



AGENDA

Policy and Planning Standing Committee Meeting

7 March 2018

Please be advised that the Policy and Planning Standing Committee Meeting of the North Burnett Regional Council will be held at the Biggenden Boardroom on:

Wednesday, 7 March 2018 commencing at 9:00am

Order Of Business

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Mark Pitt
Chief Executive Officer

- 1 ATTENDEES**
- 2 WELCOME/HOUSEKEEPING**
- 3 APOLOGIES**
- 4 DECLARATION OF INTEREST**

5 DEPUTATIONS/PETITIONS

5.1 GARY COOPER, DEPARTMENT OF STATE DEVELOPMENT, MANUFACTURING, INFRASTRUCTURE AND PLANNING (DSDMIP) MR HARRISON BRAY, DSDMIP'S REGIONAL STRATEGIES AND PROGRAM DIVISION

Doc Id: 860505
Author: Natalie Zillman, Executive Assistant
Authoriser: Mark Pitt, Chief Executive Officer
Attachments: Nil

INTRODUCTION/BACKGROUND

For Information.

OFFICER COMMENTS/CONCLUSION

For Discussion.

6 GOVERNANCE REPORTS

6.1 2017-18 OPERATIONAL PLAN REPORT - Q1&Q2 DATA

Doc Id: 857880

Author: Tracey Wilson, Grants/Media Officer

Authoriser: Mark Pitt, Chief Executive Officer

Attachments: Nil

INTRODUCTION/BACKGROUND

The purpose of this report is to provide information to Council on the actions undertaken against the 2017-18 Operational Plan for Q1 and Q2.

An operational plan is a legislative requirement under the *Local Government Act 2009* and the *Local Government Regulation 2012*, and is a strategic document that details the operational direction for Council over a 12-month period.

The Operational Plan highlights our significant projects and activities for the year that are of most interest to Council and our communities. It can include:

- Outcomes and strategies directly from the Corporate Plan.
- Programs that the organisation has in place.
- Outputs that will deliver the strategies in the Corporate Plan.
- Significant projects and activities
- Performance measures to track progress and identify milestones and achievements.

CORPORATE/OPERATIONAL PLAN

5.4 Future financial sustainability

5.4.1 Undertake robust and accountable financial, resource and infrastructure planning and management to ensure affordable and sustainable outcomes for our community

5.6 Good governance

5.6.1 Commit to open and accountable governance to ensure community confidence and trust in Council and our democratic values

5.6.2 Compliant with relevant legislation

POLICY IMPLICATIONS

Council's actions are in accordance with the adopted Corporate and Operational Plans.

STATUTORY REQUIREMENTS

Local Government Act 2009

Local Government Regulation 2012

FINANCIAL REQUIREMENTS

Budget expenditure in accordance with adopted budget.

RISK MANAGEMENT

Formally recognising customer and practice in regards to minimum standards. Issues of equality, health and safety, and expense are also factors that need consideration when establishing a dress code.

CONSULTATION

Internal consultation has been conducted with the Executive Leadership Team, Mayor and available Councillors.

RECOMMENDATION

That North Burnett Regional Council receives the Q1 and Q2 Operational Plan report for the 2017-2018 financial year.

7 SOCIAL REPORTS

7.1 MUNDUBBERA REGIONAL ART GALLERY ADVISORY COMMITTEE - INFORMATION ONLY

Doc Id: 858241

Author: Leah McKinnon, Administration Officer

Authoriser: Brad Duke, General Manager Corporate and Community

Attachments:

1. MUNDUBBERA REGIONAL ART GALLERY Minutes meeting 5th Feb 2018.docx [858227]
2. MUNDUBBERA REGIONAL ART GALLERY Coordinators report 5th Feb 2018.docx [858228]
3. 2017-18 Art Gallery Financials as of 05th February 2018.pdf [858229]

INTRODUCTION/BACKGROUND

The advisory committee aims to update Council regarding the progress of the Mundubbera Regional Art Gallery and to forward any recommendations for actioning to Council.

CORPORATE/OPERATIONAL PLAN

In accordance with Corporate Plan Outcomes:

Theme 3.4 – Art and Culture

POLICY IMPLICATIONS

North Burnett Regional Council Arts and Cultural Strategy

STATUTORY REQUIREMENTS

Nil

FINANCIAL REQUIREMENTS

North Burnett Regional Council's Finance Officers provide the Mundubbera Regional Art Gallery with a quarterly financial report. The financial report for this meeting is attached to this report (Refer to Attachment 3).

RISK MANAGEMENT

Appropriate governance processes have been implemented to ensure the Committee are supported.

CONSULTATION

North Burnett Regional Council's Administration Officer attends meetings and provides liaison support to the Committee. The minutes of the last meeting on 05th February 2018 provided by the committee are attached to this report (Refer to Attachment 1) The Co-ordinators Report provided by the Mundubbera Regional Art Gallery Coordinator is attached to this report (Refer to Attachment 2).

RECOMMENDATION

That Council receives the Mundubbera Regional Art Gallery report as information only and the minutes from the Meeting held 05th February 2018 as presented be adopted.

MUNDUBBERA REGIONAL ART GALLERY**MINUTES OF MEETING HELD 5TH FEBRUARY 2018****ATTENDEES:**

Faye Whelan, Denise Edwards, June Meredith, Neville Hastings, Chenelle Allan, Sue Allan.

APOLOGIES:

Sue Crofts, Leah McKinnon

MINUTES OF PREVIOUS MEETING HELD 11/12/17:

Accepted as read: Moved: June Meredith Seconded: Neville Hastings.

BUSINESS ARISING:

Kids Craft day (MCDA) ongoing.

10th Anniversary celebrations for Gallery. Discussion took place and a decision was made to hold the celebrations on Saturday 8th September on the lawn at the Rotunda. (Date claimer has been made with Council)

Kitchen/Supper room to be booked for the day. **Action: Leah**

Ideas for theme and activities: Carnival atmosphere/Maypole dancing/Laura's Dance Group involvement/Local artists demonstrations/Gallery Archive on computer display/CWA to be approached to make scones for Devonshire Tea. Any more ideas welcome and at the next meeting we will discuss further. **Action: Chenelle Allan talk to Laura/ Marg Kelly talk to CWA**

Moved: Chenelle Allan Seconded: Neville Hastings.

Toll: **Leah** will be affirming their delivery specifications with them.

COORDINATORS REPORT:

As per attached report: Moved: Sue Allan Seconded: Chenelle Allan

CORRESPONDENCE IN/OUT:

Action: Sue Allan contact Katrin Dierich re extending exhibition at end of the year.

Forward all email correspondence to Gallery email.

As per report: Moved: Sue Allan Seconded: Denise Edwards

FINANCIALS:**Accepted as presented:**

Trust a/c: \$7400

Discretionary a/c: \$3704.78

Action: Sue Allan: email Flying Arts requesting an invoice to pay for the "Iconic Queensland" exhibition before end June.

Faye Whelan: 2 air conditioners for Gallery – approach Council

Moved: Denise Edwards Seconded: June Meredith

GENERAL BUSINESS:

- Suggestion by Leah McKinnon that the sign at the Rotunda be replaced. Discussion took place and the meeting decided to improve the existing sign by approaching local artist Malcolm Brown and sign writer Phil Robinson to fill the space around the Perspex box to make the sign more noticeable and appealing.

Incorporate Mundubbera “Footsteps in the Tree”/ 3 Rivers in the design.

Action: Sue Allan to ring Malcolm and Phil re concept/costing and bring back details to next meeting.

- Marg Kelly asked for the Gallery Computer memory to be upgraded either through an external hard drive or on the computer. Also to have a photo program installed to allow her to do the catalogues and cards for exhibitions. Leah consult with Marg for details and action this through Council.

- Wine & Cheese evening 16th March 2018 for the opening of exhibition “Colour (Heart shape) and Me”

Cover charge: \$5/includes one glass of wine/Beverages purchased locally.

Bar: approach Con Van Elst and Rob Meredith to man. Action: Sue Allan

Food: Platters and finger food. Volunteers to make. Action: Sue Allan

Décor: Chenelle Allan

Action: Chenelle Allan to design the invitation and get it printed ready to send.

- Chenelle Allan requested two power points be installed outside on the Gallery patio for use when having events. Moved: Chenelle Allan Seconded: Sue Allan Action: Faye Whelan and Chenelle Allan
- Chenelle Allan requested the Gallery purchase stands for use in the glass cabinets. Action: Chenelle to cost these.
- Request by Sue Lederhose to check the specifications provided to artists re positioning of “D” clips on back of art work. Action: Denise Edwards.
- Suggestion to purchase one of Malcolm Browns painting for the Gallery acquisitions.

Moved: Sue Allan Seconded: June Meredith “That we ask him to paint a dot painting of an Australian animal e.g. echidna (as the ones in the gallery are already sold) -up to \$400 in total. Action: Sue Allan

Meeting closed: 5.10pm

Next meeting: Monday 9th April 3.30pm Action: Leah book old Council Chambers

MUNDUBBERA REGIONAL ART GALLERY**COORDINATORS REPORT 5TH FEBRUARY 2018**

Thank you to all our volunteers who have helped over the past year and especially Denise Edwards for stepping in to coordinate for me while I was sick.

The last exhibition for 2017 was the Mundubbera Quilters and although I didn't see it I know it would have been impressive as always and well received.

Thank you also to Leah our Librarian come "admin" person for all her help with our various requests.

The first exhibition for 2018, by local artist Malcolm Brown "Brownny's Art" was opened by Faye Whelan on 27th January. It was a great success with a good roll up of people on the day.

Brownny's exhibition will run until 13th March as the 2nd exhibition will be opened on 16th March.

The 2nd exhibition for the year is Elizabeth Browne from Toowoomba.

Elizabeth paints with pastel, acrylic and watercolour and does bottles and calico bags. She is keen to have a wine and cheese opening on the Friday night and will be involved in arranging this with us.

FUTURE EXHIBITIONS:

2019 exhibition schedule:

I am following up with various artists for exhibitions.

- Lorraine Maskell a local photographer
- Sculptor John Olsen Bundaberg
- Tongan Community
- Somerset Art Group
- Museums & Galleries has indicated a sculpture exhibition with touring from late 2018 until 2021. I would be interested in following this up for an exhibition in our gallery in 2019 or 2020.

GENERAL BUSINESS: suggestions

Chenelle Allan: that we install power points outside on patio for functions.

Glass cabinets to be used by library if we are not using.

Sue Lederhose: that we keep the last exhibition of the year in the Gallery until the next one in the new year.

Leah McKinnon: New sign to replace the existing one near the rotunda.

CORRESPONDENCE:

INWARDS:

Emails received from:

Gympie Art Gallery

Flying Arts

Museums & Galleries Qld

Gayndah Art Gallery

Artists re exhibitions: Elizabeth Browne/Margaret Cruickshank/Kathrin Deirich

Maya Carter-Malins re Iconic Queensland exhibition in August.

Leah McKinnon (Council)

OUTWARDS:

Various correspondence with artists re upcoming exhibitions including to Elizabeth Browne and Margaret Cruickshank and Katrin Deirich.

To Maya Carter-Malin re "Iconic Qld" exhibition.

Margaret Cruickshank has suggested we advertise in The Grey Nomad Times for our exhibitions. I sent an email to them but haven't heard back.

Emails to ABC Wide Bay/CNBT/North Burnett Council re advertising upcoming exhibition.

Sue Allan

Coordinator

Mundubbera Art Gallery
2017-18 Account Details
as at 5/2/18

2520-2000-0000 Mundubbera Art Gallery Maintenance

GL Number	Details	Amount
1/07/2017	AP RECHENBERG PTY 706746/01 Monthly Alarm monitoring fee for 30 Lyon Stre and call out alarm not working	\$ 181.96
11/08/2017	AP P & B HICKEY RE 707262/06 Quarterly service of the a/c in Mundubbera Ar	\$ 21.64
4/09/2017	Charge from Rates 6001900000000	\$ 477.99
5/12/2017	Cleaning for Art Gallery to 5/2/18	\$ 2,030.39
30/11/2017	AP DF ELECTRICAL S 709352/01 Check lights not working at Mundubbera Art Ga	\$ 70.00
18/10/2017	AP ERGON ENERGY CO 18/10/17 CONSOLIDATED POWER A/C	\$ 2,090.93
18/01/2018	AP ERGON ENERGY CO 18/1/18 CONSOLIDATED POWER A/C	\$ 3,510.23

Total Operating Costs - 29/9/17 **8,383.14**

Budget 25,000.00

Remaining 16,616.86
33.53%

2520-2100-0000 Mundubbera Art Gallery -Discretionary Expenditure

Supplier	Details	Amount
AP DISPLAYS 2 GO	707521/01 I: MRAG - Plinths	\$ 1,458.00
VISTAPRINT	JDK 08/17 to 09/17 - VISTAPR*VISTAPRINT.AUTote Bags & DL Postcards	\$ 337.02

Total Expenditure - Discretionary **1,795.02**

Budget 5,500.00

Remaining 3,704.98
32.64%

Trust Fund Account

Opening Balance 1/7/16	\$ 5,354.99
(Rev) - Wages back to Operating	\$ (314.37)
(Rev) - Tear Drop Flag Graphic Design to Discretionary	\$ (657.50)
(Rev) - Plinth Berthelsen to Operating	\$ (254.20)
14/2/2017 - McGilverys - TCL 32" TV	\$ 326.36
2016-17 - Recognition of Income from Art Gallery	\$ (870.78)
Closing Balance 30/6/17	\$ 7,125.48

Opening Balance 1/7/17 \$ 7,125.48

Nil Transactions

Closing Balance 29/9/17 \$ 7,125.48

Mundubbera Art Gallery
2016-17 Income Transaction Details
as at 5/2/18

Sum of Amount Details	Date	Further Description	Total
☐Sale of Art	☐17/08/2017	TABLE DOILEY ADVENTURES IN CREA	\$ 14.40
	☐20/09/2017	AP Duffey T 15/08/17 TABLE DOILEY ADVENTURES IN CREA	\$ (14.40)
	☐29/01/2018	Sale of Artwork x 2	\$ (800.00)
Sale of Art Total			\$ (800.00)
☐Commission	☐17/08/2017	TABLE DOILEY ADVENTURES IN CREA	\$ (3.27)
	☐29/01/2018	SALE OF ARTWORK 20% COMMISSION X 2	\$ (181.81)
Commission Total			\$ (185.08)
☐Exhibition Booking	☐31/10/2017	Exhibition Booking Fee	\$ (90.90)
Exhibition Booking Fee Total			\$ (90.90)
Grand Total			\$ (1,075.98)

8 CONFIDENTIAL REPORTS**RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 275(1) of the Local Government Regulation 2012:

8.1 CUSTOMER SERVICE & LIBRARY OPERATING HOURS REVIEW

This matter is considered to be confidential under Section 275(1) - a and c of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the appointment, dismissal or discipline of employees and the local government's budget.

9 GENERAL BUSINESS

10 CLOSURE OF MEETING