60
Education and Public Programs	2	2
Gardening	1.50	3.50
Total	404.5	312

- The Installation Team held their Christmas function on 19th November while installing Peter Harris's exhibition and the Desk volunteers held a morning tea on 5th December.

Other happenings and Gallery Staff:

- Jasmine Crooks from St. Patrick's College did her work experience here on 22nd and 23rd November.
- The trainee Jasmine Camps finished on 18th December.
- I took holidays from 11th December – 3rd January. Sandra Ross and Julie Pratt filled in.
- Preparations were made for the downstairs floor sanding to be done in early January.

Recommendation: (Acting Director of Corporate Services - Mr B. Hayes)

That the report as presented be received.

<p>SECTION 11: THE PAVILION AND CIVIC CENTRE MATTERS</p>

<p>11/1 Monthly Civic Centre Report – November & December 2007</p>
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Re: Monthly Civic Centre Report - November & December 2007
 From: Management Accountant, Cindy Savage
 File: FG94/00017
 Date: 7 January 2008

Report: (Relieving Management Accountant – Lindy Bell)**BOOKINGS****November 2007**

Gympie Hospital	Tai Chi for Arthritis
St Patricks College	Dance Practice
Cooloola Christian College	Dance Practice
Gympie Junior Cricket	Sports Dinner
S. Brady	21 st Birthday Celebrations
Darren Hanlon	Live Music Performance
Cooloola Christian College	Instrumental Concert
Focus on Dance	Rehearsals
River of Life	Church Service
Civic Reception	Gympie Horticultural Society 60yr Anniversary
T. Reisenleiter	Kitchen hire
St Patricks College	Yr 12 Graduation
Victory College	Yr 12 Graduation
Cooloola Christian College	Yr 12 Formal
Focus on Dance	Dance Performance
One Mile State School	End of Year Concert
Melco Hardware Group	Corporate Christmas Party
Danceplus	Dance Rehearsals
A. Gosbell	40 th Birthday Celebrations
Danceplus	Dance Performance
Gympie Probus Club Inc	Christmas Luncheon
Bendigo Community Bank	AGM
Gympie Central State School	End of Year Concert/Presentation
Celestial Gems Belly Dance	Rehearsals
Gympie and District Darts Assoc	Annual Presentation Night

BUILDING MAINTENANCE & IMPROVEMENTS

General maintenance has been carried out.

November was a very busy month for the Centre with a number of organisations holding end of year parties or dance performances and musical concerts. A number of Cooloola students also attended their Year 12 Graduations at the Centre.

December 2007

Cooloola Shire Council Social Club	Christmas Dinner Dance
Celestial Gems Belly Dance	Belly Dance Concert
Population Health Unit	Professional Development Session for Parents
Gympie Saddleworld	Equine Influenza Presentation
Kay Tilley 4 Real Estate	Christmas Business Function
Lady Mayoress	Youth Christmas Party
Australian Filipino Wide Bay Inc	Christmas Dinner Dance
Dance Plus	Dance Performance

December 2007 (Continued)

Local Transition Committee – GRC	Community Consultation for New Local Transition Committee
Kingston House Restaurant	Kitchen Hire
Cooloola Community Arts Council	Pantomime
J. Cooper	Cooper Family Reunion
Supporting Chemotherapy in Cooloola Inc	New Years Eve Dance

BUILDING MAINTENANCE & IMPROVEMENTS

General maintenance has been carried out.

The Centre was relatively busy throughout December with several Christmas parties and a children's pantomime.

Recommendation: (Finance Manager – Mrs Y.J. Oliver)

Recommend that the report be received.

11/2	The Pavilion Monthly Report – November & December 2007
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Re: The Pavilion Monthly Report – November & December 2007
 From: The Pavilion Manager – Linda Kempster
 File: AG96/00225
 Date: 15 January 2008

Report: (The Pavilion Manager – Ms L. Kempster)**Regular Bookings**

Gympie Basketball Association
 Masters Competition – Corbet Stadium, Monday evenings
 Fixtures – Corbet Stadium, Monday, Tuesday.
 Gympie Volleyball Association
 Fixtures – Corbet Stadium, Thursday evenings
 Queensland Futsal
 Fixtures – Corbet Stadium, Wednesday evenings
 Apex
 Dinner Meetings – 1st & 3rd Thursday evenings
 Business meeting – Smith Room, 4th Tuesday evenings
 Business meeting - Smith Room, 4th Monday evenings
 Cooloola Access Advisory Committee
 Meeting – Smith/Bishop Room, 1st Wednesday mornings

Recommendation: (Acting Director of Corporate Services - Mr B. Hayes)

Recommend that the report be received.

11/3	Traditional Country Music Event - Gympie Stampede
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Re: Traditional Country Music Event - Gympie Stampede
From: Joy N Baz Short, P O Box 2556, NAMBOUR WEST QLD
4560
File: AG96/00225
Date: 6 November 2007

“We anticipate this will become an annual event. “The Pavilion” located at the Gympie Showground would be the ideal location.

We have travelled Australia and have been to a number of these events and want to showcase one in this area.

There is a large following for the Traditional Country Music as we have witnessed. We know a large number of these patrons come through the Cooloola Region for their winter holidays, we are hoping to encourage them to stay in the Gympie area.

Besides coming to the Country Music they have to shop somewhere and why not here?

The age group we envisage coming to this event is the over 50.

We have procured the advice of industry professionals in assisting us to co-ordinate a venture such as this.

We ourselves have a number of years experience in the entertainment industry and have been involved in numerous productions both as artist and organiser.

Another project was the Cooroy Thursday Market which we organised for 4 years and took it from a fortnightly market to weekly and from 12 stalls to about 25 which was all we could fit in the hall.

We have already had expressions of interest from many enthusiasts of Traditional Country Music about our event. We have also started a list of people waiting for the tickets to go on sale which we anticipate will be the beginning of February 2008.

We have contacted a number of businesses in Gympie and they have indicated their willingness to offer some form of sponsorship toward this event.

Advertising will be done Australia wide through our contacts in the country music scene.

We are hoping that the Council would be able to assist either by waiving the associated Pavilion fee or provide the venue at a reduced rate. The money raised will be going to charity as outlined in the attached sheet.

Artist appearing: Craig Giles known as Mr Versatile, Reg Poole, Owen Blundell, Laura Downing, plus many more.”

Report: (Pavilion Manager – Ms L. Kempster)

Mr. and Mrs. Baz Short have written to Council informing them of their intention to hold a Traditional Country Music Event in Gympie called the ‘Gympie Stampede’.

Mr. and Mrs. Short have years of experience in the entertainment industry both as performers and organisers. They believe that The Pavilion and Showgrounds is an ideal location to host such an event. They are planning on this becoming an annual event for the Cooloola Shire, with the proceeds being used to establishment of a scholarship fund for young country music students.

The organisers have asked for assistance from Cooloola Shire Council by way of either reduction or waiving of fees associated with The Pavilion hire.

The approximate cost of hire for The Pavilion based on the information that has been supplied by their local committee shall be \$3000. This is based on a proposed three day music event to be held in June 2008.

Recommendation: (Acting Director of Corporate Services - Mr B. Hayes)

That Council considers the request for a reduction or waiver of hire fees for The Pavilion for the holding of a proposed three day traditional country music event in June 2008 to be called ‘The Gympie Stampede’ . Further, that the organisers be advised of Council’s decision on this matter.

Re: Arms & Collectables Fair – Use of The Pavilion
From: Jason Harelle, Gympie & District Collectors Assoc Inc,
P O Box 346, GYMPIE QLD 4570
File: AG96/00225
Date: 17 December 2007

“I am writing to obtain written Council permission for our small organisation to use The Pavilion for our annual Arms & Collectables Fair to be held on Saturday & Sunday 28 & 29 June 2008.

This permission is required by the Weapons Licensing Branch prior to the issue of a permit for us to proceed with organisation of the fair.

Thanking you in anticipation of a positive reply.”

Report: (Acting Director of Corporate Services– B Hayes)

The Gympie & District Collectors Association Incorporated are seeking written permission from Council to use The Pavilion for the Arms & Collectables Fair on June 28th and 29th, 2008.

Such permission is a permit requirement of the Weapons Licensing Branch.

Council has in the past granted permission for this annual event to be held at The Pavilion.

Recommendation: (Acting Director of Corporate Services - Mr B. Hayes)

That Council approve the holding of the Arms & Collectables Fair at The Pavilion on June 28th & 29th, 2008. Further, that written advice of such approval be forwarded to the Secretary of the Gympie & District Collectors Association Incorporated.

SECTION 12: STAFF MATTERS

12/1 Workplace Health and Safety Report – November & December

Re: Workplace Health and Safety Report – November & December
From: Workplace Health & Safety Officer – Les Latemore
File: AS94/00011
Date: 14 January 2008

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

NOVEMBER**COOLOOLA SHIRE COUNCIL****ACCIDENT, INCIDENT AND WORKERS COMPENSATION CLAIMS
FOR NOVEMBER REPORT 2007**

DATE	CODE	LOST TIME (DAYS)	JOB POSITION	DETAILS	SUPERVISOR
12/11/07	A	N/A	Contract Plant Operator	The rear driver side window of a private vehicle was broken during tractor slashing operations.	A. Whitfield
14/11/07	FA	N/A	Plant Operator	A large clod of soil struck the worker on the lower leg while lifting a sign up off of the ground causing a laceration to his leg.	I. Calvert
15/11/07	FA	N/A	EHO Cadet	The worker suffered abrasions to the lower leg and arm after falling through a water separator lid during an inspection at a local business workplace.	I.Wolff
15/11/07	LTI	11	Plant Operator	The worker has suffered soft tissue injuries to the shoulders after falling from a hire roller while trying to access the flashing light located on the roof.	B.Ashford
18/11/07	LTI	7	Truck Driver	The worker slipped over on oil after getting into the back of the garbage truck to untangle rubbish.	R.Halling
19/11/07	LTI	5	Labourer	The worker was struck in the side of the head by a steel picket while trying to straighten it.	R.Halling
21/11/07	A	N/A	Plant Operator	A minor collision occurred between a Council loader and a public vehicle during operations at the Bonnick Road Rubbish Refuse site.	R.Halling
22/11/07	FA	N/A	Labourer	The worker suffered a squashed thumb while connecting lifting chains to a sewerage chamber.	T.Balkin
29/11/07	FA	N/A	Labourer	The worker suffered a minor knee injury after tripping over a tree root during brush cutter operations.	A. Whitfield
29/11/07	FA	N/A	Ganger	The worker suffered a cut to the foot after walking in shallow water while not wearing boots.	B.Ashford
3/12/07	LTI	3	Admin Officer	The worker suffered soft tissue injuries after falling off of an office chair.	I.Schiefelbein

DATE	CODE	LOST TIME (DAYS)	JOB POSITION	DETAILS	SUPERVISOR
4/12/07	A	N/A	Plant Operator	A gate support on a fence was slightly damaged during tractor slashing operations.	R.Halling
4/12/07	A	N/A	Admin Officer	Office car No.34 received minor damage after hitting a post during mail run operations.	S.Graham
4/12/07	LTI	1	Plumber	The workers eyes were exposed to soda ash while cutting a pipe.	D.Beutel
6/12/07	A	N/A	Labourer	Minor damage to a clearance light on small gang truck Plant no.109 occurred when the truck contacted a street pole.	R.Halling

<i>Codes</i>	<i>Totals For The Month</i>
I - Incident (nil injury or damage sustained)	0
A - Accidents (damage to property/environment)	5
FA - First Aid / Medical Treatment injury	5
LTI – Time Lost Injury	5
Total – total days lost for incidents reported this month	27

DECEMBER

COOLOOLA SHIRE COUNCIL

ACCIDENT, INCIDENT AND WORKERS COMPENSATION CLAIMS FOR DECEMBER REPORT 2007

DATE	CODE	LOST TIME (DAYS)	JOB POSITION	DETAILS	SUPERVISOR
20/12/07	A	N/A	Labourer	The rear window of a public vehicle was damaged during brush cutter operations.	R.Halling
07/01/08	LTI	5	Labourer	The worker suffered a torn muscle injury while lifting bags of cement.	D.Stonier

<i>Codes</i>	<i>Totals For The Month</i>
I - Incident (nil injury or damage sustained)	0
A - Accidents (damage to property/environment)	0
FA - First Aid / Medical Treatment injury	0
LTI – Time Lost Injury	5
Total – total days lost for incidents reported this month	0

Recommendation: (Acting Director of Corporate Services - Mr B. Hayes)

That the reports be received.

12/2 Staff Numbers as at 31 December 2007

Re: Staff Numbers as at 31 December 2007
 From: Principal Finance Officer- Expenditure – Ian Kuhn
 File: AS94/00014
 Date: 11 January 2008

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

DEPARTMENT		JUNE 2006	JUNE 2007	SEPT 2007	DEC 2007
Works	John Street – Operators	19	18	17	16
	John Street - Truck Drivers	8	8	8	8
	John Street - Labourers	40	48	48	54
	Tin Can Bay	5	4	4	4
	Supervisory/Support	24	22	20	20
	Workshop	13	9	9	10
	Signs	4	2	2	2
	Parks	17	17	17	17
	Noxious Weeds/Parking	4	4	4	4
Water & Sewerage	Water & Sewerage	36	37	37	37
Design	Design	14	17	17	18
Finance	Finance	17	18	19	19
Planning	Planning	13	13	15	15
Building	Building	4	4	4	4
Health	Health/Community Services	9	10	11	11
Health – State	Health – State Award	7	6	6	6
Corporate Services	Corporate Services	17	19	21	21
Library	Library/Gallery	11	11	11	11
Administration	Administration	7	7	7	8
SUB TOTAL PERMANENT		269	274		285
<i>Job Share Employees</i>	Planning/Building	0	0	0	0
<i>(in Payroll)</i>	Corporate Services	0	0	0	0
TOTAL		0	0	0	0
Part-Time Employees	Admin/Corp Serv	2	4	4	5
	Planning/Building	2	2	2	2
	Health	1	3	3	3
	Water & Sewerage		0	0	0
Total Part Time Employees					
(in Payroll)		5	9	9	10

DEPARTMENT		JUNE 2006	JUNE 2007	SEPT 2007	DEC 2007
Temporary	Works	14	20	17	11
(in Payroll)	Workshop	0	2	2	0
	Water & Sewerage	1	2	2	2
	Parks	0	0	0	0
	Noxious Weeds	0	1	0	0
	Signs	0	0	0	0
	Design	2	1	1	0
	Finance	0	1	0	0
	Planning	5	4	4	6
	Building	0	0	0	0
	Health	3	0	0	0
	Corporate Services	2	5	3	3
	Library	0	0	0	0
	Health – State	1	0	0	0
SUB TOTAL TEMPORARY		28	36	29	22
Casuals/Term Contracts	Library	17	18	14	16
(in Payroll)	Health – State	0	0	0	0
	Health	1	1	1	2
	Supervisory/Support	0	0	0	0
	Water & Sewerage	1	1	1	1
	Works	3	2	2	2
	Planning	0	1	2	1
	Building	0	0	0	1
	Finance	3	3	2	2
	Corporate Services	2	2	4	5
	Design	2	1	1	2
	CEO	1	1	1	1
SUB TOTAL CASUAL		30	30	28	33
Contract Employees	Works	1	2	2	2
(Widebay Group Trainees)	Workshop	3	2	2	2
	Parks	0	0	0	0
	Water & Sewerage	2	2	2	2
	Finance	1	1	1	1
	Health	1	1	1	1
	Planning	2	2	2	2
	Building	0	0	0	0
	Corporate Services	5	5	5	5
	Design	2	2	2	2
	Library	3	2	2	2
SUB TOTAL TRAINEES		20	19	19	19
Logo Appointment	Design	0	0	1	1
Total Logo Employees		0	0	1	1
IPA Employees –	Works	0.0	0.0	0.0	0.0
Equivalent full-time	Water & Sewerage	0.0	0.0	0.0	0.0
employees	Health	0.0	0.0	0.0	0.0

DEPARTMENT		JUNE 2006	JUNE 2007	SEPT 2007	DEC 2007
	Corporate Services	0.5	0.5	0.5	0.5
	Library	0.0	0.0	0.0	0.0
Total IPA Employees (Full-time equivalent)		0.5	0.5	0.5	0.5
TOTAL		353	369	364	371

Recommendation: (Finance Manager – Mrs Y.J. Oliver)

That the report be received.

12/3	Request for Purchasing Authority
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Re: Request for Purchasing Authority
 From: Water & Sewerage Department Manager - Mr I. Schiefelbein
 File: AG95/00172
 Date: 16 January 2008

Report: (Water & Sewerage Department Manager - Mr I. Schiefelbein)

With reference to the above matter, I hereby request that the role of Project Co-ordinator in the Water & Sewerage Department be increased on the list of persons with a purchasing Authority to the value of \$11,000 (incl. GST).

Position	Level	Current
Project Co-ordinator – Water & Sewerage Dept	\$11,000 (GST Incl)	Increase to existing position

Recommendation: (Water & Sewerage Department Manager - Mr I. Schiefelbein)

That Council approve Purchasing Authority for the Project Co-ordinator in the Water & Sewerage Department, to the value of \$11,000 (inclusive of GST).

12/4	Training Co-ordinator
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Re: Training Co-ordinator
From: Human Resources Officer – Don Cartwright
File: AS07/01434
Date: 8 January 2008

Report: (Human Resources Manager - Mr D. Cartwright)

Minute F40/02/07 approved the appointment of a Training Coordinator for an initial 12 month fixed term with continuance subject to review.

This appointment has proven to be very successful and following the amalgamation the Gympie Regional Council will have an ongoing need for this role.

There is provision in the budget for this role to the end of the current financial year.

Recommendation: (Acting Director of Corporate Services - Mr B. Hayes)

That Council approve that the position of Training Co-ordinator be made a permanent position.

SECTION 13: MISCELLANEOUS ITEMS

13/1 Budget Item Master Planning of the Gympie Cemetery

Re: Budget Item Master Planning of the Gympie Cemetery
From: Lewis Matthews, Gympie Cemetery Trust, P O Box 3009,
GYMPIE DC QLD 4570
File: CG97/00119
Date: 21 November 2007

“The Gympie Cemetery Trust would like the Council to have special consideration in the up and coming budget for the following 2 items.

Item 1 Master Planning of the Gympie Cemetery

This master planning takes into account the infrastructure required and the allocation of burial areas. Part of the cost is in researching and evaluating the needs of the community and allocating areas for them. The Board of Trustees have approached a cemetery planner for this purpose and received a quote from them.

The cost of master planning is \$33,430.00 as at March 2007.

Item 2 Auditing of the Available Graves and Remaining Timeframe

The company that does the master planning is also able to audit the cemetery both the existing graves and remaining ground available. This audit will take into consideration the graves that are reserved and the graves that are yet to have another internment into them (2 bodies per grave and then it is classed as full). It also looks at the remaining land available and the number of graves that can be fitted into it. The audit then looks at the remaining land available and the number of graves that can be fitted into it. The audit then looks at future and population trends and does a projection for the remaining timeframe. This time frame will give us a definite long term projection of when we will have to have the new cemetery ready and open for use.

The cost involved in auditing the available graves and the life expectancy of the cemetery is \$7,700 as at September 2007.

Please consider both of these items as the Gympie Cemetery Trust feels that both are important to the future planning and budgeting which is of interest to both the Board and the Council. Should you have any questions or would like further information please contact Mrs Caroline Rogers, Clerical Administrator at the Gympie Cemetery Trust Office.”

Refer to “Attachment 5”.

Report: (Health and Community Services Department Manager – M R Grant)

The Cemetery Trust is requesting financial assistance for the following.

1. Master Planning of the Gympie Cemetery – Cost \$33430.00 (as of March 2007)
2. Auditing of the available graves and remaining time frame – cost \$7700.00 (as of September 2007)

Recommendation: (Health and Community Services Department Manager – M R Grant)

It is recommended that the matter of financial assistance for:

1. **Master Planning of the Gympie Cemetery – Cost \$33430.00 (as of March 2007)**
2. **Auditing of the available graves and remaining time frame – cost \$7700.00 (as of September 2007)**

be referred to Council’s draft budget deliberations for the 08/09 period of consideration.

13/2 Price Increase for Quarry Products

Re: Price Increase for Quarry Products
From: Finance Manager, Yvonne Oliver
File: FG94/00045
Date: 10 December 2007

Report: (Finance Manager – Mrs Y.J. Oliver)

The current price for 10mm & 16mm screenings is \$43.13 & \$45.01 per tonne respectively including GST as outlined Council's current schedule of Fees & Charges. Due to an increase in price from suppliers of this product it is recommended that the price be increased to \$48.00 per tonne including GST for both products.

The current price for Screened River Sand is \$16.69 per tonne including GST. Due to an increase in price from suppliers of this product it is recommended that the price be increased to \$17.50 per tonne including GST.

Recommendation: (Finance Manager – Mrs Y.J. Oliver)

That 10mm & 16mm Screenings be set at \$48.00 including GST and that Screened River Sand be set at \$17.50 per tonne including GST.

IN COMMITTEE ITEMS

In Committee Item 1 The Pavilion & Civic Centre Financial Report – up to 30 November 2007 & 31 December 2007
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Re: The Pavilion & Civic Centre Financial Report – up to 30 November 2007 & 31 December 2007
File: AG98/00391 & FG94/00017
Date: 10 January 2008

In Committee Item 2 The Pavilion Monthly Financial Summary Report – November & December 2007
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Re: The Pavilion Monthly Financial Summary Report – November & December 2007
File: AG96/00225
Date: 15 January 2008

In Committee Item 3 Outstanding Accounts 3 Months and Over Sundry Debtors – as at 8 January 2008

Re: Outstanding Accounts 3 Months and Over Sundry Debtors – as at 8 January 2008
File: FG94/00011
Date: 8 January 2008

In Committee Item 4 Arrears of Rates as at 31 December 2007

Re: Arrears of Rates as at 31 December 2007
File: FR94/00009
Date: 9 January 2008

In Committee Item 5 Rateable Properties Affected by Dam

Re: Rateable Properties Affected by Dam
File: CG06/00223
Date: 7 January 2008